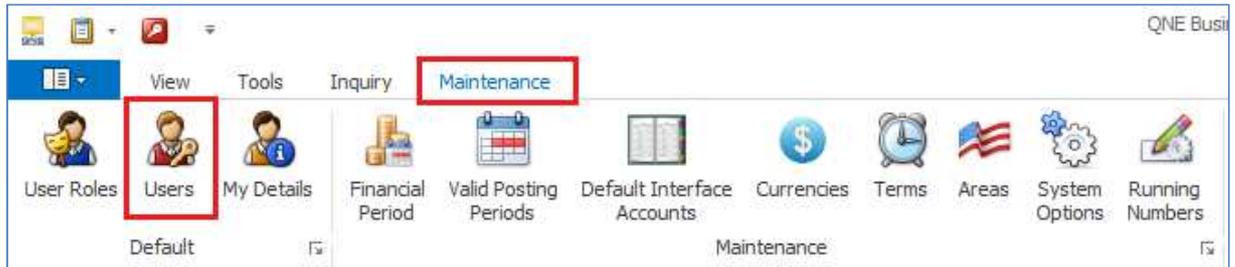
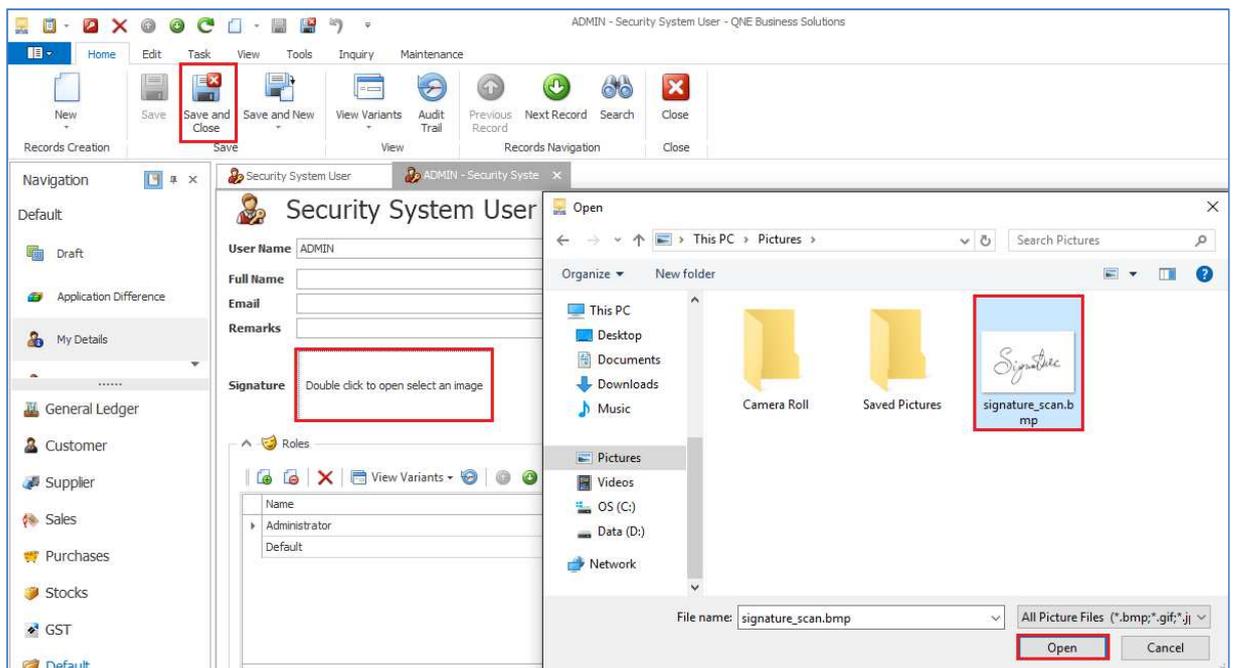


Insert digital signature into invoice preview format

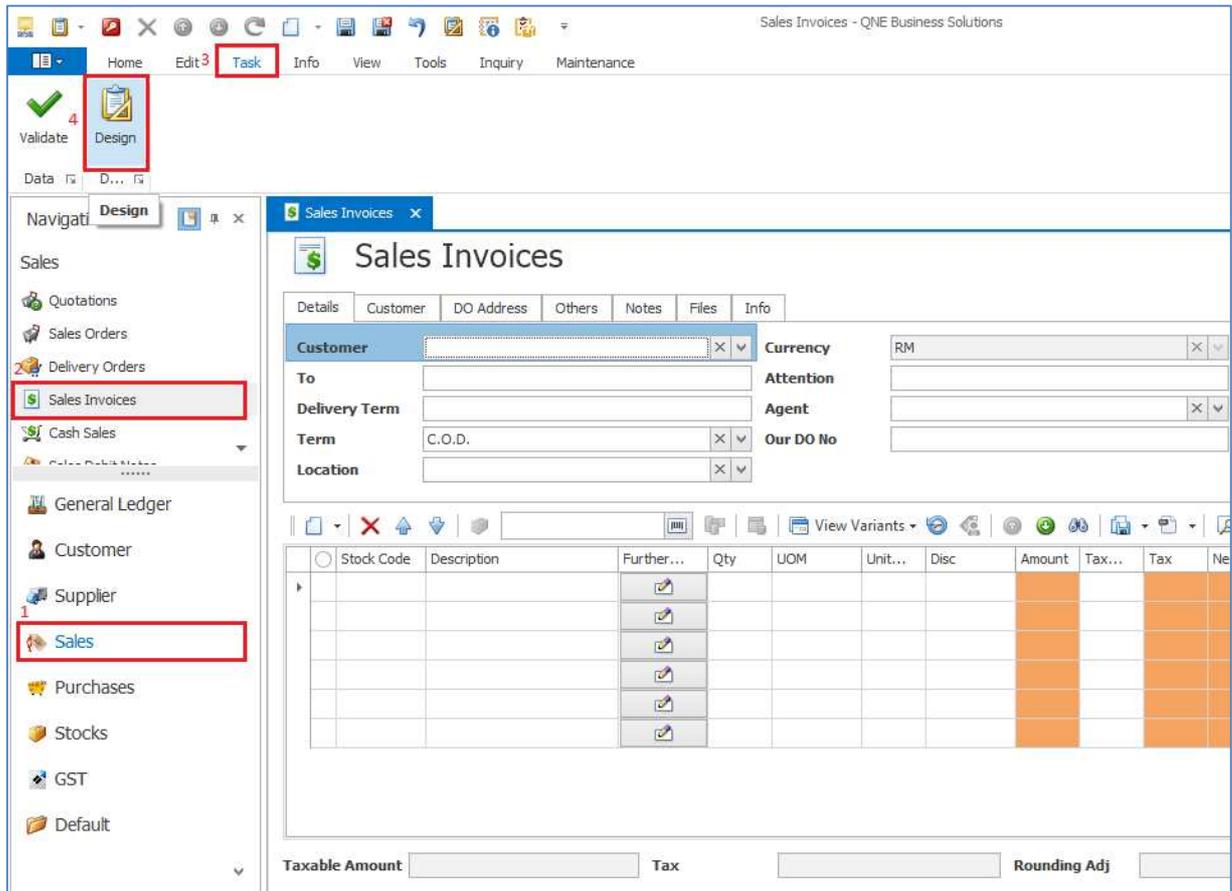
1. Go to Maintenance → User



2. Double click on the Signature box and select your Digital Signature image file
3. Click Save and Close



4. Go to Sales → Sales Invoice → Task → Design



The screenshot shows the 'Sales Invoices' window in QNE Business Solutions. The 'Task' menu item is highlighted in the top navigation bar. In the left-hand navigation pane, the 'Sales' category is expanded, and the 'Sales Invoices' item is highlighted. The 'Design' button in the top-left toolbar is also highlighted. The main area displays the 'Sales Invoices' form with various fields for Customer, Delivery Term, and Location. Below the form is a table with columns for Stock Code, Description, Qty, UOM, Unit, Disc, Amount, Tax, and Net. The 'Amount' and 'Tax' columns are highlighted in orange. At the bottom, there are fields for Taxable Amount, Tax, and Rounding Adj.

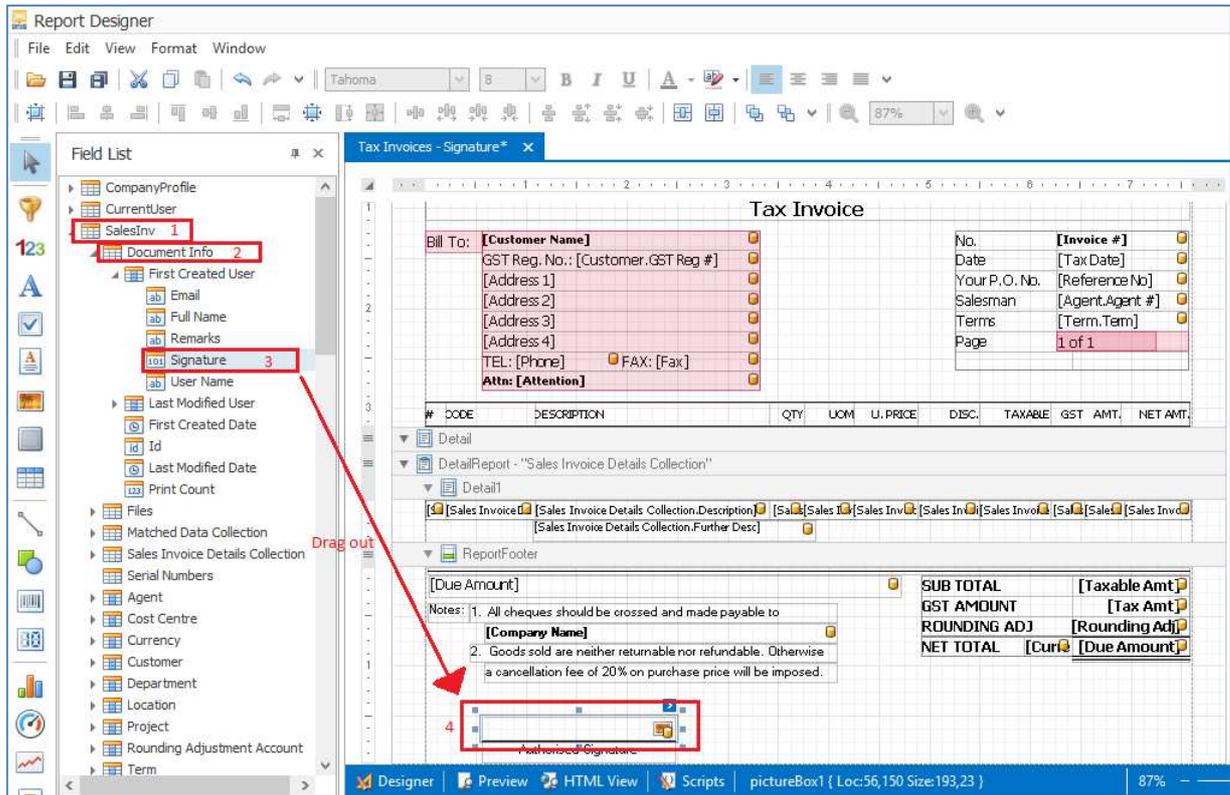


5. Highlight which format to add in Digital Signature and click Amend

#	Name		Default
<SR>01	Sales Invoices	System	<input checked="" type="checkbox"/>
<SR>02	Sales Invoices with Auto-Numbering	System	<input type="checkbox"/>
<SR>03	Sales Invoices with DO	System	<input type="checkbox"/>
<SR>04	Sales Invoices with Next Page	System	<input type="checkbox"/>
<SR>05	Sales Invoices with Serial Number	System	<input type="checkbox"/>
<SR>06	Sales Invoices without Stock Code	System	<input type="checkbox"/>
1 <SR>07	Tax Invoices	System	<input type="checkbox"/>
<SR>08	Tax Invoices (Legal Firm)	System	<input type="checkbox"/>
<SR>09	Tax Invoices (Relief)	System	<input type="checkbox"/>
<LDR>01	Tax Invoices - Signature	ADMIN	<input type="checkbox"/>
<SR>10	Tax Invoices in Margin Scheme	System	<input type="checkbox"/>
<SR>11	Tax Invoices in Mixed Supplies	System	<input type="checkbox"/>
<SR>12	Tax Invoices in Multi-Currency	System	<input type="checkbox"/>
<SR>13	Tax Invoices with DO	System	<input type="checkbox"/>
<SR>14	Tax Invoices with Tax Exclusive	System	<input type="checkbox"/>
<SR>15	Tax Invoices with Tax Exclusive & DO	System	<input type="checkbox"/>
<SR>16	Tax Invoices with Tax Exclusive (Simplified)	System	<input type="checkbox"/>
<SR>17	Tax Invoices with Tax Inclusive	System	<input type="checkbox"/>
<SR>18	Tax Invoices with Tax Inclusive & DO	System	<input type="checkbox"/>
<SR>19	Tax Invoices with Tax Inclusive (Simplified)	System	<input type="checkbox"/>
<SR>20	Tax Invoices with Wholly Standarded Rate Exclusive	System	<input type="checkbox"/>
<SR>21	Tax Invoices with Wholly Standarded Rate Exclusive with Discount Amount	System	<input type="checkbox"/>
<SR>22	Tax Invoices with Wholly Standarded Rate Exclusive with DO	System	<input type="checkbox"/>
<SR>23	Tax Invoices with Wholly Standarded Rate Inclusive	System	<input type="checkbox"/>

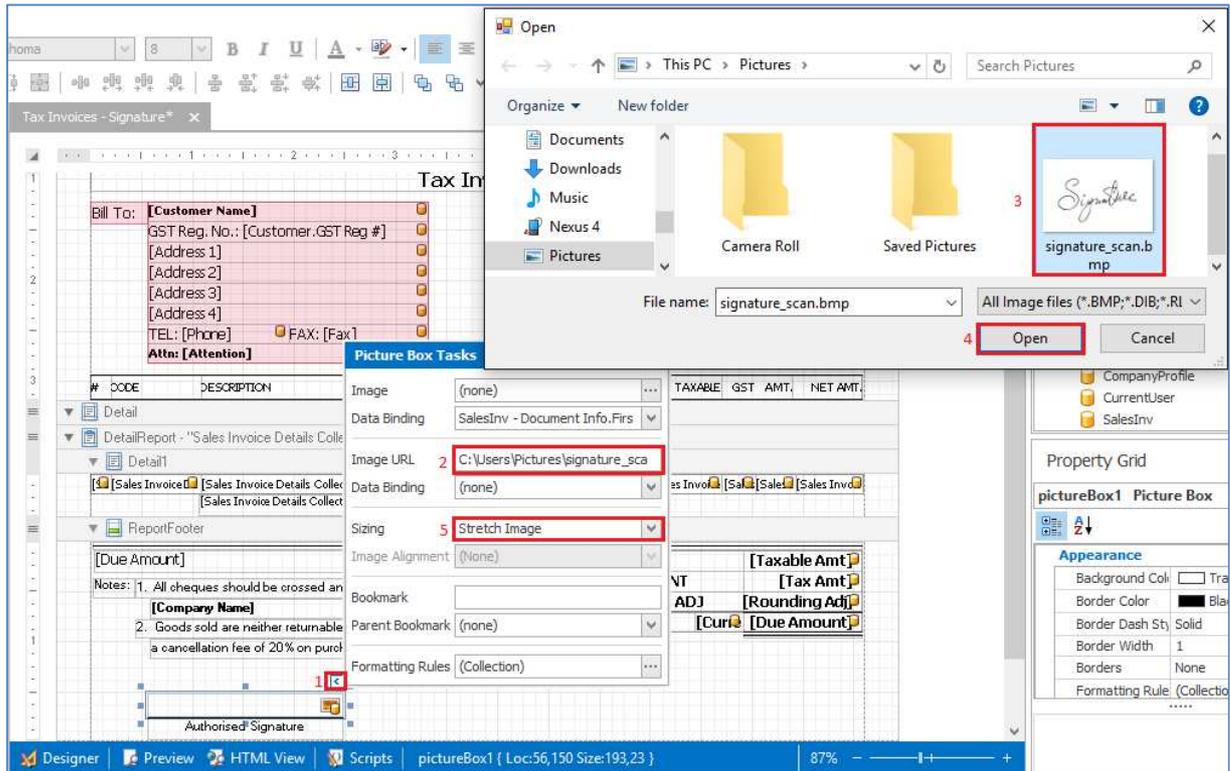
Amend 2
Rename
Delete
Import
Export
Refresh
Close

6. Expand 'SalesInv' → 'Document Info'
7. Drag out [Signature] field into the format

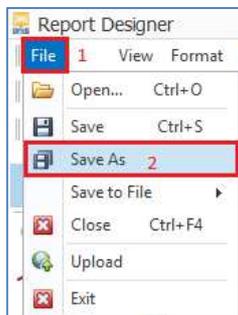


The screenshot shows the Report Designer interface for a 'Tax Invoice' report. On the left, the 'Field List' pane is expanded to show the 'SalesInv' object, with 'Document Info' expanded and the 'Signature' field selected. A red arrow labeled 'Drag out' indicates the field being moved to the report design. The main design area shows the report layout, including a 'Bill To' section with fields for Customer Name, GST Reg. No., and addresses. Below this is a table with columns for CODE, DESCRIPTION, QTY, UOM, U. PRICE, DISC., TAXABLE, GST AMT., and NET AMT. The report footer contains a 'Notes' section with two items, a 'Company Name' field, and a signature box. The signature box is highlighted with a red box and labeled '4'. The status bar at the bottom shows 'Designer' mode and a zoom level of 87%.

8. Click on the tiny arrow on right top corner of the field
9. Click on 'Image URL' [...] and select your digital signature image file
10. Click on 'Sizing' [...] and select [Stretch Image]



11. Click on File and click Save As





12. Key in your new Sales Invoice with Signature name and click [Save]

QnE Save Report As

Display Name

 Save  Cancel

13. Now you can preview your Sales Invoice format with your own Digital Signature

MALAYSIAN RINGGIT SEVEN HUNDRED TWENTY SIX & CENTS TEN ONLY	SUB TOTAL	685.00
Notes: 1. All cheques should be crossed and made payable to	GST AMOUNT	41.10
SAMPLE TRADING (M) SDN. BHD.	ROUNDING ADJ	0.00
2. Goods sold are neither returnable nor refundable. Otherwise a cancellation fee of 20% on purchase price will be imposed.	NET TOTAL	RM 726.10
 _____ Authorised Signature		