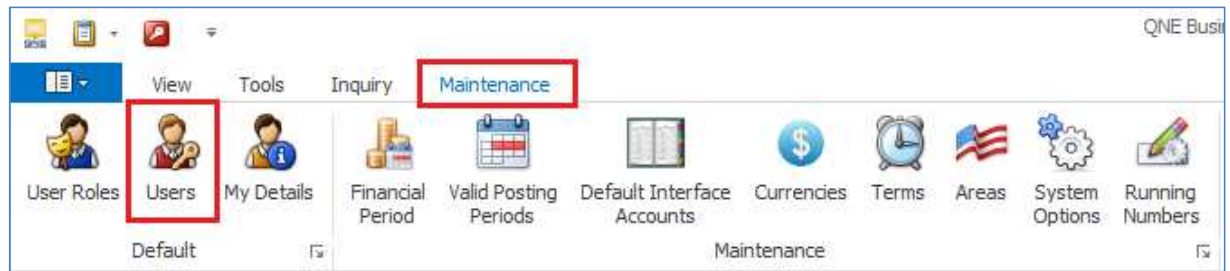
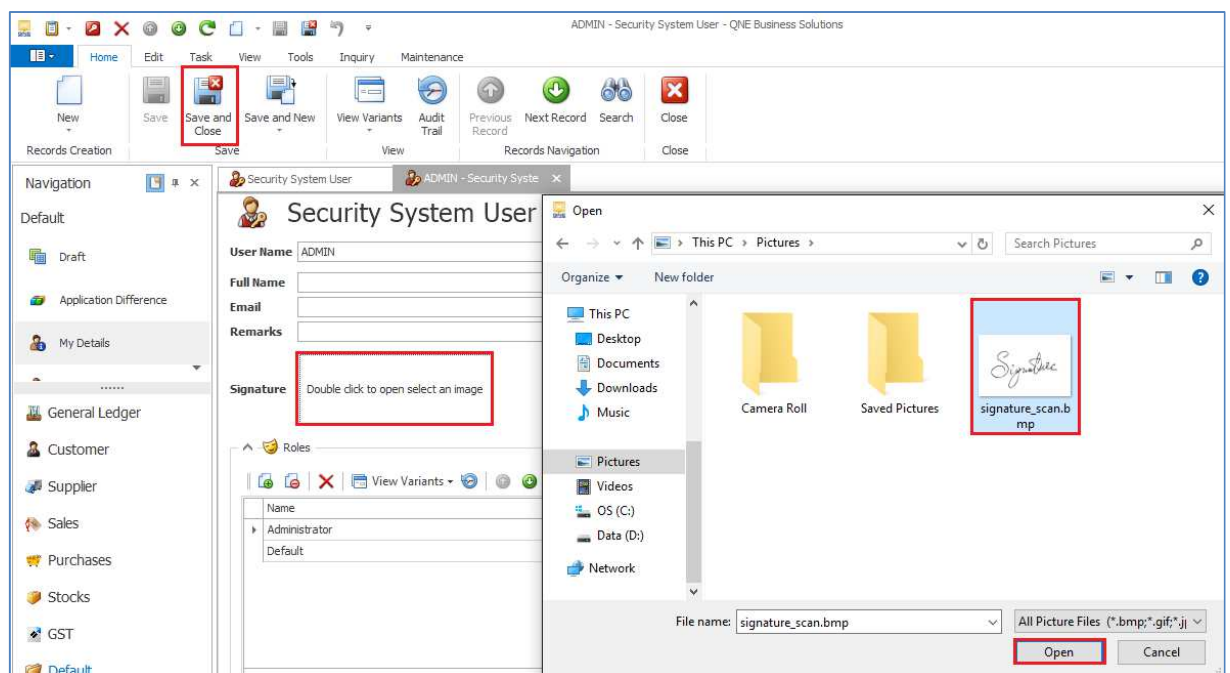


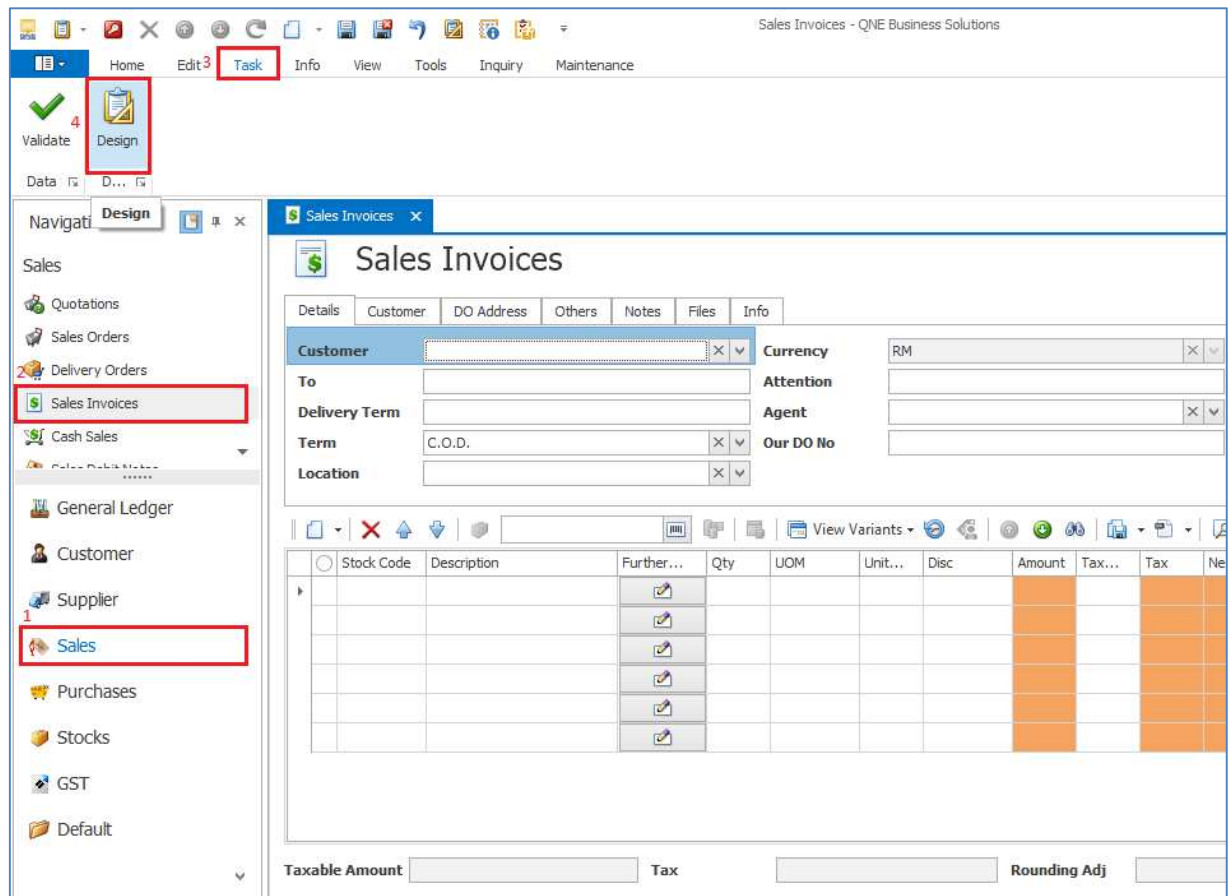
Insert digital signature into invoice preview format

1. Go to Maintenance → User



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







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

Sales Invoices				
Reports - Sales Invoice				
#	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"/>	
<UDR>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

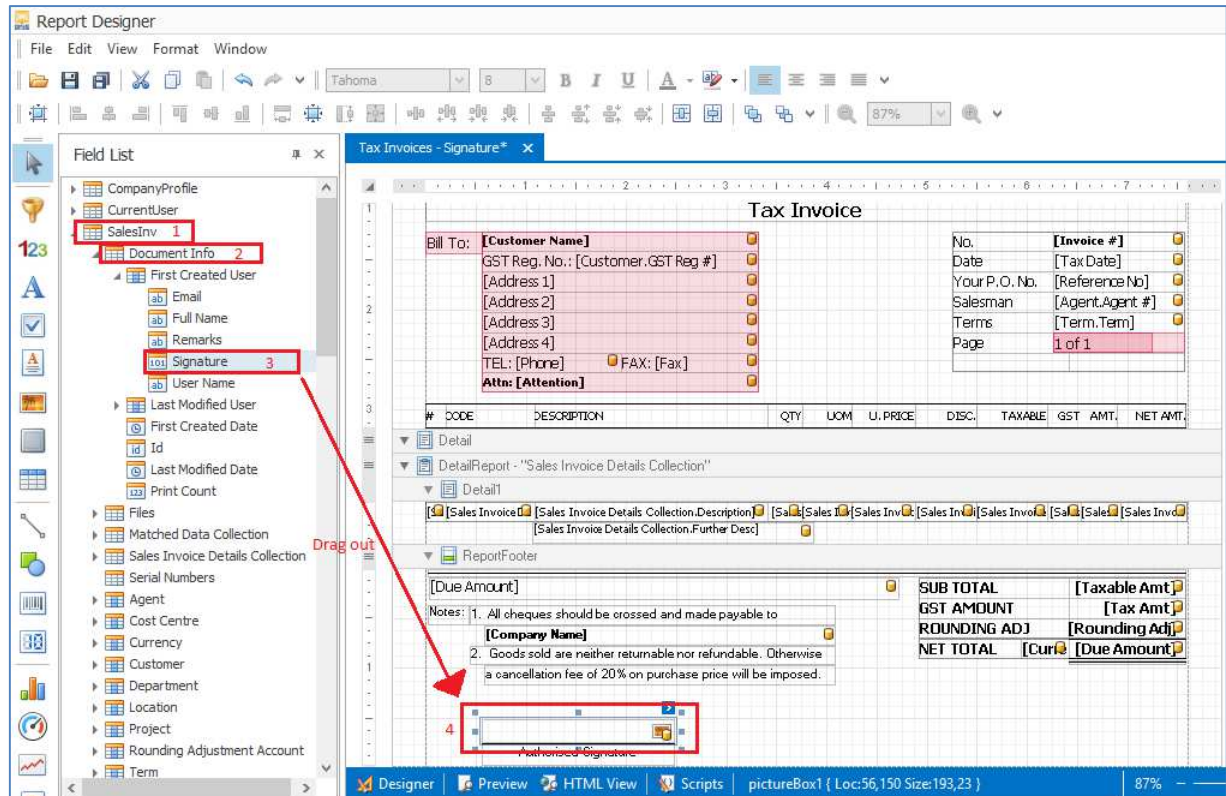
☐ Import

☐ Export

☐ Refresh

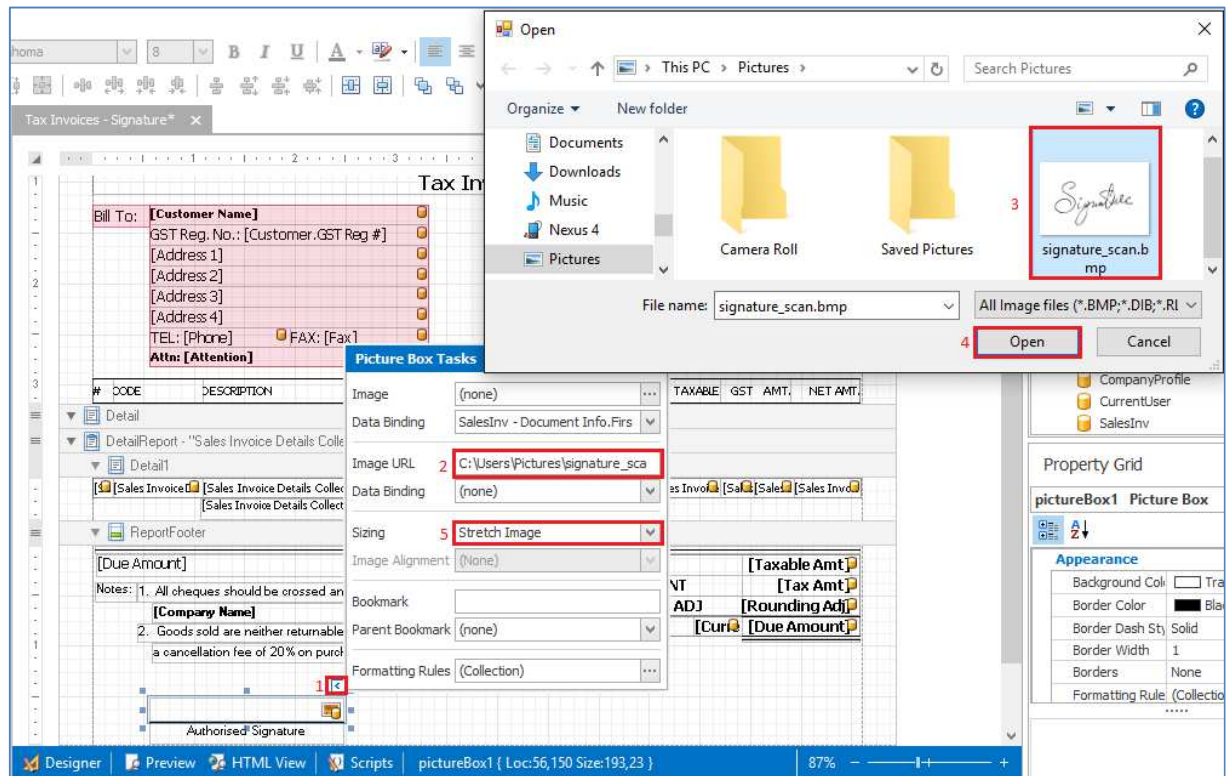
☒ Close

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

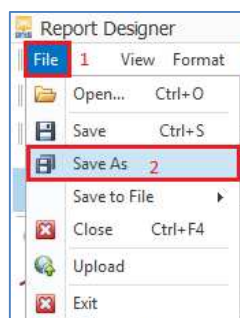


The screenshot shows the 'Report Designer' interface. On the left, the 'Field List' pane is open, showing a tree structure of fields. The 'SalesInv' field is expanded, and the 'Document Info' sub-field is selected. The 'Signature' field is highlighted with a red box and a red arrow pointing to it, with the text 'Drag out' next to it. On the right, the report format is displayed, showing a 'Tax Invoice' layout. The report includes fields for 'Customer Name', 'Invoice #', 'Date', 'Reference No', 'Agent #', 'Term', 'Page', 'Sub Total', 'Taxable Amt', 'GST Amount', 'Rounding Adj', and 'Net Total'. The 'Signature' field is being dragged into the 'Authorized Signature' field in the report footer.

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





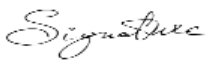
12. Key in your new Sales Invoice with Signature name and click [Save]

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
<div> _____ Authorised Signature</div>		