

# How to amend or add Bank account number in Transaction format

[1.0]

Cheng Kah Poh

[01/10/2021]



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## QNE TIPS

Product : QNE Optimum

Version: 1.00

Doc No : 1

Page No: 1 of 3

REV. No	Nature of Change	Prepared By	Prepared Date	Reviewed & Approved by
1.0	How to amend or add Bank account number in Transaction format	Cheng Kah Poh	01/10/2021	

Amendment Record



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### SCENARIO

What if user wants to add Bank Account number into Transaction Print out format?

	<b>SAMPLE TRADING (M) SDN. BHD.</b> <i>GST Reg. No.: 123456-A</i> 99, Jalan 101B, KL Business Centre, 56100 Kuala Lumpur, Malaysia. Tel : (603) 9133 8888 Fax : URL : www.sample-software.com Email : admin@sample-software.com;				
<b>Sales Invoice</b>					
Bill To: <b>ADVANCE TRADING SDN. BHD.</b> 35, JALAN PINGAI, TAMAN PELANGI, 80250 JOHOR BAHRU. TEL: 07-3323312 <b>Attn: Ms. Lee Pui San</b>	No. <b>0021</b> Date 20/09/2021 Your P.O. No. Salesman CINDY Terms C.O.D. Page 1 of 1 Transfer From				
CODE	DESCRIPTION	QTY	UOM	U. PRICE	AMOUNT
POS	POS	1	UNIT(S)	10.50	10.50
MALAYSIAN RINGGIT TEN & CENTS FIFTY ONLY				<b>TOTAL AMOUNT</b>	<b>10.50</b>
				<b>ROUNDING ADJ</b>	<b>0.00</b>
Notes: 1. All cheques should be crossed and made payable to <b>SAMPLE TRADING (M) SDN. BHD.</b> 2. Goods sold are neither returnable nor refundable. Otherwise a cancellation fee of 20% on purchase price will be imposed.				<b>NET AMOUNT</b>	<b>RM 10.50</b>
<b>Bank Account Number</b>				_____ Authorised Signature	

Or User would like to amend existing Bank Account number to a New Account Number?

	<b>SAMPLE TRADING (M) SDN. BHD.</b> <i>GST Reg. No.: 123456-A</i> 99, Jalan 101B, KL Business Centre, 56100 Kuala Lumpur, Malaysia. Tel : (603) 9133 8888 Fax : URL : www.sample-software.com Email : admin@sample-software.com;				
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				<b>ROUNDING ADJ</b>	<b>0.00</b>
Notes: 1. All cheques should be crossed and made payable to <b>SAMPLE TRADING (M) SDN. BHD.</b> 2. Goods sold are neither returnable nor refundable. Otherwise a cancellation fee of 20% on purchase price will be imposed. 3. Payment can be made by direct bank transfer the amount to our bank details stated below.				<b>NET AMOUNT</b>	<b>RM 10.50</b>
Bank : PBB Public Bank, Bank Account Number : X-XXXXXXX-X				_____ Authorised Signature	



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### SOLUTION

Step 1 – Open an existing Invoice Transaction.

Stock Code	Description	Batch No	F.Desc	Qty	UOM	Unit Price	Disc	Amount	Tax Code	Tax	Net	Serial No	GLAccount	Progress %
POS	POS			1.00000000	UNIT(S)	10.50		10.50		10.50			100-0200	0.0000000000%

Step 2 – Click Task > Click Design.

Note: System will prompt format listing as below:

#	Name	System	Default	
<SR>01	Sales Invoices	System	<input checked="" type="checkbox"/>	
<UDR>01	Sales Invoices v1	ADMIN	<input type="checkbox"/>	Amend
<SR>02	Sales Invoices with Approvals	System	<input type="checkbox"/>	Rename
<SR>03	Sales Invoices with Auto-Numbering	System	<input type="checkbox"/>	Delete
<SR>04	Sales Invoices with DO	System	<input type="checkbox"/>	Import
<SR>05	Sales Invoices With JomPay	System	<input type="checkbox"/>	Export
<SR>06	Sales Invoices With Journal Details	System	<input type="checkbox"/>	Refresh
<SR>07	Sales Invoices With Journal Details (Consolidated)	System	<input type="checkbox"/>	Close
<SR>08	Sales Invoices with Next Page	System	<input type="checkbox"/>	
<SR>09	Sales Invoices with Padding UOM Details	System	<input type="checkbox"/>	
<SR>10	Sales Invoices with Padding UOM Summary	System	<input type="checkbox"/>	
<SR>11	Sales Invoices with Serial Number	System	<input type="checkbox"/>	
<SR>12	Sales Invoices without Stock Code	System	<input type="checkbox"/>	
<SR>13	Tax Invoices	System	<input type="checkbox"/>	
<SR>14	Tax Invoices (Legal Firm)	System	<input type="checkbox"/>	



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Step 3 – Select any format > Click Amend.

#	Name	System	Default
<SR>01	Sales Invoices	System	<input checked="" type="checkbox"/>
<LDR>01	Sales Invoices v1	ADMIN	<input type="checkbox"/>
<SR>02	Sales Invoices with Approvals	System	<input type="checkbox"/>
<SR>03	Sales Invoices with Auto-Numbering	System	<input type="checkbox"/>
<SR>04	Sales Invoices with DO	System	<input type="checkbox"/>
<SR>05	Sales Invoices With JoinPay	System	<input type="checkbox"/>
<SR>06	Sales Invoices With Journal Details	System	<input type="checkbox"/>
<SR>07	Sales Invoices With Journal Details (Consolidated)	System	<input type="checkbox"/>
<SR>08	Sales Invoices with Next Page	System	<input type="checkbox"/>
<SR>09	Sales Invoices with Packing UOM Details	System	<input type="checkbox"/>

Amend  
Rename  
Delete  
Import  
Export  
Refresh  
Close

Note: System will prompt Report Designer as below:

Step 4 – Right at Note Field > Click Copy



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Step 5 – Paste it right empty place.

▼ ReportFooter

[Due Amount]	TOTAL AMOUNT	[Net Total Amount]
Notes: 1. All cheques should be crossed and made payable to	ROUNDING ADJ	[Rounding Adj]
[Company Name]	NET AMOUNT	[Current Due Amount]
2. Goods sold are neither returnable nor refundable. Otherwise		
a cancellation fee of 20% on purchase price will be imposed.		
a cancellation fee of 20% on purchase price will be imposed.		
a cancellation fee of 20% on purchase price will be imposed.		
	Authorised Signature	

Step 6 – Double Click at the field and Add Bank account number or info user want.

▼ ReportFooter

[Due Amount]	TOTAL AMOUNT	[Net Total Amount]
Notes: 1. All cheques should be crossed and made payable to	ROUNDING ADJ	[Rounding Adj]
[Company Name]	NET AMOUNT	[Current Due Amount]
2. Goods sold are neither returnable nor refundable. Otherwise		
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3. Payment can be made by direct bank transfer the amount to our bank details stated below.		
Bank : PBB Public Bank , Bank Account No: X-XXXXXXX-X		
	Authorised Signature	

Step 5 – Click Save.

Field List

Sales Invoices v1\*

PageHeader [one band per page]

Name: xrSubreport1  
Report Source: ReportHeaderRichEditor  
Report Source Uri: None

**Sales Invoice**

Bill To:	[Customer Name]	No.	[Invoice #]
	[Address 1]	Date	[Date]
	[Address 2]	Your P.O. No.	[Reference No]
	[Address 3]	Salesman	[Agent.Agent #]
	[Address 4]	Terms	[Term.Term]
	TEL: [Phone] FAX: [Fax]	Page	1 of 1
Attn: [Attention]		Transfer From	[TransferFromDocCodes]

CODE	DESCRIPTION	QTY	UOM	U. PRICE	AMOUNT
▼ Detail					
▼ DetailReport - "Sales Invoice Details Collection"					
▼ Detail 1					
[Stock.Stock #]	[Description]	[Qty]	[UOM]	[Unit Price]	[Net Amount]
	[F.Desc]				

▼ ReportFooter

[Due Amount]	TOTAL AMOUNT	[Net Total Amount]
Notes: 1. All cheques should be crossed and made payable to	ROUNDING ADJ	[Rounding Adj]
[Company Name]	NET AMOUNT	[Current Due Amount]
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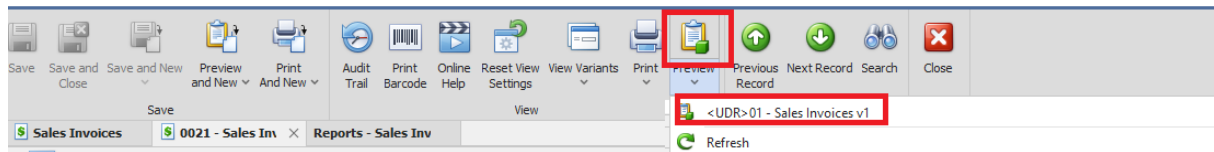
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Preview Result.



Result:

	<b>SAMPLE TRADING (M) SDN. BHD.</b> <sup>(123456-A)</sup> GST Reg.No.: 123456-A 99, Jalan 101B, KL Business Centre, 56100 Kuala Lumpur, Malaysia. Tel : (603) 9133 8888 Fax : URL : www.sample-software.com Email : admin@sample-software.com;				
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Notes: 1. All cheques should be crossed and made payable to <b>SAMPLE TRADING (M) SDN. BHD.</b>				<b>ROUNDING ADJ</b>	<b>0.00</b>
2. Goods sold are neither returnable nor refundable. Otherwise a cancellation fee of 20% on purchase price will be imposed.				<b>NET AMOUNT</b>	<b>RM 10.50</b>
3. Payment can be made by direct bank transfer the amount to our bank details stated below. Bank : PBB Public Bank , Bank Account No: X-XXXXXXXX-X				_____ Authorised Signature	