How to amend or add Bank account number in Transaction format

[1.0]

Cheng Kah Poh [01/10/2021]



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	

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Amendment Record



Version: 1.00

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SCENARIO

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

1					
	SAMPLE TRADING (GST Reg. No. 99, Jalan 101B, KL Business Centr Tel : (603) 91: URL : www.sample-software.com	M) SDN. BHI 5 <i>: 123456A</i> re, 56100 Kuala Lun 33 8888 Fax : Email : admin@samp	D. (<i>123456-A)</i> npur. Malaysia ole-software.co	om;	
	Sales I	nvoice			
Bill To:	ADVANCE TRADING SDN. BHD.		No.	0021	
0	35. JALAN PINGAL		Date	20/09/2021	
	TAMAN PELANGI,		Your P.O. No.		
	80250 JOHOR BAHRU.		Salesman	CINDY	
	TEL: 07-3323312		Terms	C.O.D.	
	Attn: Ms. Lee Pui San		Page	1 of 1	
			Transfer From		
CODE	DESCRIPTION	QTY	UOM	U. PRICE	AMOUNT
POS	POS	1	UNIT(S)	10.50	10.50
MALAYS	SIAN RINGGIT TEN & CENTS FIFTY ONLY			ſ	10.50
Notes:	1. All cheques should be crossed and made payable to			, PM	10.50
	SAMPLE TRADING (M) SDN. BHD.	·			10.50
	2. Goods sold are neither returnable nor refundable. Otherwise				
	a cancellation fee of 20% on purchase price will be imposed.				
	Bank Account Number			Authorised Signatu	re

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

	SAMPLE TRADING (M) SD	N. BHD.(123456-A)		
	99, Jalan 101B, KL Business Centre, 56100 Tel : (603) 9133 8888 F	Kuala Lumpur. Malaysia.		
6 .	URL : www.sample-software.com Email : adr	nin@sample-software.co	m:	
	Sales Invoice	9	,	
	ADVANCE TRADING CON DUD	No.	0021	
BIII 10:	ADVANCE TRADING SDN. BHD.	Date	20/09/2021	
	35, JALAN PINGAL	Your P.O. No.		
		Salesman	CINDY	
	00200 JOHOK DAHKO.	Terms	C.O.D.	
	Attn: Ms. Lee Dui San	Page	1 of 1	
		Transfer From		
CODE	DESCRIPTION	QTY UOM	U. PRICE	AMOU
POS	POS	1 UNIT(S)	10.50	10.
MALAY	TAN DIVICUTTEN & CENTE ELETY ONLY			
MALAT	DAN RINGGITTEN &CENTS FIFTT ONET	TOTALAMOUNT		10.5
Notes:	1. All cheques should be crossed and made payable to	ROUNDINGAD		10.0
	SAMPLE TRADING (M) SDN. BHD.	NET APIOUNT	KP	10.3
	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 detai	ls stated below.	Authorized Courts	



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SOLUTION

Step 1 – Open an existing Invoice Transaction.

Edit Task	: Info View	Tools Inquiry	Maintenance													
Partial Transfer V	Save Save and Sav Close	ve and New Preview and New	Print And New ~	Audit Print Trail Barcode	Online R Help	teset View View Settings	Variants Prir	t Previe	w Previou Record	s Next Reco	d Search	Close				
eation		Save				View			R	ecords Navig	ation	Close				
💾 # ×	Sales Invoices	👂 0021 - Sale	s Inv 🛛 Rep	orts - Sales Inv												
	Sale	DO Address Others	S Notes Files	Approvals Info	JomPay]										
	Customer	700-A001				× •	Currency	RM						Rate		
ers	То	ADVANCE TRADING SD	N. BHD.				Attention	Ms. Lee	Pui San					Doc Date	20/09/2021	
25	Delivery Term						Agent	CINDY						Invoice No	0021	
	Term	C.O.D.					• Our DO N	•						Reference	No	
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Step 2 – Click Task > Click Design.

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e	Design Design	 <	-										
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eliv	ery Order	s		То	[ADVANCE TR	ADING SDN	I. BHD.					
le	s Invoices			Delive	rv Term								

Note: System will prompt format listing as below:

#	None	2	Default	
<sr>01</sr>	Sales Invoices	System	~	
<udr>01</udr>	Sales Invoices v1	ADMIN		🔯 Amend
<sr>02</sr>	Sales Invoices with Approvals	System		C Rename
<sr>03</sr>	Sales Invoices with Auto-Numbering	System		2 Delete
<sr>04</sr>	Sales Invoices with DO	System		and Import
<sr>05</sr>	Sales Invoices With JomPay	System		
<sr>06</sr>	Sales Invoices With Journal Details	System		Export
<sr>07</sr>	Sales Invoices With Journal Details (Consolidated)	System		C Refresh
<sr>08</sr>	Sales Invoices with Next Page	System		🔀 Close
<sr>09</sr>	Sales Invoices with Packing UOM Details	System		
<sr>10</sr>	Sales Invoices with Pading UOM Summary	System		
<sr>11</sr>	Sales Invoices with Serial Number	System		
<sr>12</sr>	Sales Invoices without Stock Code	System		
<sr>13</sr>	Tax Invoices	System		
<sr>14</sr>	Tax Invoices (Legal Firm)	System		



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Step 3 – Select any format > Click Amend.

	Name	2	Default	
<sr>01</sr>	Sales Invoices	System		
<udr>01</udr>	Sales Invoices v1	ADMIN		🔯 Amend
<sr>02</sr>	Sales Invoices with Approvals	System		I Rename
<sr>03</sr>	Sales Involces with Auto-Numbering	System		🕱 Delete
<sr>04</sr>	Sales Invoices with DO	System		im import
<sr>05</sr>	Sales Invoices With JonPay	System		Emport
<sr>06</sr>	Sales Invoices With Journal Details	System		Coport
<sr>07</sr>	Sales Invoices With Journal Details (Consolidated)	System		C Refresh
<sr>08</sr>	Sales Invoices with Next Page	System		🔀 Close
<sr>09</sr>	Sales Invoices with Packing UOM Details	System		

Note: System will prompt Report Designer as below:

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Step 4 – Right at Note Field > Click Copy

[Due Amount]	0	TOTALAM			[Net Total Amo
Notes: 1. All cheques should be crossed and made payable to [Company Name]		NET AMOU	INT	[Curre	[Due Amoune]
a cancellation fee of 20% on purchase price will be imposed.	Bring To F Send To B Align To G Fit Text To Fit Bound Cut Copy Paste Delete Zoom Properties	ront ack irid Bounds s To Text	At	ithorised S	ignature



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Step 5 – Paste it right empty place.

[Due An	e Amount]		TOTALAMOUNT		[Net Total Amd	
Notes:	1. All cheques should be crossed and made payable to		 ROUNDING ADJ		[Rounding Ad	
	[Company Name]	0	NET AMOUNT	[Curres	[Due Amoun]	
	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.			1		
	a cancellation fee of 20% on purchase price will be imposed.		A	uthorised S	Ignature	

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

[Due Amount]	6	TOTALAMOUNT		[Net Total Amo [Rounding Ad	
Notes: 1 All chaques should be crossed and made navable to		ROUNDING ADJ			
[Company Name]		NET AMOUNT	[Curre	[Due Amoun]	
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 of	etails stated	below.	uthorised S	Signature	

Step 5 – Click Save.

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Preview Result.

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Result:

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Bill To:	ADVANCE TRADING SDN. BHD. 35, JALAN PINGAI, TAMAN PELANGI, 80250 JOHOR BAHRU.	No. Date Your P.O. No Salesman	0021 20/09/2021 c. CINDY		
	TEL: 07-3323312 Attn: Ms. Lee Pui San	Page Transfer Fro	1 of 1		
CODE POS	POS	QTY UOM 1 UNIT(S)	U. PRICE 10.50	AMOUN 10.5	
MALAYS	IAN RINGGIT TEN & CENTS FIFTY ONLY 1. All cheques should be crossed and made payable to	TOTAL AMOUNT ROUNDING ADJ			
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