



# How To Show Printed Date, Time, User, System Version In The Reports

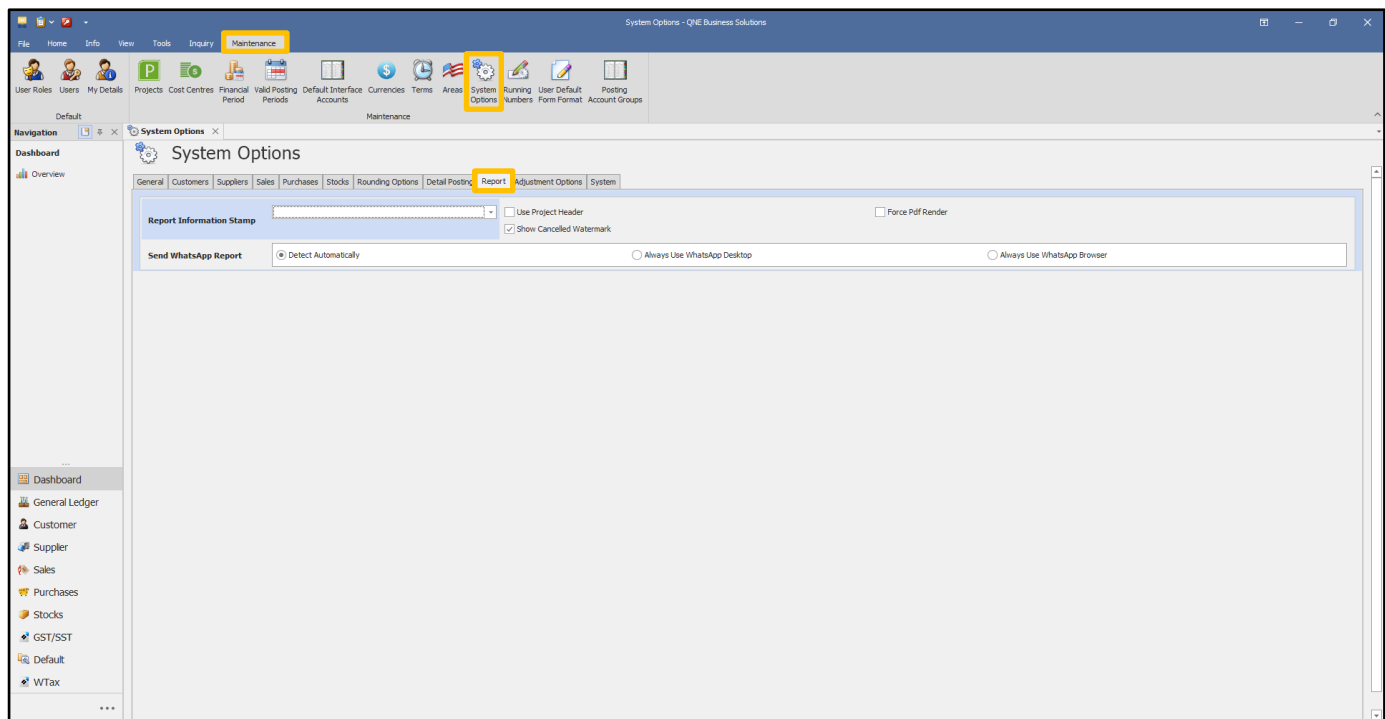
## Scenario:

The user wants to display the printed date, time, user or system version in the header or footer of the report.

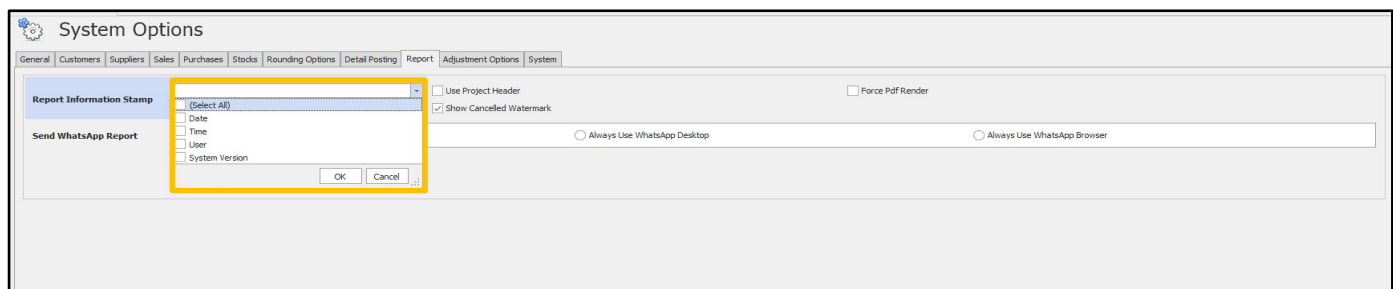
	<b>QNE SOFTWARE SDN.BHD.</b> (123) Suite 23-6, Plaza Cheong Hin, Section 2, Jalan SP 2/1, Taman Serdang Perdana Seri Kembangan, Selangor. Tel : 03-8943 3080					
<b><u>SALES INVOICE</u></b>						
Bill To: <b>GOOD ACCOUNTING SDN. BHD.</b> 1000,JALAN HANG JEBAT 9/3 TAMAN HANG JEBAT SELANGOR TEL: 07-56678990 <b>Attn: JOLIN TAN SIEW POH</b>	No. <b>INV00003</b> Date <b>24/11/2023</b> Your P.O. No. Salesman <b>ROSE</b> Terms <b>C.O.D.</b> Page <b>1 of 1</b> Transfer From					
#	CODE	DESCRIPTION	QTY	UOM	U. PRICE	AMOUNT
1	SUPPORT	SOFTWARE TRAINING AND SUPPORT	1	UNIT(S)	1,000.00	1,100.00
MALAYSIAN RINGGIT ONE THOUSAND ONE HUNDRED ONLY			<b>TOTAL AMOUNT</b>		<b>1,100.00</b>	
			<b>ROUNDING ADJ</b>		<b>0.00</b>	
Notes: 1. All cheques should be crossed and made payable to <b>QNE SOFTWARE 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>MYR 1,100.00</b>	
			_____ Authorised Signature			
<div>Printed Date/Time: 27/11/2023 10:05:49 AM Printed By: ADMIN QNE Optimum Version 2023.0.0.1</div>						

## Solution

### 1. Maintenance > System Options > Report



### 2. You can Select All or the particular field in the drop down list.



You can also uncheck any unwanted field.

3. After selection, the output will be displayed as shown below:

The screenshot shows the 'System Options' window with the 'Report' tab selected. The 'Report Information Stamp' dropdown is set to 'Date, Time, User, System Version'. The 'Stamp Location' dropdown is set to 'Footer'. The 'Transaction Reports' checkbox is unchecked, and the 'Other Reports' checkbox is also unchecked. The 'Send WhatsApp Report' section has three radio buttons: 'Detect Automatically' (selected), 'Always Use WhatsApp Desktop', and 'Always Use WhatsApp Browser'. Other options like 'Use Project Header', 'Force Pdf Render', and 'Show Cancelled Watermark' are also visible.

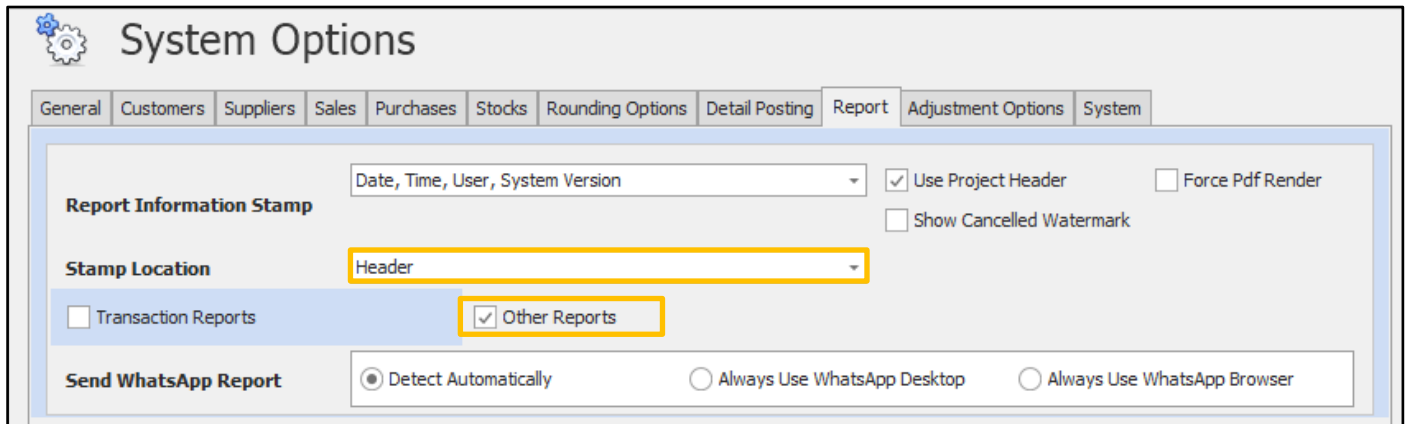
4. Let's say select **Footer** For **Transaction Reports**. Click Save.

The screenshot shows the 'System Options' window with the 'Report' tab selected. The 'Report Information Stamp' dropdown is set to 'Date, Time, User, System Version'. The 'Stamp Location' dropdown is set to 'Footer'. The 'Transaction Reports' checkbox is now checked, and the 'Other Reports' checkbox is unchecked. The 'Send WhatsApp Report' section has three radio buttons: 'Detect Automatically' (selected), 'Always Use WhatsApp Desktop', and 'Always Use WhatsApp Browser'. Other options like 'Use Project Header', 'Force Pdf Render', and 'Show Cancelled Watermark' are also visible.

You can see the Printed Date,Time,User and System Version displayed in the footer of transaction report.

knowledge is power

5. Another example is select **Header** For **Other Reports**. Remember Click Save.



The screenshot shows the 'System Options' window with the 'Report' tab selected. The 'Report Information Stamp' dropdown is set to 'Date, Time, User, System Version'. The 'Stamp Location' dropdown is set to 'Header'. The 'Transaction Reports' checkbox is unchecked, and the 'Other Reports' checkbox is checked. The 'Send WhatsApp Report' section has three radio buttons: 'Detect Automatically' (selected), 'Always Use WhatsApp Desktop', and 'Always Use WhatsApp Browser'. Other options include 'Use Project Header' (checked), 'Force Pdf Render' (unchecked), and 'Show Cancelled Watermark' (unchecked).

**System Options**

General Customers Suppliers Sales Purchases Stocks Rounding Options Detail Posting **Report** Adjustment Options System

**Report Information Stamp** Date, Time, User, System Version ☒ Use Project Header ☐ Force Pdf Render

**Stamp Location** Header ☐ Show Cancelled Watermark

☐ Transaction Reports ☒ Other Reports

**Send WhatsApp Report** ☒ Detect Automatically ☐ Always Use WhatsApp Desktop ☐ Always Use WhatsApp Browser

Output:

You can see the Printed Date, Time, User and System Version displayed in the header of other reports.

Printed Date/Time: 27/11/2023 10:15:11 AM  
Printed By: ADMIN  
QNE Optimum Version 2023.0.0.1

Date: 27/11/2023

Outstanding Bills

QNE SOFTWARE SDN.BHD. (123)

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Supplier From: Purchaser From: DocPurchaser From: Area From: Category From:

Supplier To: Purchaser To: DocPurchaser To: Area To: Category To:

DATE	DOC NO.	A/C & NAME	TERM	DUE DATE	AMOUNT	PAID	OUTSTANDING
31/12/2022	DN 1111/000	SKY BEYOND COMPANY	C.O.D.	31/12/2022	160.00	0.00	160.00
31/12/2022	BIL2311/009	SKY BEYOND COMPANY	C.O.D.	31/12/2022	500.00	0.00	500.00
01/08/2023	BIL2305/001	SKY BEYOND COMPANY	C.O.D.	01/08/2023	340,000.00	0.00	340,000.00
24/11/2023	CDN2311/001	SKY BEYOND COMPANY	C.O.D.	24/11/2023	2,500.00	0.00	2,500.00
24/11/2023	BIL2311/002	SKY BEYOND COMPANY	C.O.D.	24/11/2023	280,000.00	100.00	279,900.00
5 Records Printed				Total :	623,160.00	100.00	623,060.00



## **Difference Between Transaction Report and Others Report**

a. Transaction Report - Any report **involving transactions**

Example: Quotation, Purchase requisitions, Sales invoices and etc.

b. Others Report-Any report **without transactions**

Example: Customer Aging, Outstanding Quotations, Stock Movement and etc.

The screenshot shows the 'System Options' window with the 'Report' tab selected. The 'Report Information Stamp' section includes a dropdown for 'Date, Time, User, System Version', checkboxes for 'Use Project Header' and 'Force Pdf Render', and a checked checkbox for 'Show Cancelled Watermark'. The 'Stamp Location' is set to 'Header'. Under the 'Transaction Reports' and 'Other Reports' checkboxes, both are checked. The 'Send WhatsApp Report' section has three radio buttons: 'Detect Automatically' (selected), 'Always Use WhatsApp Desktop', and 'Always Use WhatsApp Browser'.

