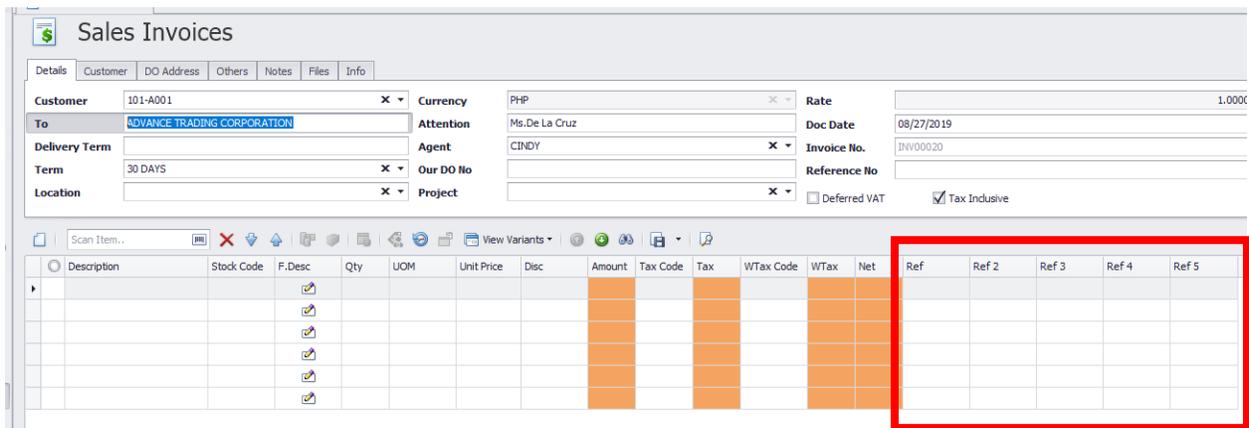




HOW TO RENAME COLUMN HEADER IN TRANSACTIONAL FORMS

Problem Scenario:

Users need additional reference fields for their transactions (such as dimensions of Stock – Length, Width, Height, etc.). They may pull out Ref, Ref 2... up to Ref 5 columns but column name should not just be named as 'Ref' but the needed or required column name for its purpose.

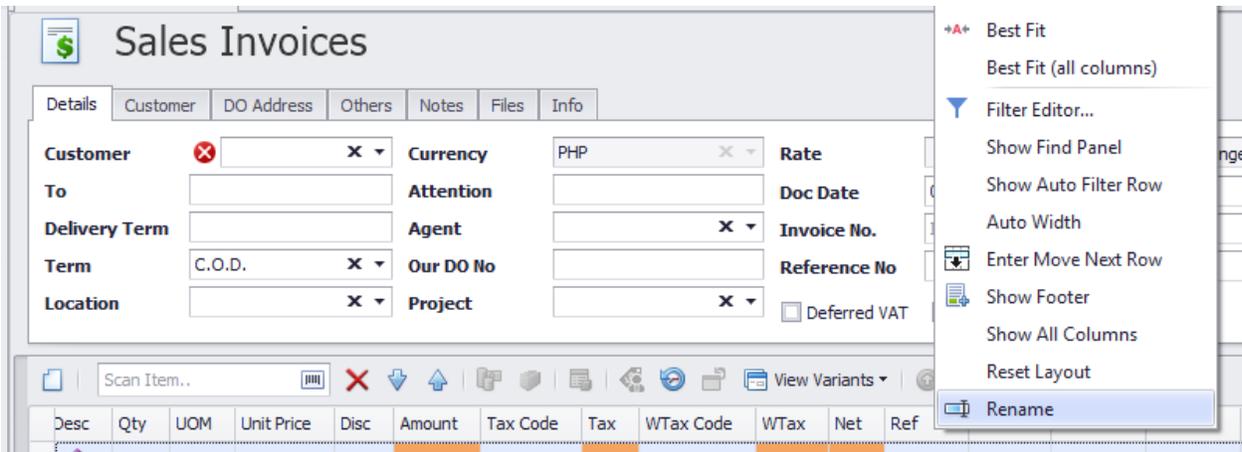


The screenshot shows the 'Sales Invoices' form in the QNE software. The form includes a header with a dollar sign icon and the title 'Sales Invoices'. Below the header are several tabs: 'Details', 'Customer', 'DO Address', 'Others', 'Notes', 'Files', and 'Info'. The 'Details' tab is active, showing various fields for customer information, currency, attention, agent, and invoice details. At the bottom of the form is a table with columns for 'Description', 'Stock Code', 'F.Desc', 'Qty', 'UOM', 'Unit Price', 'Disc', 'Amount', 'Tax Code', 'Tax', 'WTax Code', 'WTax', 'Net', and five reference columns labeled 'Ref', 'Ref 2', 'Ref 3', 'Ref 4', and 'Ref 5'. The reference columns are highlighted with a red border.

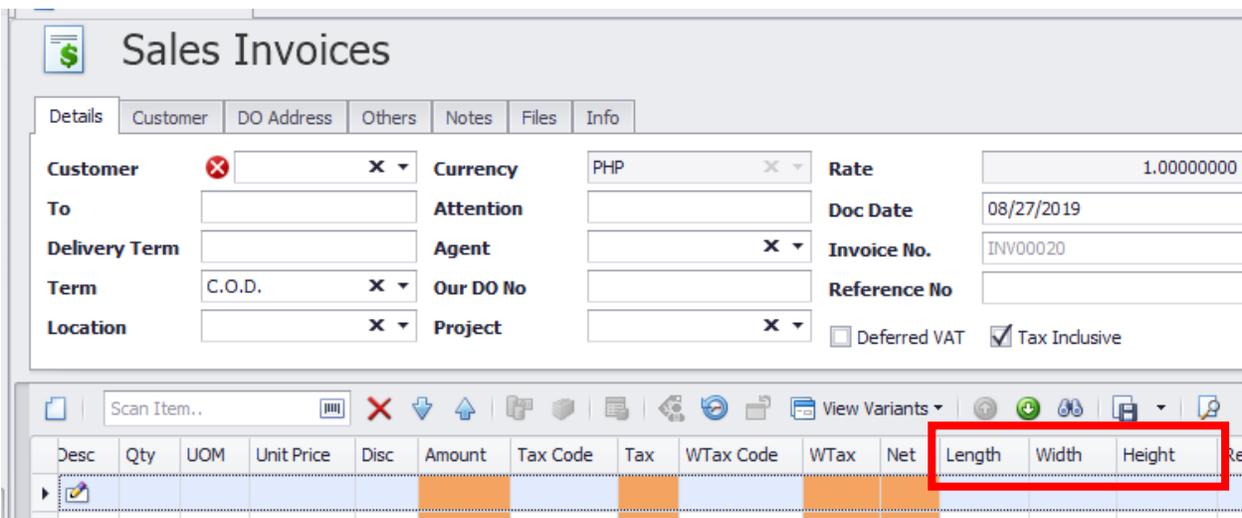
Description	Stock Code	F.Desc	Qty	UOM	Unit Price	Disc	Amount	Tax Code	Tax	WTax Code	WTax	Net	Ref	Ref 2	Ref 3	Ref 4	Ref 5

Resolution(s):

Right-click to the specific column you want to rename then click 'Rename'



The screenshot shows the 'Sales Invoices' form with a table containing columns: Desc, Qty, UOM, Unit Price, Disc, Amount, Tax Code, Tax, WTax Code, WTax, Net, Ref. A context menu is open over the 'Amount' column, listing options such as 'Best Fit', 'Filter Editor...', 'Auto Width', and 'Rename'. The 'Rename' option is highlighted in blue.



The screenshot shows the 'Sales Invoices' form with the same table. The 'Amount' column has been renamed to 'Length'. The 'Length', 'Width', and 'Height' columns are highlighted with a red box. The form also shows fields for Customer, Currency (PHP), Rate (1.00000000), Doc Date (08/27/2019), Invoice No. (INV00020), and Reference No.

*This can be applied in any transactional forms in the system and in any column that is needed to be renamed for specific purposes of users

NOTE:

For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://qnesupportph.freshdesk.com>