



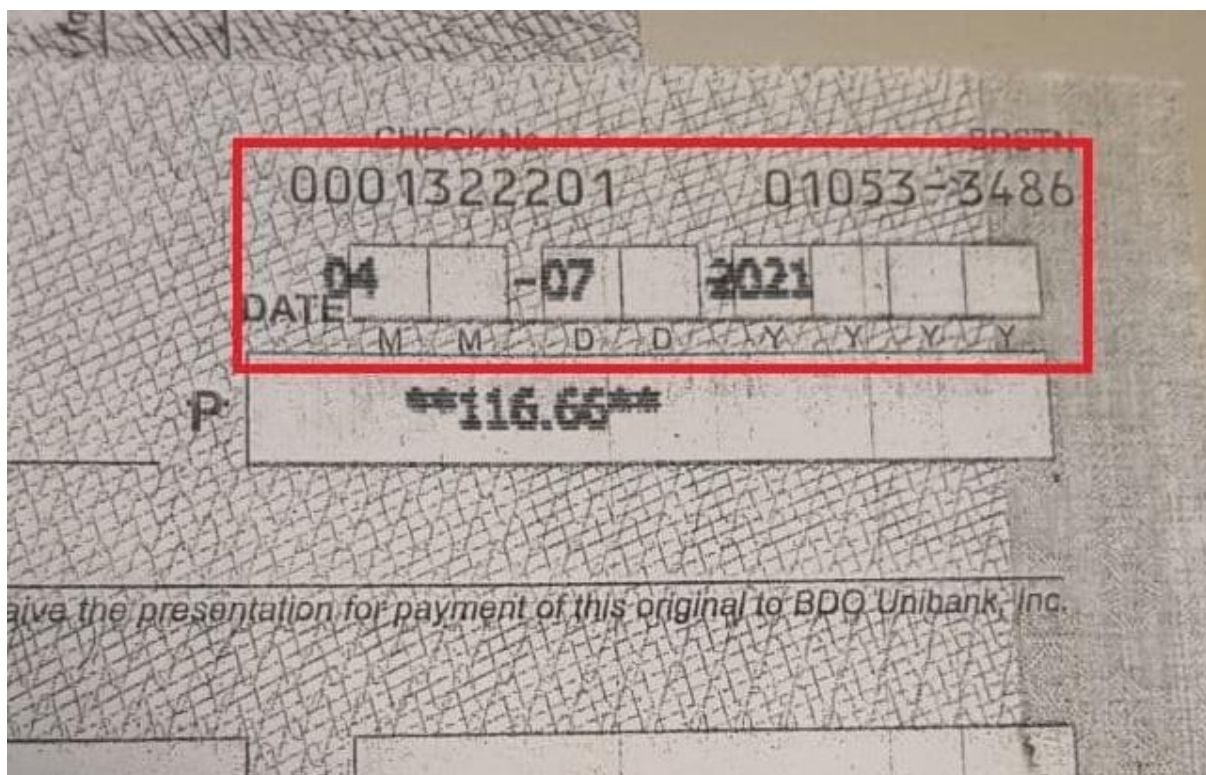
HOW TO CUSTOMIZE THE DATE FORMAT ON THE CHEQUE LAYOUT SO THAT EACH CHARACTER IS PRINTED IN AN INDIVIDUAL CELL

What is a Character Comb?

The Character Comb tool displays text so that each character is printed in an individual cell. The number of cells corresponds to the number of characters.

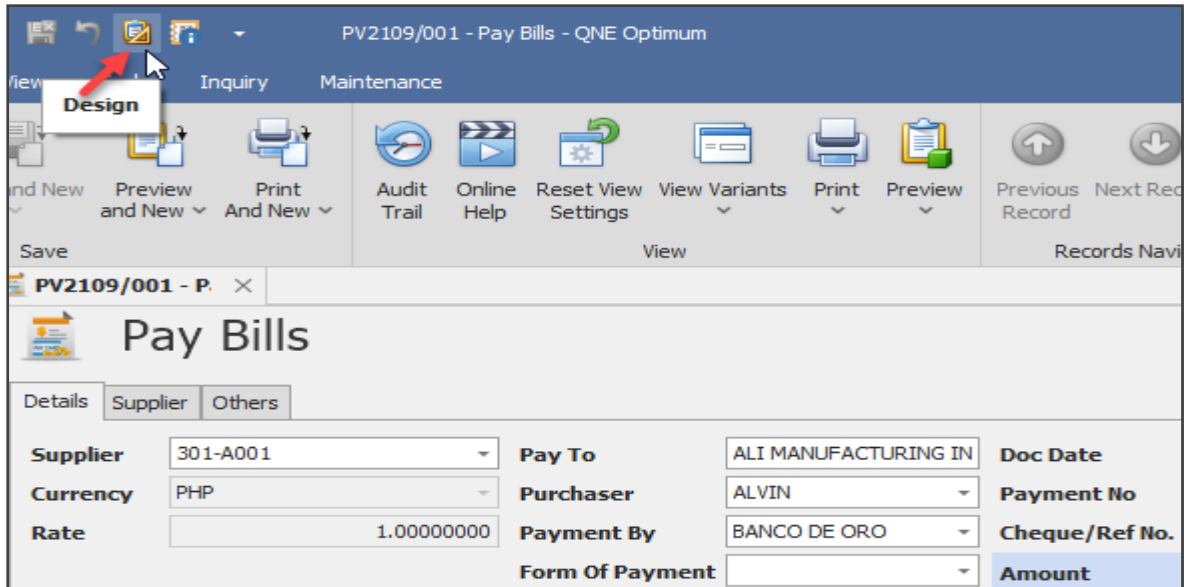
Sample Scenario:

As you can see on the picture below, the date printed doesn't fit or shoot perfectly inside the cells or boxes on the Cheque printout. We can fit those numbers by using 'Character Comb' tool in QNE Optimum System.



Procedure:

1. On the report or transaction screen (e.g. Pay Bills), click the **Design** button.



2. Select a default format you wish to modify/customize then click **Amend**. We can use the 'Print Cheque (Landscape)' in this example.

PV2109/001 - P.

Reports - Payment

✕

#	Name		Default
<SR>01	Payment Voucher	System	☒
<UDR>01	Payment Voucher - BIR - 625 Trading	ADMIN	☐
<SR>02	Payment Voucher - Full Page(Letter)	System	☐
<SR>03	Payment Voucher - Half Page(A4)	System	☐
<SR>04	Payment Voucher - Half Page(Letter)	System	☐
<SR>05	Payment Voucher In BIR2307	System	☐
<SR>06	Payment Voucher In BIR2307 Re-print Copy	System	☐
<SR>07	Payment Voucher With 2 Columns (Half Page)	System	☐
<SR>08	Payment Voucher with Journal Details	System	☐
<SR>09	Payment Voucher with Journal Details (Consolidated)	System	☐
<SR>10	Payment Voucher With Others Knock Off	System	☐
<SR>11	Payment Voucher with Tax	System	☐
<SR>12	Payment Voucher with Tax - Full Page(Letter)	System	☐
<SR>13	Payment Voucher with Tax - Half Page(A4)	System	☐
<SR>14	Payment Voucher with Tax - Half Page(Letter)	System	☐
<SR>15	Payment Voucher with Tax Summary	System	☐
<SR>16	Print Cheque (Landscape)	System	☐

 Amend

 Rename

 Delete

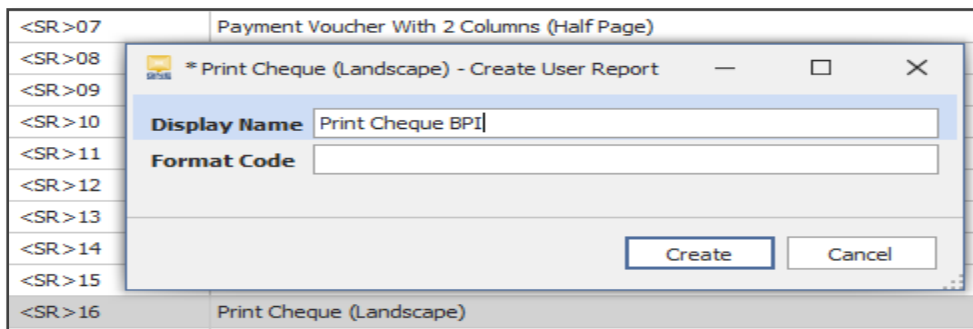
 Import

 Export

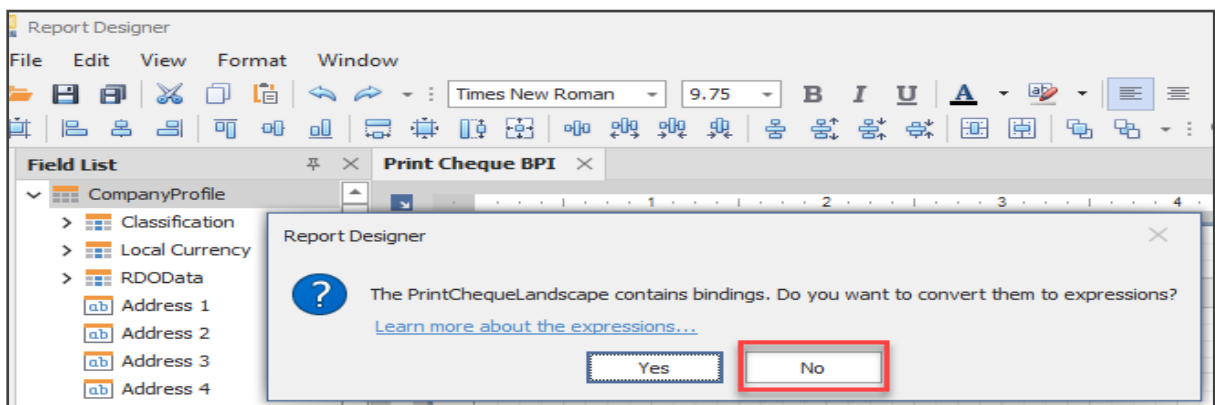
 Refresh

 Close

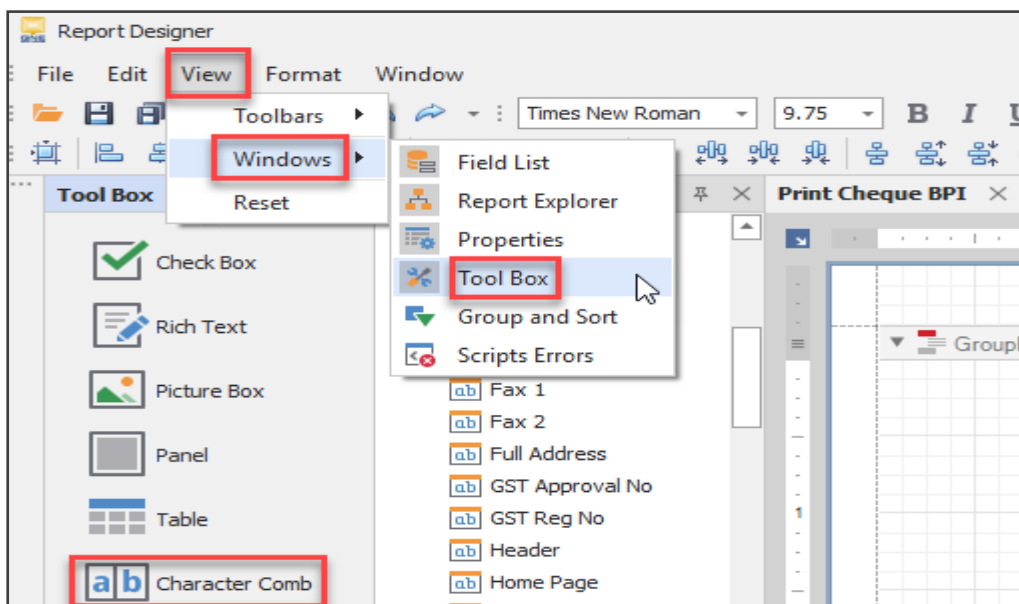
3. If it's the first time that you will be modifying the report format, you need to type a new Display Name (e.g. Print Cheque BPI), and click **Create**.



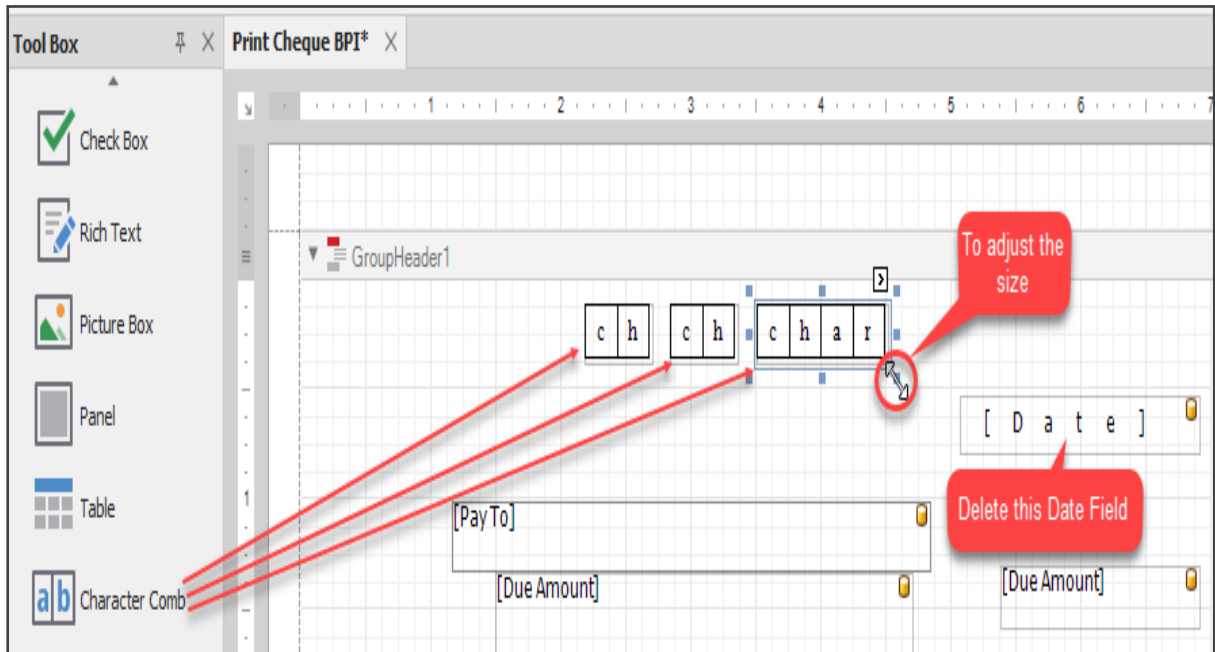
4. On the Report Designer window, in case you get a similar prompt as below, click **No**.



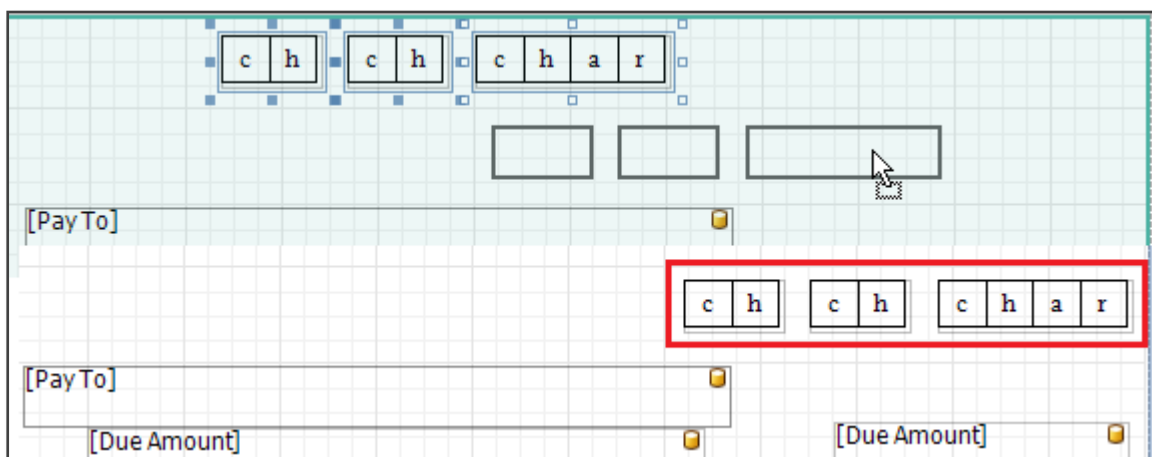
5. If the Tool Box pane is not displayed, go to View > Windows > click **Tool Box**.



6. Click and drag the **Character Comb** from the Tool Box pane. Do this thrice, one for the **Month**, for the **Day** and for the **Year**. You can adjust each size to show only the desired/required number of cells (Month = 2 cells, Day = 2 cells, Year = 4 cells).



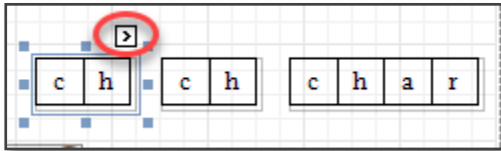
7. Move (drag) the three Character Combs into their desired position, usually on the upper right part but it depends on the format of the cheque.



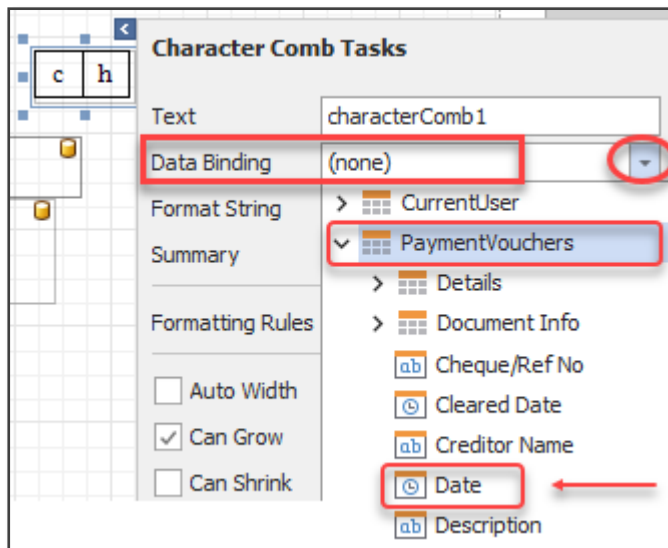
8. Configure each Character Comb.

A. Month (1st from the left)

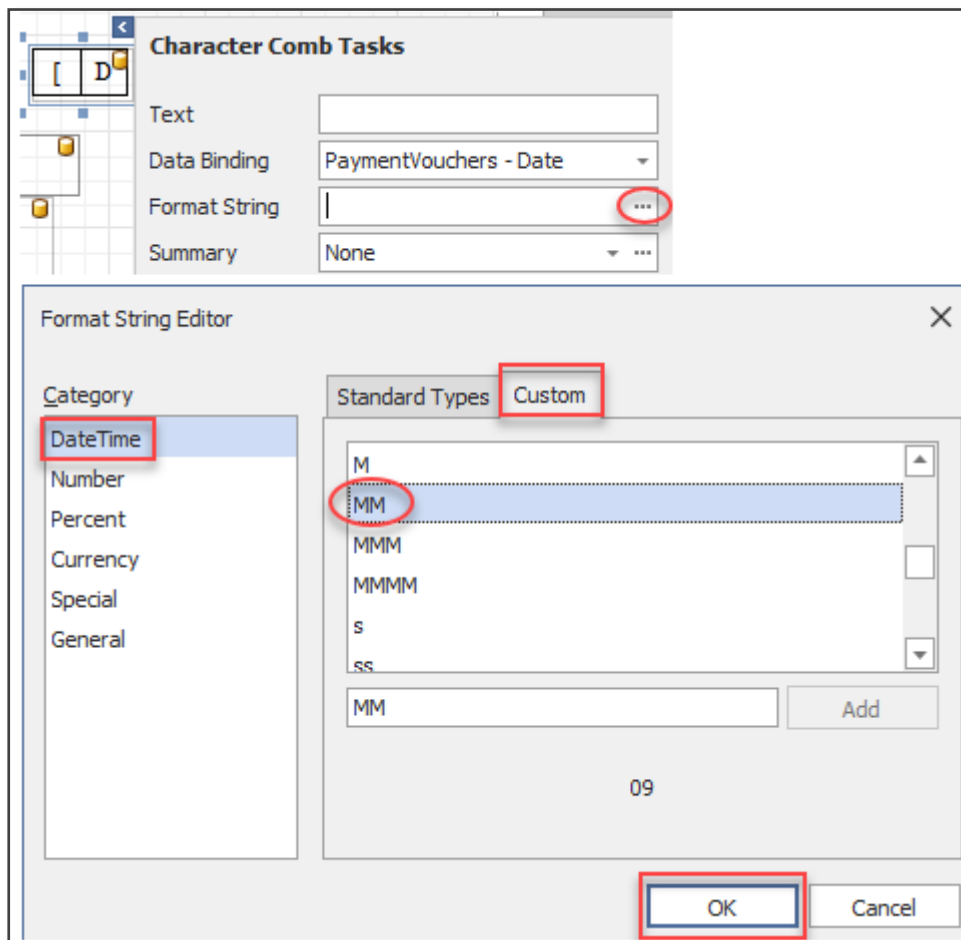
1. Click to select the Character Comb for the Month and click the > button.



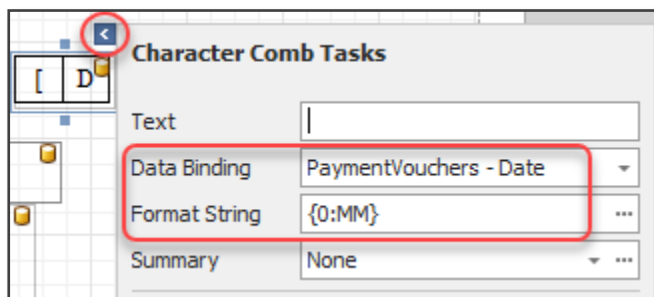
2. Click the drop-down button for Data Binding, then find and select the **Date** field under PaymentVouchers.



- Click the Ellipsis button (...) button for Format String > click **DateTime** > click the **Custom** Tab > find and select the 'MM' format > and click OK.

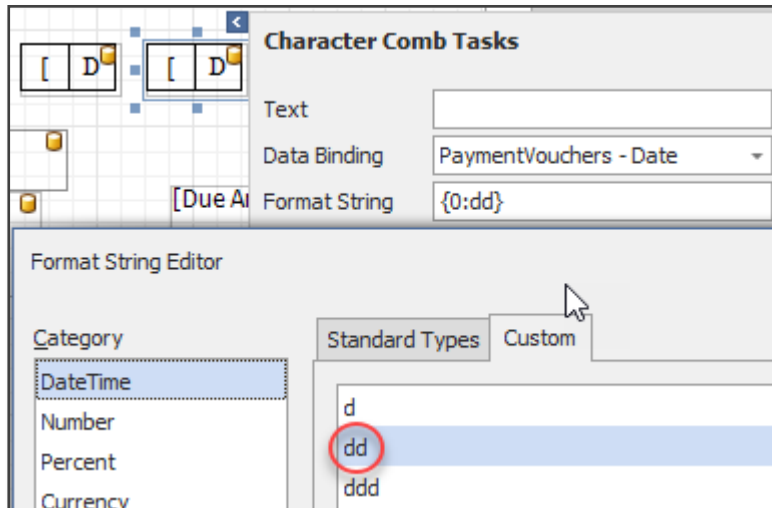


- The Data Binding and Format String configurations should be like on the image below. Click the < button to collapse the Character Comb Tasks.



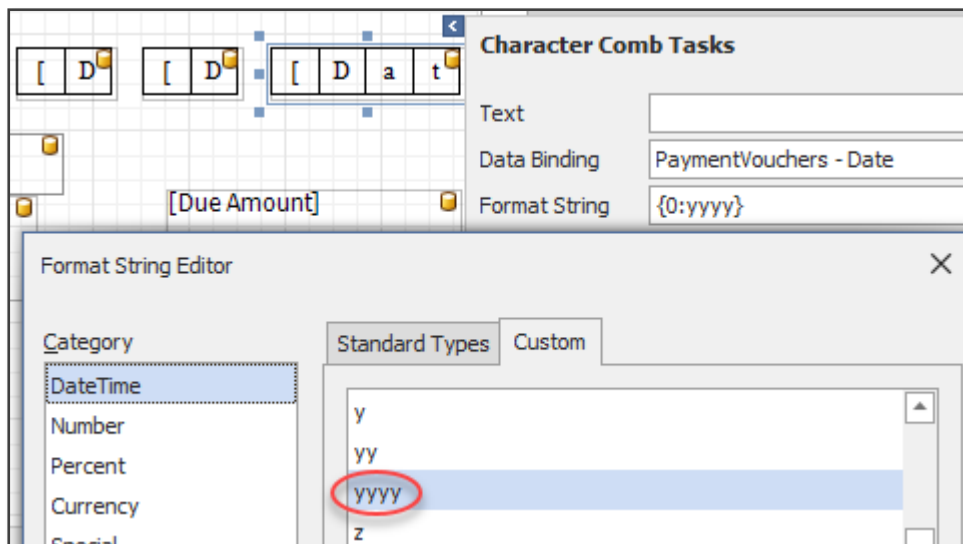
B. Day

1. Select the Character Comb for the **Day**
2. Perform the same steps as above for the Month
3. Select 'dd' for the Date Format String

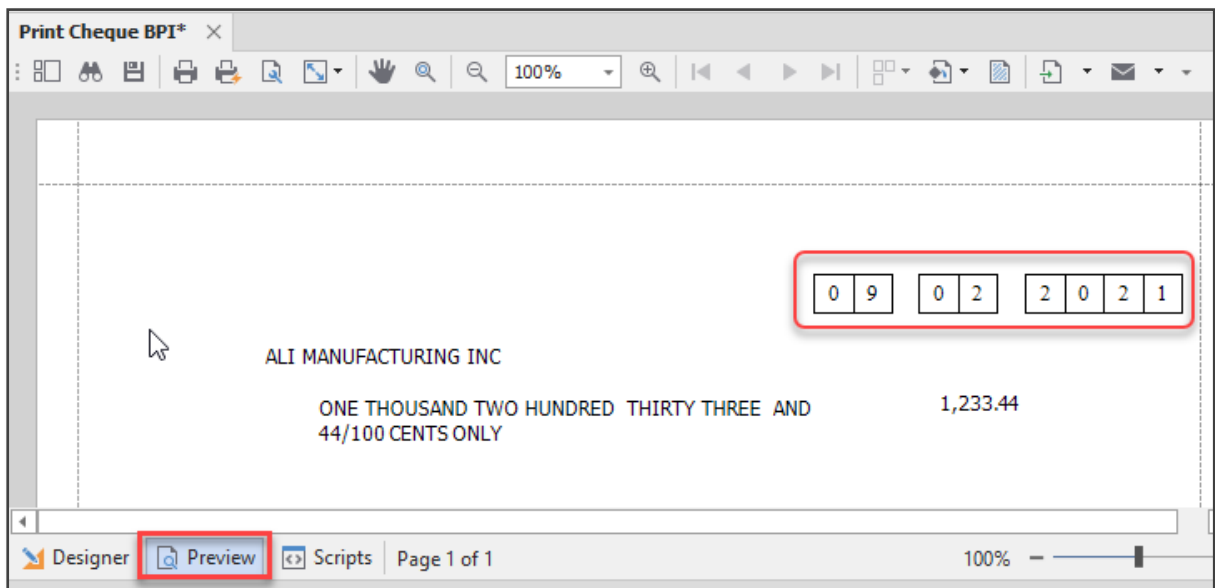


C. Year

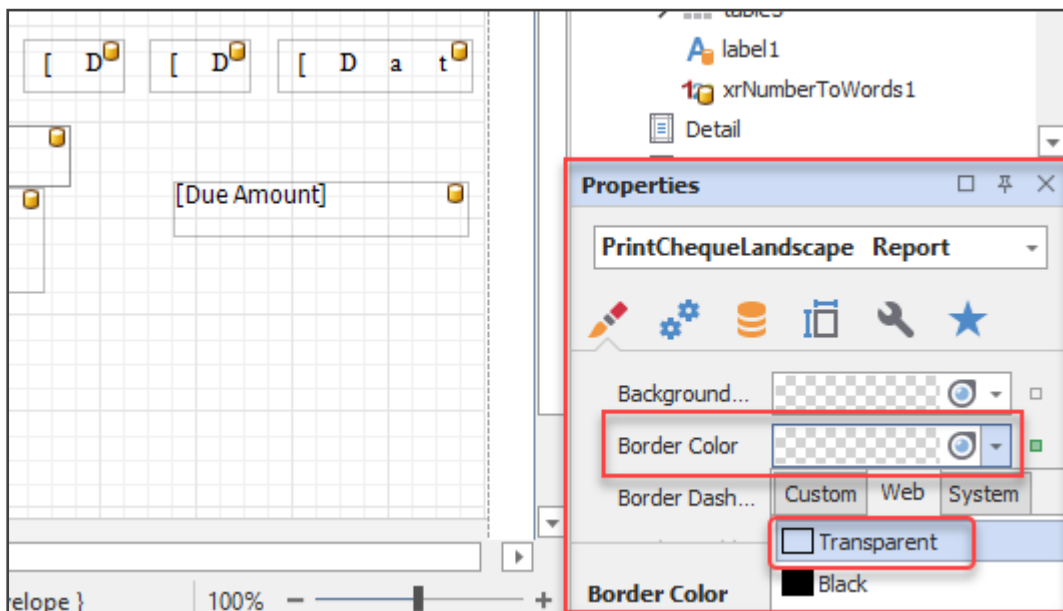
1. Select the Character Comb for the **Year**
2. Perform the same steps as above
3. Select 'yyyy' for the Date Format String



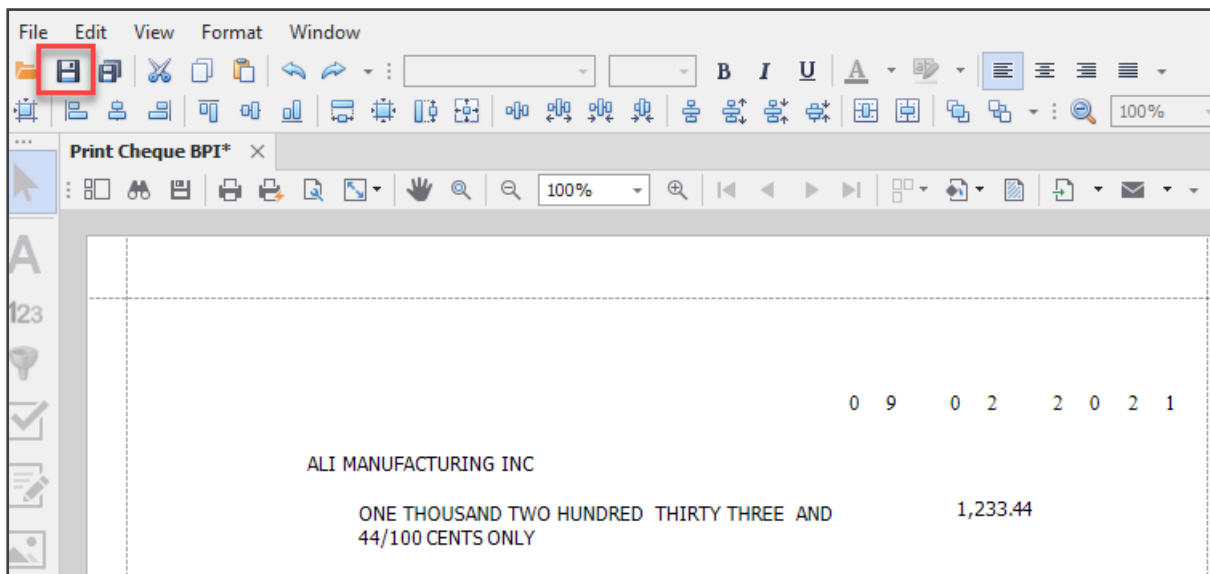
9. Click **Preview** to check your work.



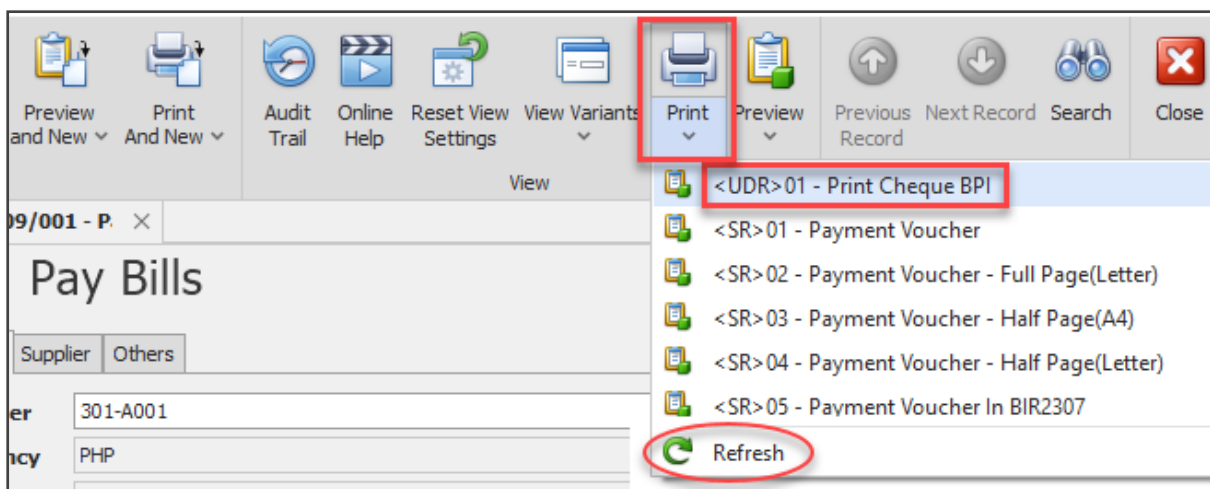
10. We can also remove the border by clicking the Border Color on the lower right part of the Report Designer under Properties pane and set it to Transparent.



11. Click the **Save** button to save your work.



12. To test, try printing using the new format you've created (click Refresh if not on the list).



Test print(s) is the only way to see whether or not the date already shoots/fits correctly and make further adjustments as necessary in Report Designer.

NOTE:



Should you need further assistance on this please send us an email to support@qne.com.ph or you may log a ticket via support.qne.com.ph