



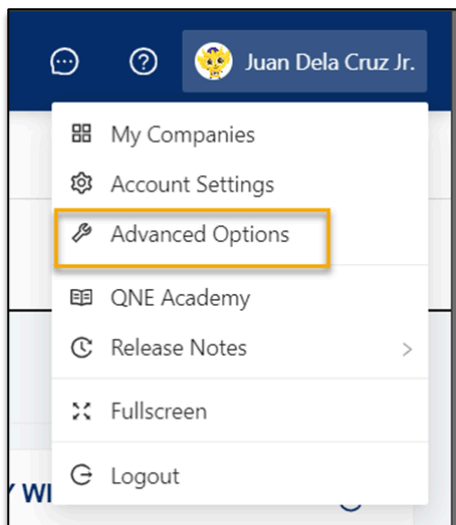
How To Enable Report Time And Date Stamp

Overview:

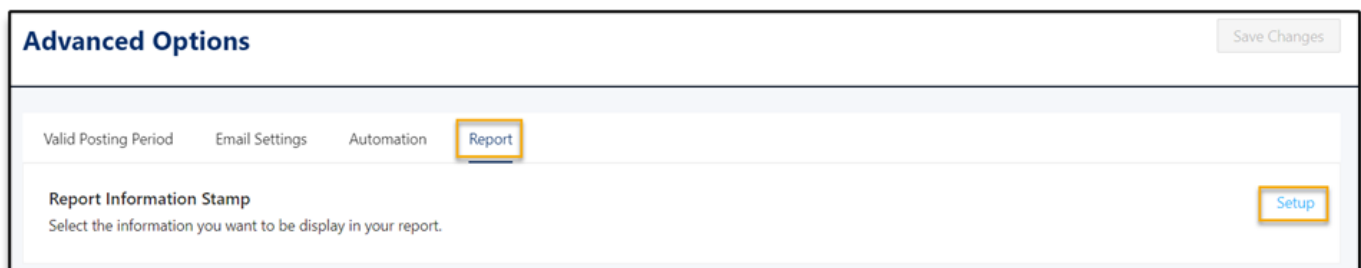
Date and Time Stamp is used for recording the date and time on transaction forms and report print-outs, indicating when they were generated or printed in the system.

Procedure:

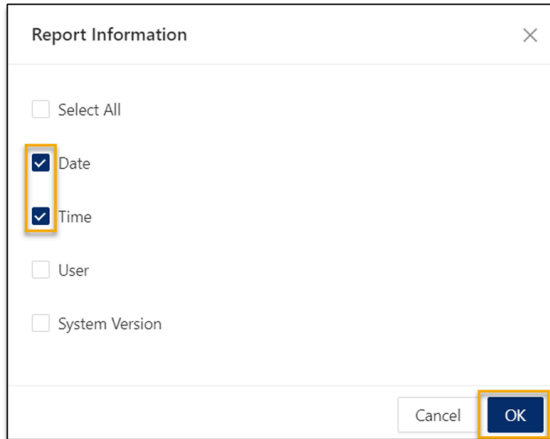
1. To enable the Report Time and Date Stamp, Go to **Header > User Options > Advanced Options**



2. In Advance Options, go to the **Report** tab then click Setup in **Report Information Stamp**.



2. Tick **Date** and **Time**. Once done, click **OK**.



Report Information

☐ Select All

☒ Date

☒ Time

☐ User

☐ System Version

Cancel OK

You can also add the *User* and *System Version* by selecting them from the options.

Application:

Preview a Report and notice that Time and Date Stamp is shown.

SAMPLE TRADING, INC.

T2W 806-225-337

Unit 806 Pearl of the Orient Tower 1240 Roxas Boulevard, Ermita Manila, Philippines

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Invoice Journal

Page 1 of 2

SAMPLE TRADING, INC. PH (001-222-333)

Date From: Mar 01, 2024

Invoice From:

Company From:

Date To: Mar 31, 2024

Invoice To:

Company To:

INVOICE #	DATE	A/C CODE	A/C NAME	REFERENCE	DESCRIPTION	DEBIT	CREDIT
INV2403/001	Mar 01, 2024	101-8001	BEST TECH ENGINEERING, INC.		SALES	67,872.00	
INV2403/001	Mar 01, 2024	305-0000	OUTPUT VAT		BEST TECH ENGINEERING, INC.		7,272.00
INV2403/001	Mar 01, 2024	600-0100	SALES - HARDWARE		BEST TECH ENGINEERING, INC.		60,600.00
						67,872.00	67,872.00
INV2403/002	Mar 04, 2024	101-8001	BEST TECH ENGINEERING, INC.		LAPTOPS	172,681.60	
INV2403/002	Mar 04, 2024	305-0000	OUTPUT VAT		BEST TECH ENGINEERING, INC.		5,482.80
INV2403/002	Mar 04, 2024	305-0000	OUTPUT VAT		BEST TECH ENGINEERING, INC.		6,119.40
INV2403/002	Mar 04, 2024	305-0000	OUTPUT VAT		BEST TECH ENGINEERING, INC.		6,899.40
INV2403/002	Mar 04, 2024	600-0100	SALES - HARDWARE		BEST TECH ENGINEERING, INC.		45,690.00
INV2403/002	Mar 04, 2024	600-0100	SALES - HARDWARE		BEST TECH ENGINEERING, INC.		10,995.00
INV2403/002	Mar 04, 2024	600-0100	SALES - HARDWARE		BEST TECH ENGINEERING, INC.		57,495.00
						172,681.60	172,681.60
INV2403/003	Mar 06, 2024	101-8001	BEST TECH ENGINEERING, INC.		SALES	4,368.00	
INV2403/003	Mar 06, 2024	305-0000	OUTPUT VAT		BEST TECH ENGINEERING, INC.		468.00
INV2403/003	Mar 06, 2024	600-0100	SALES - HARDWARE		BEST TECH ENGINEERING, INC.		3,900.00
						4,368.00	4,368.00
INV2403/004	Mar 07, 2024	101-W001	WAI HONG INTERNATIONAL TRADING		SALES	28,000.00	
INV2403/004	Mar 07, 2024	305-0000	OUTPUT VAT		WAI HONG INTERNATIONAL TRADING		3,000.00
INV2403/004	Mar 07, 2024	600-0400	SALES - SOFTWARE		WAI HONG INTERNATIONAL TRADING		25,000.00
						28,000.00	28,000.00

Printed Date/Time: 03/07/2024 05:38:36 PM



For any further concerns on this matter, please contact support or submit a ticket through this link: <https://support.qne.com.ph>

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