

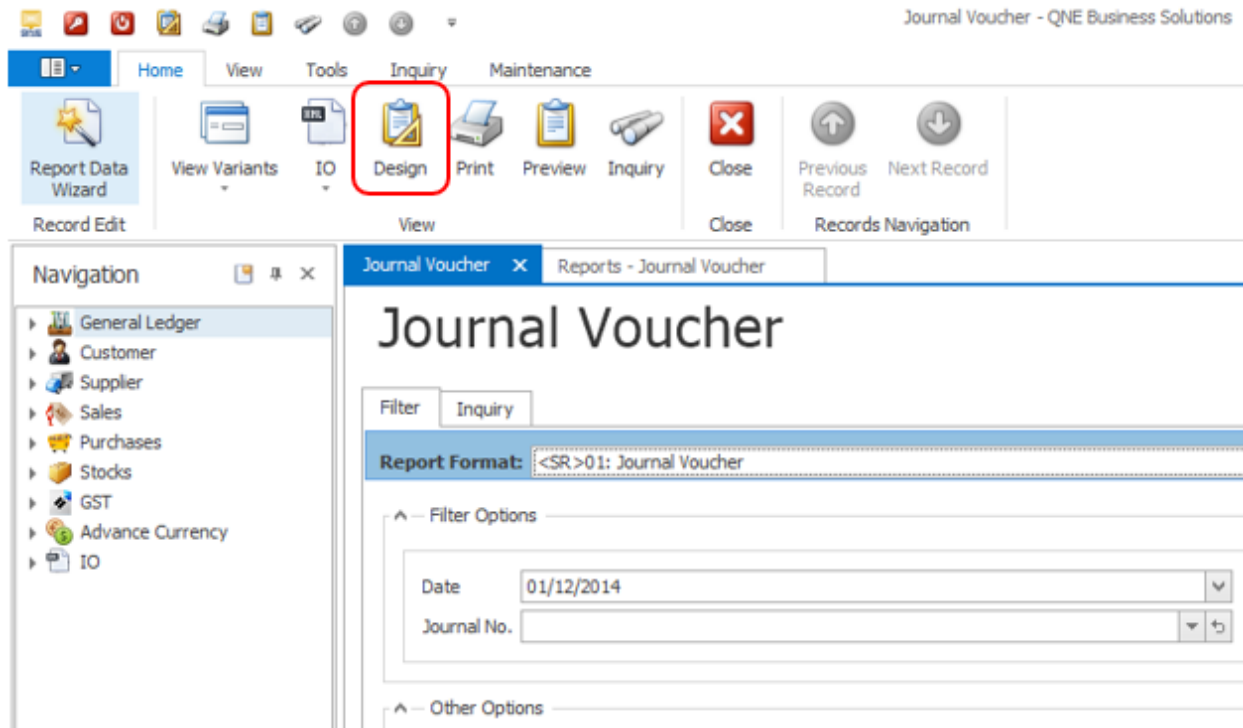
How to show Username, Date and Time in a report



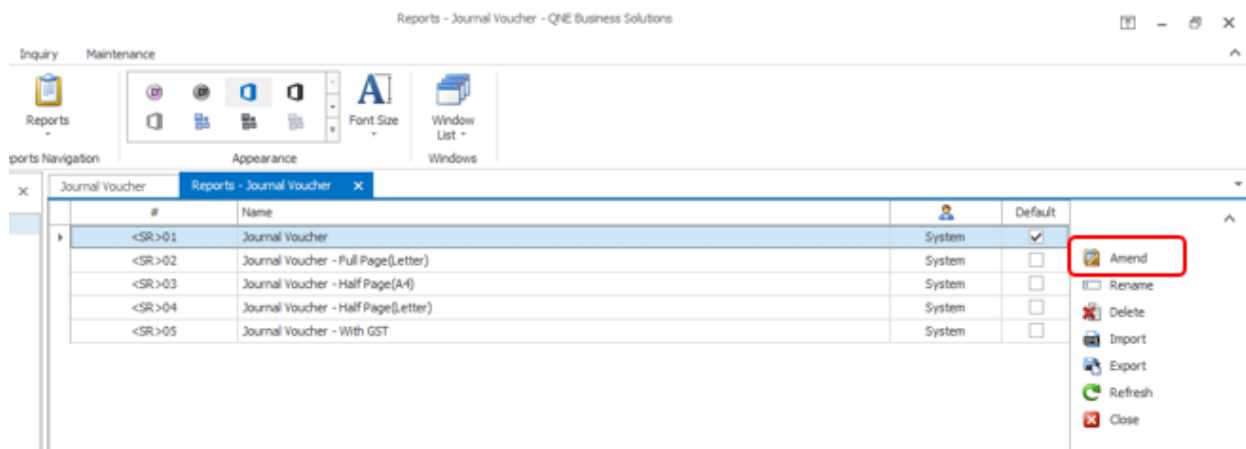
This document demonstrates how to add the user and date time into a report.

Choose and open a report type from the system. For example Journal Voucher.

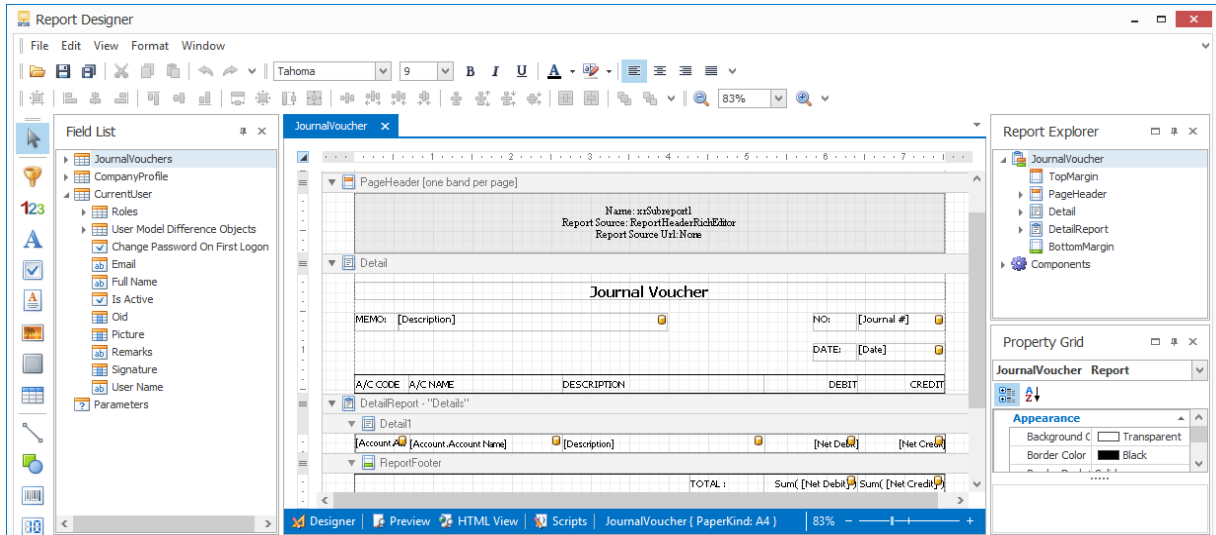
1. In the report menu bar, click on the Design button.



2. In the Report Design Customization window for Journal Voucher, select the report format and click the "Amend" button or double click the selected report format.

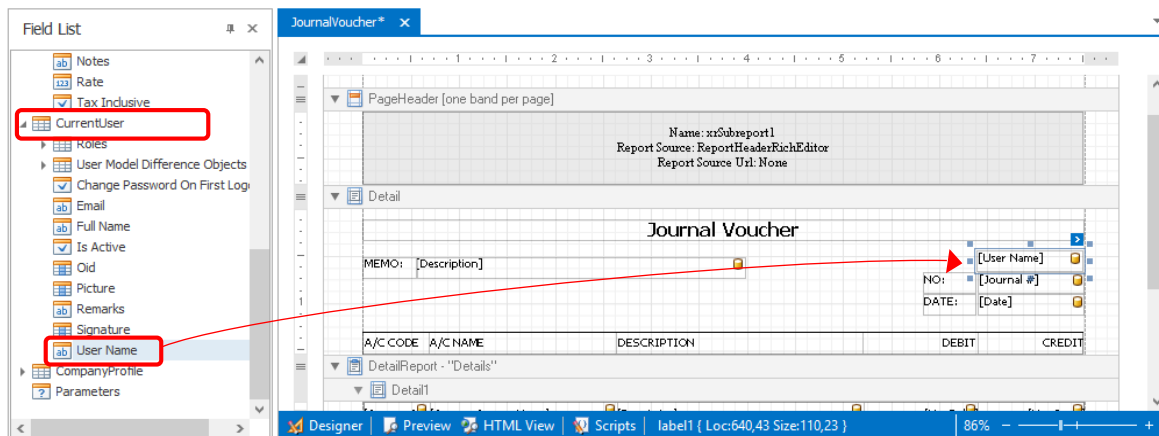


3. The Report Designer will now load the Invoice Journal's report format.

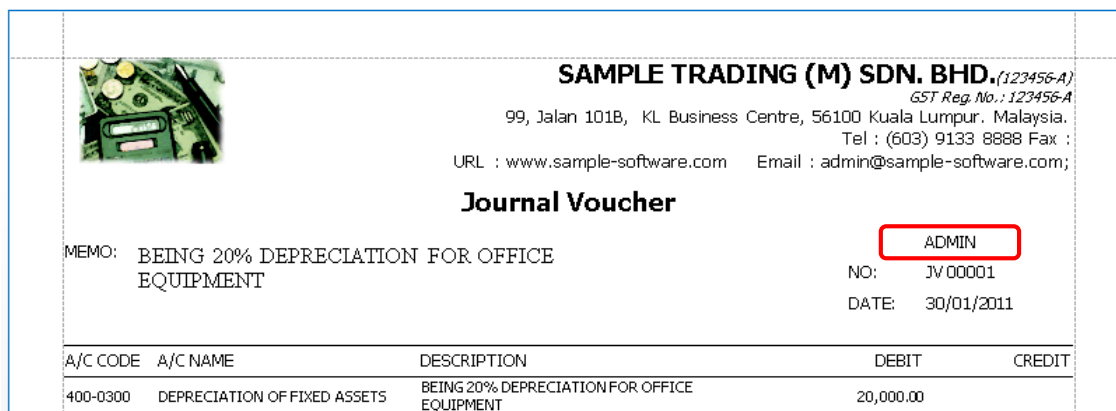


Add Username to Report

4. Drag the "Username" name field from "CurrentUser" collection from the field list onto the required place. This will create a Label bound to the username data field.

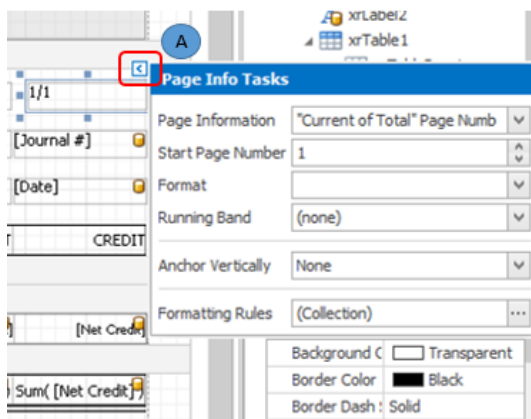
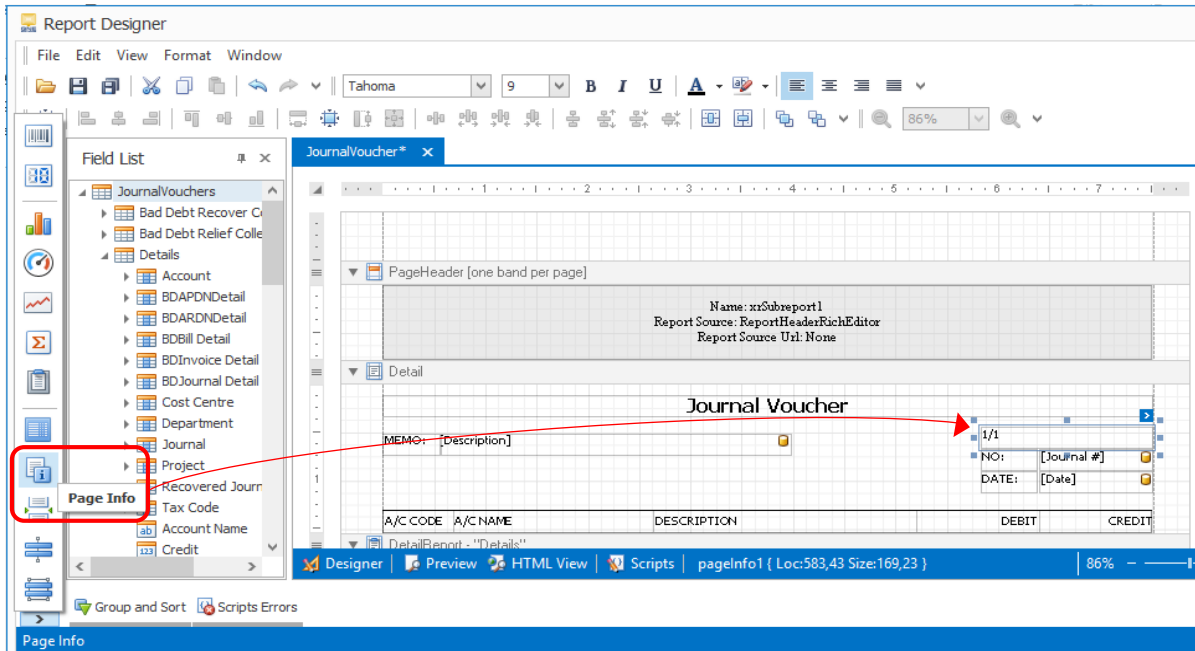


5. Switch to the Preview Tab, and view the result.

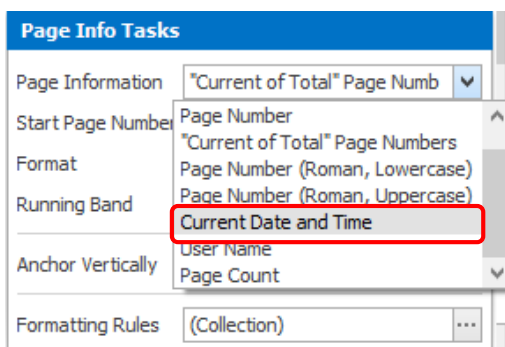


Add Date and Time to Report

- The **Page Info** control is intended to add page numbers and system information (the current date and time) into your report. Select “Page Info” component from the toolbar menu and drag onto the required place.



- Click on the control's smart tag button. A page info tasks actions list will appear.



- Change the “Page Information” to Current Date and Time by selecting from the drop down list.

- C. To apply value formatting for a data-bound control's content (e.g. date-time content), click the ellipsis button for the "Format" entry. Then, in the invoked format string editor, choose one of the predefined formatting styles, or specify a custom one.

FormatString Editor

Category: **DateTime** (highlighted with a red box)


Sample: 31/12/2014 2:56 PM

Standard Types | Custom

- dddd, d MMMM, yyyy
- d MMMM, yyyy
- dd/MM/yyyy h:mm tt** (highlighted)
- dd/MM/yyyy hh:mm tt
- dd/MM/yyyy H:mm
- dd/MM/yyyy HH:mm
- dddd, MMMM d, yyyy h:mm tt
- dddd, MMMM d, yyyy hh:mm tt
- dddd, MMMM d, yyyy H:mm
- dddd, MMMM d, yyyy HH:mm
- MMMM d, yyyy h:mm tt
- MMMM d, yyyy HH:mm tt

OK Cancel

- 7. Switch to the [Preview Tab](#), and view the result.



SAMPLE TRADING (M) SDN. BHD. (123456-A)
GST Reg. No.: 123456-A
 99, Jalan 101B, KL Business Centre, 56100 Kuala Lumpur, Malaysia.
 Tel : (603) 9133 8888 Fax :
 URL : www.sample-software.com Email : admin@sample-software.com;

Journal Voucher

MEMO: BEING 20% DEPRECIATION FOR OFFICE EQUIPMENT

08/01/2015 09:25:17
 NO: JV00001
 DATE: 30/01/2011

A/C CODE	A/C NAME	DESCRIPTION	DEBIT	CREDIT
400-0300	DEPRECIATION OF FIXED ASSETS	BEING 20% DEPRECIATION FOR OFFICE EQUIPMENT	20,000.00	
600-0410	ACC. DEPRN - OFFICE EQUIPMENT	BEING 20% DEPRECIATION FOR OFFICE EQUIPMENT		20,000.00