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1. Understand on Toolbar

1.1 Report Object



Icon	Name	Description
	Object Selection	standard mode of operation : mouse cursor selects object(s), modifies their sizes, etc.
	Hand	allows dragging of whole report page
	Zoom	allows left-clicking to zoom in (adds 25% if already 25-75%, else adds 100%) or right-clicking to zoom out (subtracts 25% if already 50-100%, else subtracts 100%) holding left mouse button while dragging zooms in to selected area
	Text Editor	allows in-place editing of "Text" object holding left mouse button and moving the cursor creates and sizes a new "Text" object and opens its editor
	Format copying	allows Format copying from one "Text" object to others: select a "Text" object, click Format mode button, select Target "Text" objects in turn exit Format copying mode by clicking any other mode button
	Band	an area on a design page which behaves according to its type (e.g. Header band, Data band)
	Text	displays one or more lines of text within a rectangular area
	Picture	displays a graphic file in "BMP," "JPEG," "ICO," "WMF" or "EMF" format
	SubReport	allows insertion of another report design page(New Page) within the host page.
	System Text	displays either system information (date, time, page number, sum, etc) or aggregate values
	Check Box	displays a checkbox with either a tick or a cross
	Chart	displays data in various chart formats (pie chart, histogram, etc.)
	RichText	displays text in Rich Text Format (RTF)
	Draw	displays a horizontal or vertical line and displays various geometrical shapes (diagonal line, rectangle, rounded rectangle, ellipse, triangle and diamond)
	Barcode	displays data as one of several barcode types

1.2 Align Toolbar



Icon	Name	Description
	Align Left	align left edges (to first selected object)
	Align Middle	align horizontal centres (to first selected
	Align Right	align right edges (to first selected object)
	Align Top	align top edges (to first selected object)
	Align Centre	align vertical centres (to first selected object)
	Align Bottom	align bottom edges (to first selected object)
	Space Horizontally	space equally in horizontal direction
	Space Vertically	space equally in vertical direction
	Centre Horizontally	individually centre each object horizontally in band
	Centre Vertically	individually centre each object vertically in band
	Shrink/Grow Width to Smaller/Larger	set equal widths (same as first selected object)
	Shrink/Grow Height to Smaller/Larger	set equal heights (same as first selected object)

2. Sales Invoice Bands

2.1 Understand on Bands

2.1.1 Group Header

- Grouping Header
- To Print on every page, right click on **Group Header Band**, select **reprint on new page**

2.1.2 Master Data

- The **Main** Dataset of the report
- Normally Bind to Main Dataset
- Each Page allows to have 1 **Main Dataset Only**

2.1.3 Detail Data

- To display all **Item Details**

2.1.4 Group Footer

- Grouping Footer
- Display on **Last Page** only

2.1.5 Page Footer

- Display on **Every Pages**

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2.2 Sample Layout in Design Mode

GroupHeader: GroupHeader1 Main."DocNo"

Invoice Duplicate Copy

Billing Address
[Main."CompanyName"]
[Main."Address1"]
[Main."Address2"]
[Main."Address3"]
[Main."Address4"]
Attn [Main."Attention"]
Tel [Main."Phone1"]
Fax [Main."Fax1"]

Delivery Address
[Main."BranchName"]
[Main."DAddress1"]
[Main."DAddress2"]
[Main."DAddress3"]
[Main."DAddress4"]
Attn [Main."DAttention"]
Tel [Main."DPhone1"]
Fax [Main."DFax1"]

Customer Account	Sales Executive	Currency Rate	From Doc Date	From Doc No	Name	Page No	Doc No	Date
[Main."Code"]	[Main."Agent"]	[Main."C"]	[Document.]	[Document_D]	[User."Co"]	[PAGE] of	[Main."Doc"]	[Main."DocD"]

MasterData: MasterData1

GroupHeader: GroupHeader2 Document_Detail."FromDocNo"

DetailData: DetailData1
[Main."Description"]
[Main."Description3"]
[GetSN(<Document_Detail."DocKey">)]

GroupFooter: GroupFooter2

DetailData: DetailData2
[Main."MergeItemCode"]
[MergeItemCode."Description3"]

GroupFooter: GroupFooter1

[Document_Currency."Description"] : [CurrencyToLangWord(<Main."DocAmt">,
<Profile."CurrencyLang">)]

Gross	FormatFloat(<Opti
[Main."DocA"]	[Main."DocA"]

[Main."Terms"] [Main."DocRef1"] [Main."DocRef2"]

[Document_Company."TaxExempt"]

PageFooter: PageFooter1

Group Header

Master Data

Detail – Without Merge Same Item Code
(Tools -> Option -> Miscellaneous - Unticked)

Detail – Without Merge Same Item Code
(Tools -> Option -> Miscellaneous - Unticked)

Group Footer

Page Footer

2.3 Sample Layout on Preview Mode



Testing Company-Demo
 Address is blank

Invoice
 Billing Address
ALPHA & BETA COMPUTER
 838 JALAN WORLD
 40485 RAWANG
 SELANGOR DE
 Attn MR ALPHA
 Tel 03-48573689
 Fax 03-48573690

Delivery Address
 838 JALAN WORLD
 40485 RAWANG
 SELANGOR DE
 Attn MR ALPHA
 Tel 03-48573689
 Fax 03-48573690

Customer Account	Sales Executive	From Doc. Date	From Doc. No	Name	Page No	Doc. No.	Date
300-A0002	NF	20/02/2015	DO-00006	SQL	1 of 1	IV-00004	22/08/2020

No	Item Code	Description	Qty	Price/Unit	Sub Total (RM)
1	N-8850	NOKIA 8850	2.000 UNIT	3,800.000	7,600.00
2	N-8250	NOKIA 8250	2.000 UNIT	890.000	1,780.00

RINGGIT MALAYSIA : NINETEEN THOUSAND THREE HUNDRED AND EIGHTY ONLY
 Payment Terms
 45 Days

Gross	9,380.00
- Discount	0.00
Total Excl. Tax	9,380.00
Tax Amt @	0.00
Rounding Adjustment	0.00
Total Payable Incl. Tax	9,380.00

Authorized Signature
 Testing Company - Current User ()

Group Header

Detail

Group Footer

Page Footer

2.4 Print Position

- Group Footer content will be printed at the pixel value input.
- Higher Value = Higher Footer
- without setting with print position, the group footer will be printed after the document detail records.

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- Example Source Code:

if Engine.FreeSpace < (GroupFooter1.Height + PageFooter1.Height + 30) then
Engine.NewPage;

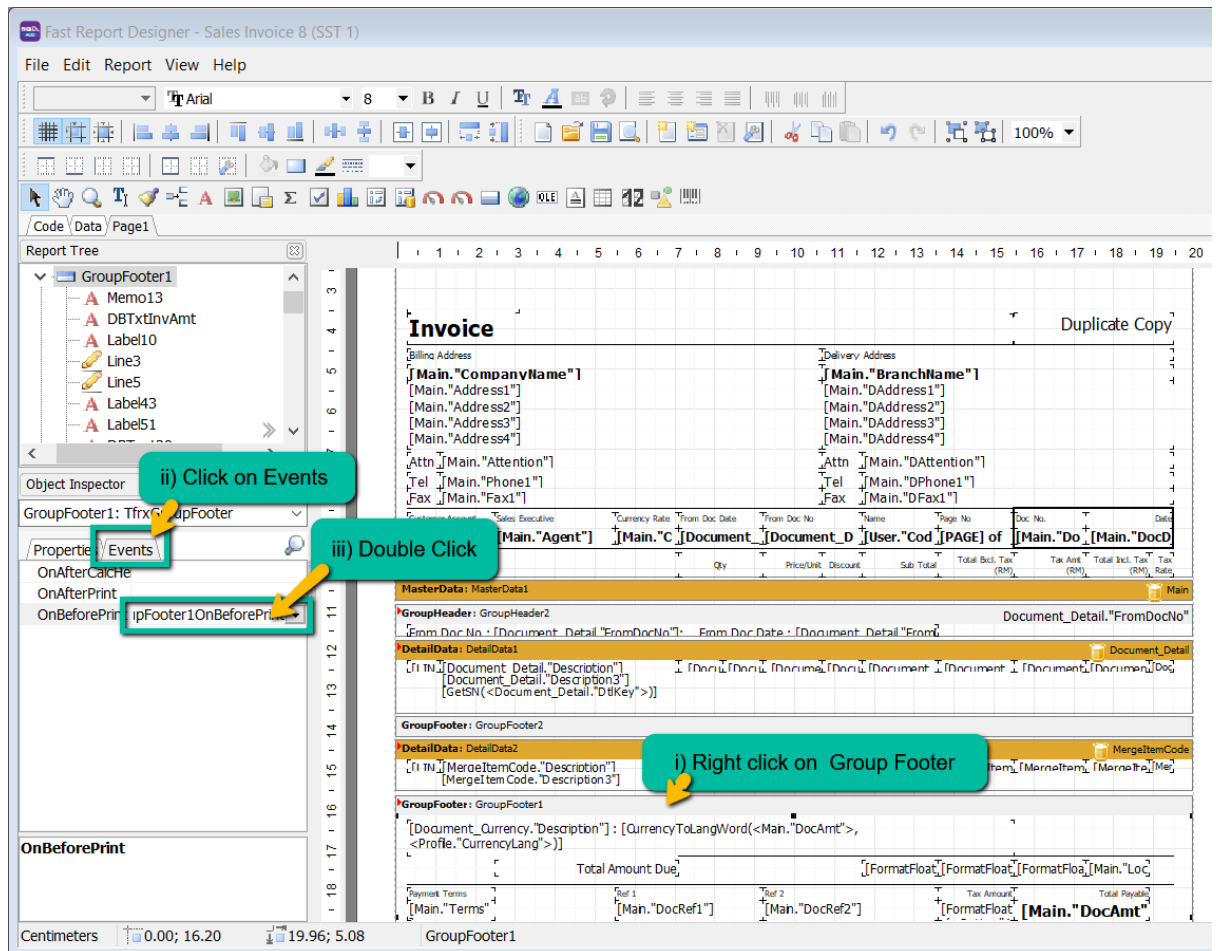
Engine.CurY := Engine.PageHeight - GroupFooter1.Height - PageFooter1.Height - 60 ;

2.4.1 How to do the Print Position setting in

Higher Value = Higher Footer

2.4.1.1 Click on Group Footer -> Click on Properties

Event Name



2.4.1.2 Adjust the value

```

• procedure GroupFooter1OnBeforePrint(Sender: TfrxComponent);
• begin
275 if Engine.FreeSpace < (GroupFooter1.Height + PageFooter1.Height + 30) then Engine.NewPage;
•     Engine.CurY := Engine.PageHeight - GroupFooter1.Height - PageFooter1.Height - 60;
• end;

```

Higher Value, higher Footer

2.5 Stop Position vs Print Count

Stop Position	Print Count
Details will stop at the input value	Details will stop by number of records inputs
Recommend	Not recommend if using More Description
Value in Pixel	Number of Records

2.5.1 How to do the Stop Position in Report?

2.5.1.1 Right click DetailData1 -> Click on Events Tab -> Double click on AfterCalcHeight name

ii) Click on Events

i) Right click on DetailData1

iii) Double Click on OnAfterCalcHeight Event Name

2.5.1.2 Setting the stop position

```

procedure DetailData1OnAfterCalcHeight(Sender: TfrxComponent);
begin
  // Example Stop position on 9.5 inch * 96 = 912
  if TfrxDetailData(Sender).Visible and (Engine.CurY + DetailData1.Height >= 912) then Engine.NewPage;
end;

```

iv) value in Pixel, example if you want to stop on 9.5 Inch, use 9.5 x 96 = 912

2.5.2 How to do the Print Count setting in Report?

2.5.2.1 Right click DetailData1 -> Click on Events Tab -> Double click on AfterCalcHeight name

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[illegible]

2.5.2.2 Set number of records

```

* procedure DetailDataOnBeforePrint(Sender: TfrxComponent);
280 begin
    DetailData1.Visible := <Option."MergeSameItemGoods"> = False;
    DetailData2.Visible := <Option."MergeSameItemGoods"> = False;
    // For Print Count 20
285 if TfrxDetailData(Sender).Visible and (<Line#> mod 20 = 1) and (<Line#> > 1) then Engine.NewPage;
* end;

```

iv) Set number of record

Small Tips :

- i) *Set Either Print Count or Stop Position*
- ii) *use // to disable the command*
- iii) *When you set both Print Count and Stop Position, system will capture Print Count.*

2.5.3 Sample on Print Position / Stop Position



Testing Company - Sample Report
 No 1, 2nd Floor, Jalan Setia Dagang AK U13/AK, Setia Alam, 40170 Shah Alam, Selangor, Malaysia.
 Phone: 03-78901300

Tax Invoice

Billing Address:
TEST Contra

Delivery Address:

Attn:
Tel:
Fax:

Attn:
Tel:
Fax:

Customer Account	Sales Executive	Name	Page No	Doc No.	Date
300-T0007	---	ADMIN	1 of 1	IV-00100	11/11/2020

No	Description	Qty	Price/Unit	Discount	Sub Total	Total Incl. Tax (RM)	Tax Incl. (RM)	Total Incl. Tax (RM)	Tax Rate
1	ANTENNA	1.00	UNIT	4,001.00	4,001.00	4,001.00	0.00	4,001.00	

Stop Position - Calc from Top to the arrow down



ROMBUT MALAYSIA : FOUR THOUSAND AND ONE ONLY

Total Amount Due	4,001.00	4,001.00	0.00	4,001.00
------------------	----------	----------	------	----------

Term: 30 Days	Tax Amount (RM)	0.00	Total Payable (RM)	4,001.00
---------------	-----------------	------	---------------------------	-----------------

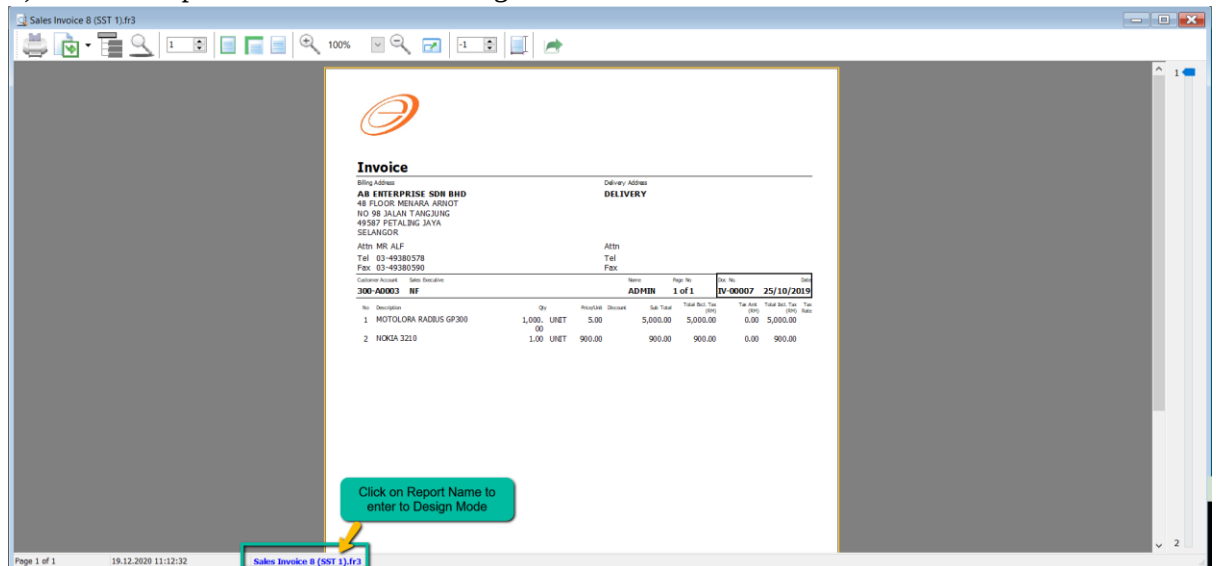
Authorized Signature:
 Testing Company - Sample Report (C)

Print Position - Calc start from the Arrow up



3. How to design Simple Sales Invoice?

- ➔ i) Preview Invoice
- ➔ ii) Click on Report Name to enter to Design Mode

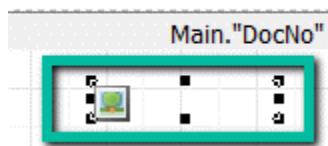


3.1 Add PICTURE

3.1.1 Click on Picture Object



3.1.2 Place on Report Page



i) Fix Picture

3.1.3 Click on Load

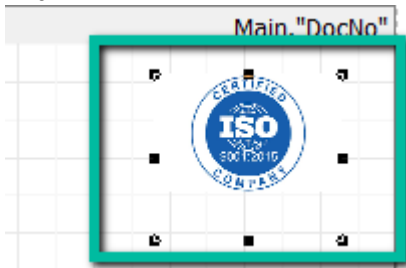


3.1.4 Select the Picture on your local drive

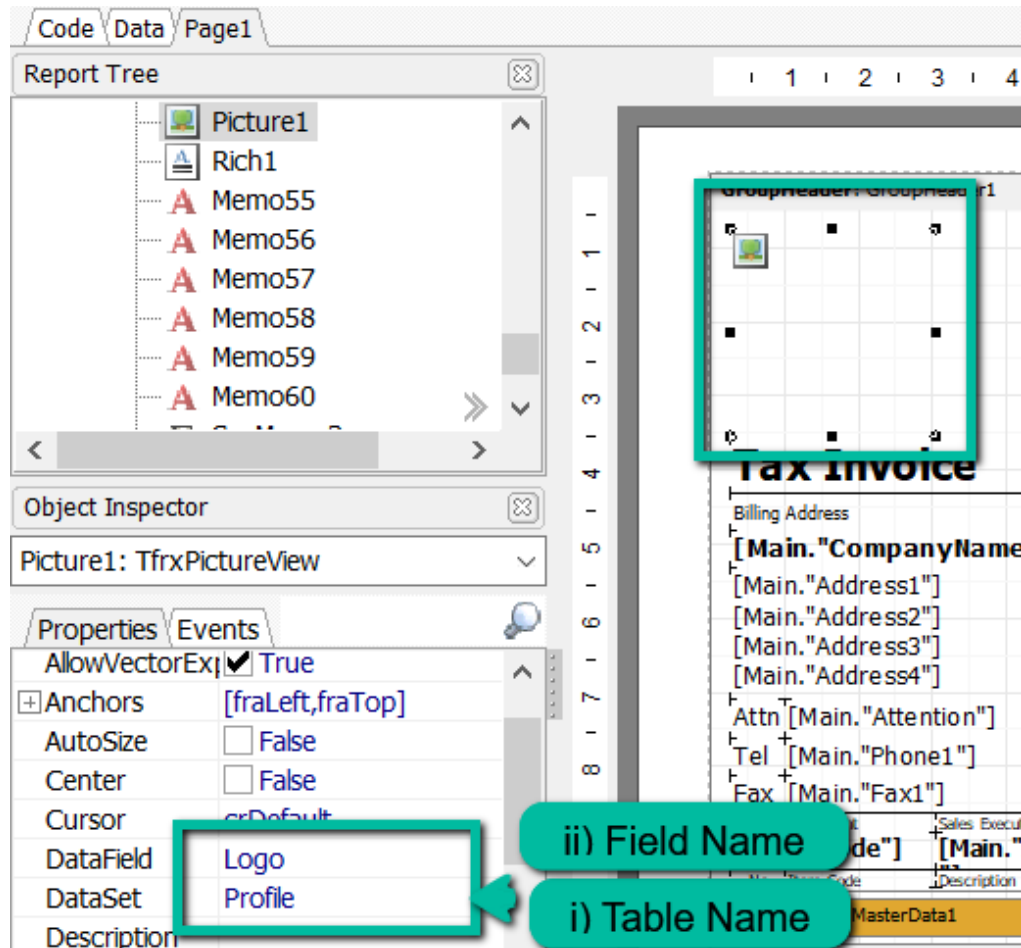
3.1.5 Click on ✓



3.1.6 Adjust to the desire size



ii) Capture Picture from Report Dataset



3.2 Text Memo

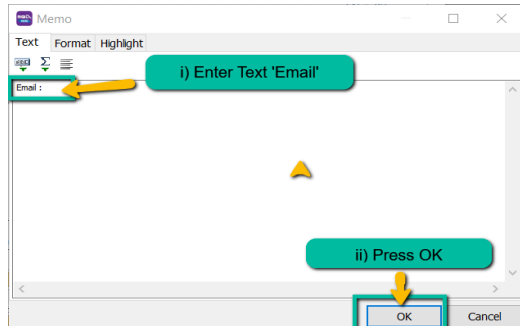
- Add Customer Email Address

3.2.1 Click on Text Memo



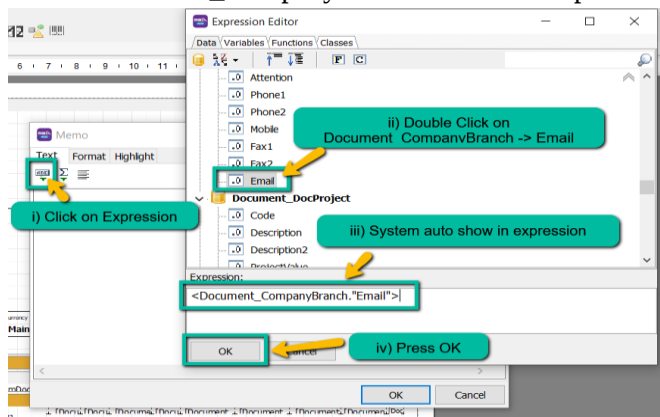
3.2.2 Place on Report Page

3.2.3 Enter Text : Email



3.2.4 Repeat Step 3.2.1 & 3.2.2

3.2.5 Select Document_CompanyBranch -> Email Expression



3.3 Rich Text Object

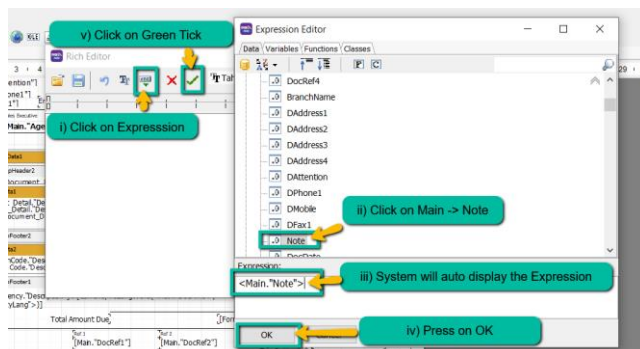
- Add Note

3.3.1 Click on RichText Object



3.3.2 Place on Report Page

3.3.3 Select Main -> Note



3.4 System Text

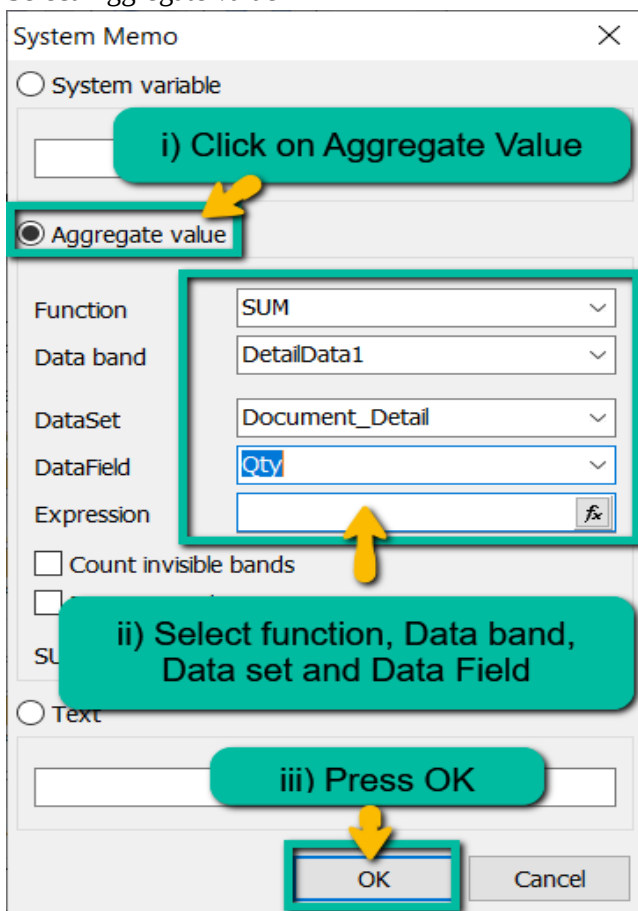
- Add Sum Qty

3.4.1 Click on System Text Object



3.4.2 Place on the Report Page

3.4.3 Select Aggregate value



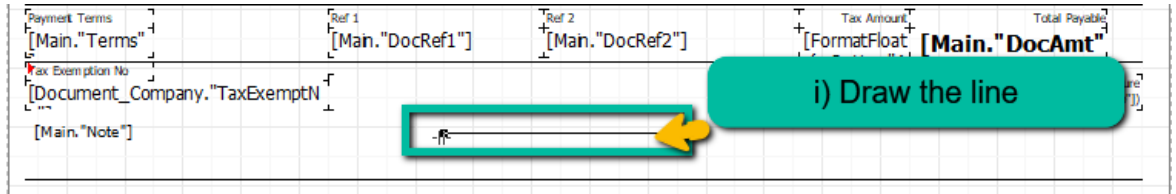
3.5 Draw Line

3.5.1 Click on Line



3.5.2 Place on the Report Page

3.5.3 Draw a line

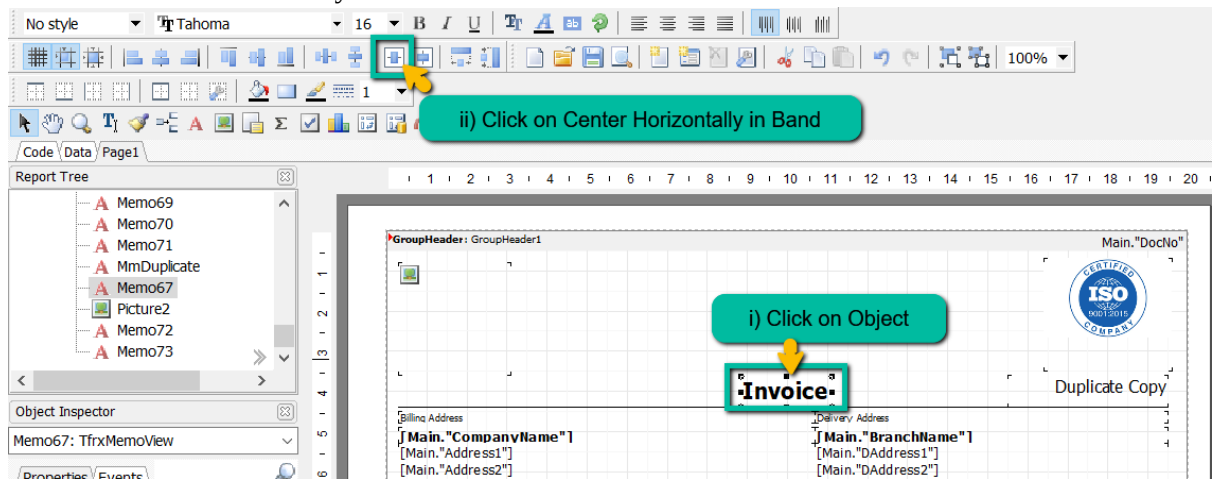


3.6 Center Horizontally in Band

- Display the object in center horizontal

3.6.1 Click on Object you want to show in center horizontal

3.6.2 Click on Center Horizontally In Band



3.6.3 Done

3.7 Align Left / Middle / Right

3.7.1 Click on the multiple Object to Align as same alignment. System will follow the first object as alignment

The screenshot displays the Fast Report software interface. At the top, a toolbar contains various alignment icons (Left, Center, Right, Top, Bottom, etc.). A red box highlights the alignment icons, and a red arrow points to the 'Left' alignment icon. A red callout box states: "iii) You can freely choose to align either one by Left / Middle / Right".

Below the toolbar, the 'Report Tree' panel on the left lists several objects: Memo24, Memo25, Memo30, Memo31, Line9, Memo32, Memo33, and Memo34. The 'Object Inspector' panel below it shows the properties for 'Memo24: TfrxMemoView'. The 'Properties' tab is active, showing 'Align' set to 'baNone', 'AllowExpressio' checked, 'AllowHTMLTag' unchecked, 'AllowMirrorMod' unchecked, 'AllowVectorEx' checked, and 'Anchors' set to '[fraLeft, fraTop]'. The 'Events' tab is also visible.

The main design area shows an 'Invoice' report. It includes a 'GroupHeader' section with fields like 'Main.DocNo', 'Main.Address1', 'Main.Address2', 'Main.Address3', 'Main.Address4', 'Main.Attention', 'Main.Phone1', 'Main.Fax1', 'Main.Code', and 'Main.Agent'. A red box highlights the 'Main.DocNo' field, and a red arrow points to it. A red callout box states: "i) Click on First Object as alignment position". Another red box highlights the 'Main.Address1' field, and a red arrow points to it. A red callout box states: "ii) Press & Hold the Shift Key -> Click on subsequence Object".

3.7.2 Done



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3.8 Save the File

1. File -> Save As -> Enter Report Name -> Save
2. Preview and see the result

Result:

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The screenshot shows a Fast Report invoice form with the following annotations:

- 3.1 Picture**: Points to the company logo in the top left corner.
- 3.2 Text Memo**: Points to the email address field in the Billing Address section.
- 3.3 Rich Text**: Points to the 'Enter Note here' field at the bottom left.
- 3.4 RichText**: Points to the '1001' value in the 'AND NINE HUNDRED ONLY' section.
- 3.5 Line**: Points to the signature line at the bottom right.
- 3.6 Center Horizontally**: Points to the 'Invoice' title in the center of the page.
- 3.7 Align Left**: Points to the 'Attn' field in the Delivery Address section.

Billing Address
AB ENTERPRISE SDN BHD
48 FLOOR MENARA A
NO 98 JALAN TANGGI
49587 PETALING JAYA
SELANGOR
Attn MR ALF
Tel 03-49380578
Fax 03-49380590
Email : info@ab.com.my

Delivery Address
DELIVERY
Attn
Tel
Fax

Customer Account 300-A0003 **Sales Executive** NF
Name ADMIN **Page No** 1 of 1 **Doc No.** IV-00007 **Date** 25/10/2019

No	Description	Qty	Price/Unit	Discount	Sub Total	Total Excl. Tax (RM)	Tax Amt (RM)	Total Incl. Tax (RM)	Tax Rate
1	MOTOLORA RADIUS GP300	1,000.00	UNIT	5.00	5,000.00	5,000.00	0.00	5,000.00	
2	NOKIA 3210	1.00	UNIT	900.00	900.00	900.00	0.00	900.00	

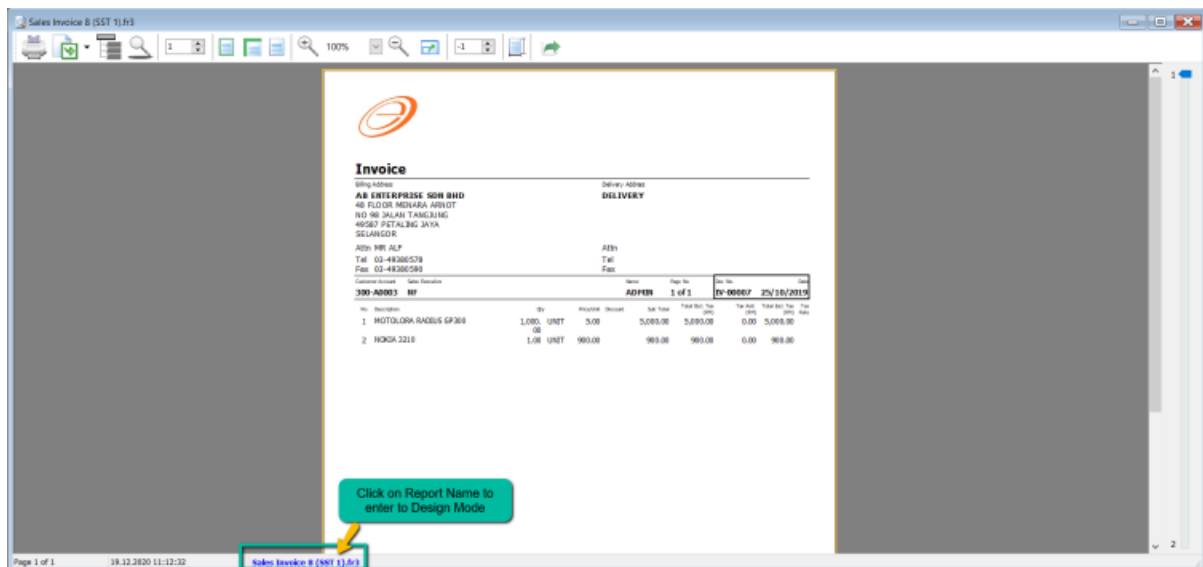
AND NINE HUNDRED ONLY
Amount Due 5,900.00 5,900.00 0.00 5,900.00
Tax Amount (RM) 0.00
Total Payable (RM) 5,900.00

Payment Terms 30 Days
Authorized Signature _____
Trading Company _____

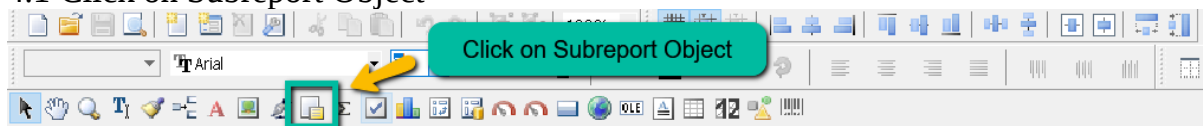
4. How to create the Subreport in Report?

-> Preview Invoice

-> Click on Report Name to enter to Design Mode



4.1 Click on Subreport Object



4.1.1 Place on Report Page you want to show.

Fast Report Basic Guide

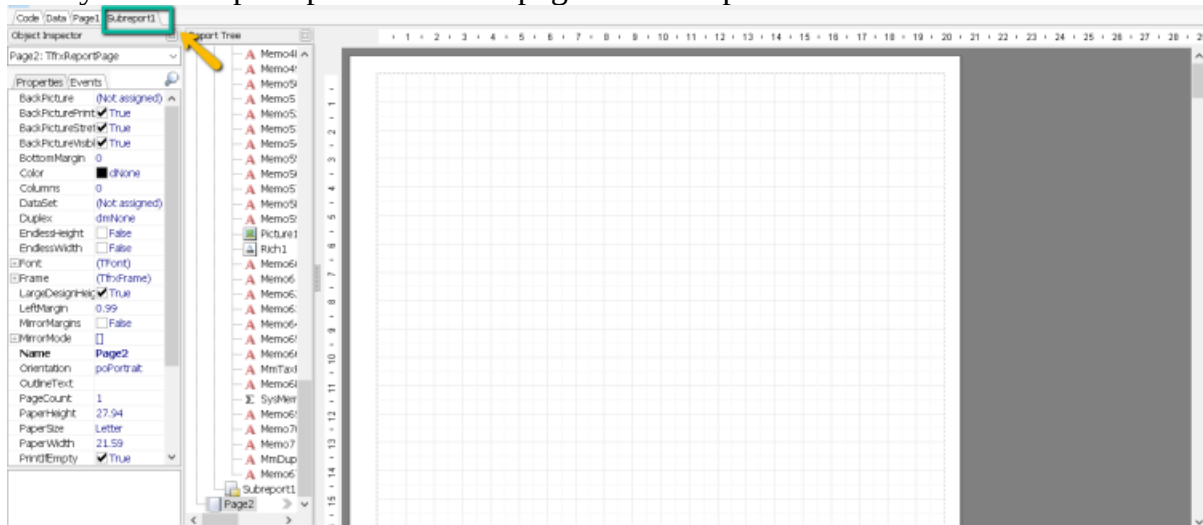
Invoice Duplicate Copy

Billing Address		Delivery Address	
[Main."CompanyName"]		[Main."BranchName"]	
[Main."Address1"]		[Main."DAddress1"]	
[Main."Address2"]		[Main."DAddress2"]	
[Main."Address3"]		[Main."DAddress3"]	
[Main."Address4"]		[Main."DAddress4"]	
Attn [Main."Attention"]		Attn [Main."DAttention"]	
Tel [Main."Phone1"]		Tel [Main."DPhone1"]	
Fax [Main."Fax1"]		Fax [Main."DFax1"]	

Customer Account	Sales Executive	Currency Rate	From Doc Date	From Doc No	Name	Page No	Doc No.	Date
[Main."Code"]	[Main."Agent"]	[Main."C"]	[Document_	[Document_D	[User."Cod	[PAGE] of	[Main."Do	[Main."DocD

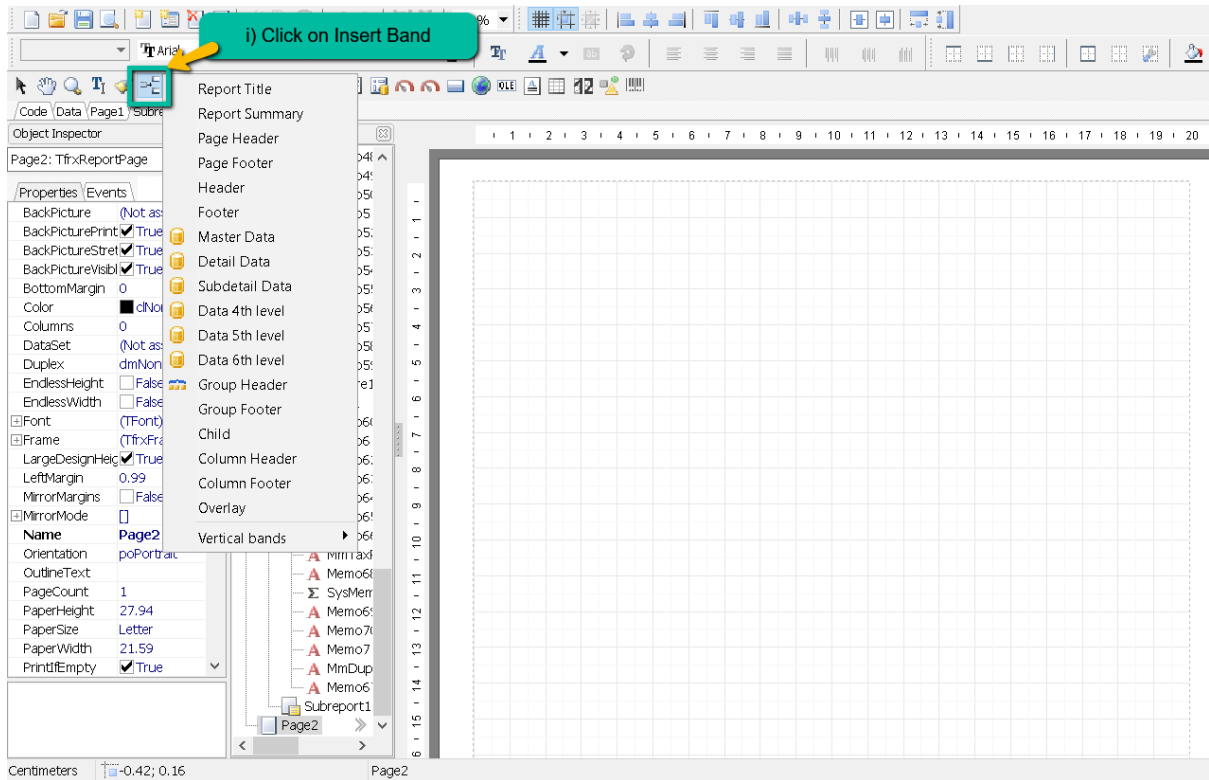
No	Description	Qty	Price/Unit	Discount	Sub Total	Total Incl. Tax (RM)	Tax Amt (RM)	Total Incl. Tax (RM)	Tax Rate
MasterData: MasterData1									
GroupHeader: GroupHeader2 Document_Detail."FromDocNo"									
[From Doc No] [Document_Detail."FromDocNo"] [From Doc Date] [Document_Detail."FromD									
DetailData: DetailData1 Document_Detail									
[In TN]	[Document_Detail."Description"]	[From Doc No]	[Document_Detail."FromDocNo"]	[From Doc Date]	[Document_Detail."FromD	[Document_Detail."FromD	[Document_Detail."FromD	[Document_Detail."FromD	[Document_Detail."FromD
	[Document_Detail."Description3"]								
	[GetSN(<Document_Detail."DtKey">)]								
GroupFooter: GroupFooter2									
DetailData: DetailData2 MergeItemCode									
[In TN]	[MergeItemCode."Description"]	[MergeItemCode."Description3"]							

4.2 System will prompt a new blank page for Subreport



4.3 Click on Insert Band to design the layout or insert the data

Fast Report Basic Guide

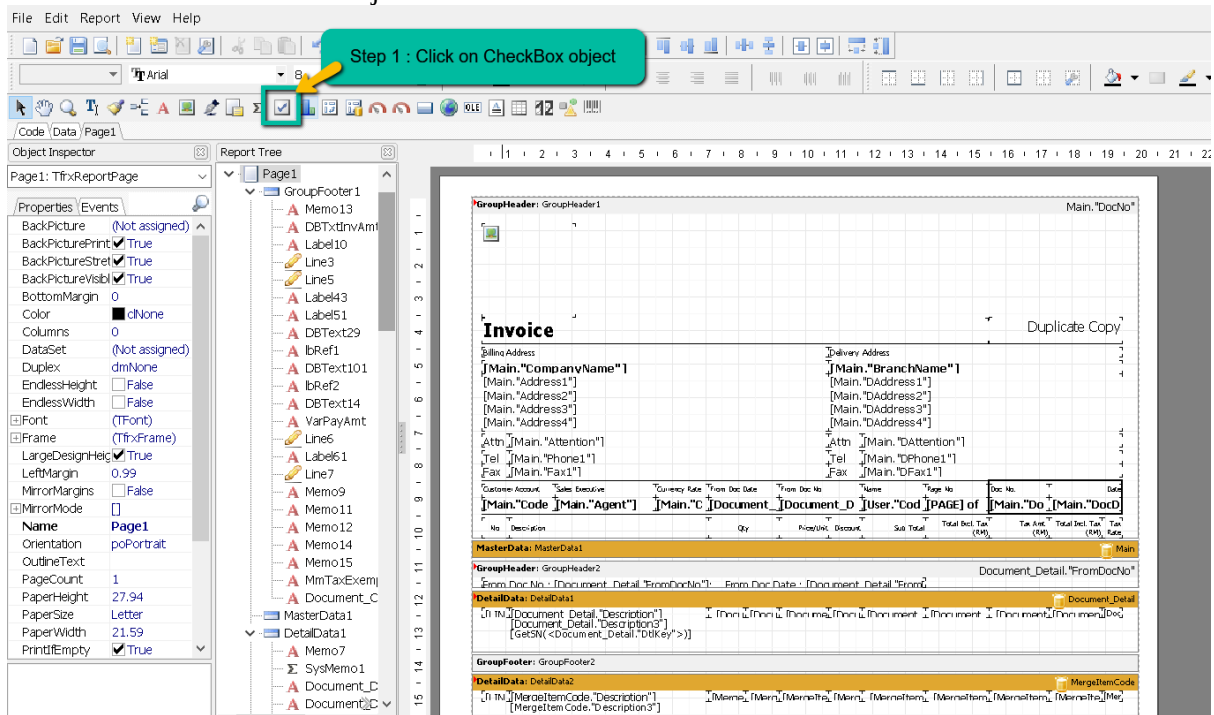


*****May refer 2.1 Understand Bands at Page 4 on what band to use***

5. Check Box

5.1 Simple CheckBox

5.1.1 Click on CheckBox object



5.1.2 Place on the place you want to show.

Fast Report Basic Guide

Duplicate Copy

Invoice

Billing Address					Delivery Address				
[Main."CompanyName"]					[Main."BranchName"]				
[Main."Address1"]					[Main."DAddress1"]				
[Main."Address2"]					[Main."DAddress2"]				
[Main."Address3"]					[Main."DAddress3"]				
[Main."Address4"]					[Main."DAddress4"]				
Attn [Main."Attention"]					Attn [Main."DAttention"]				
Tel [Main."Phone1"]					Tel [Main."DPhone1"]				
Fax [Main."Fax1"]					Fax [Main."DFax1"]				

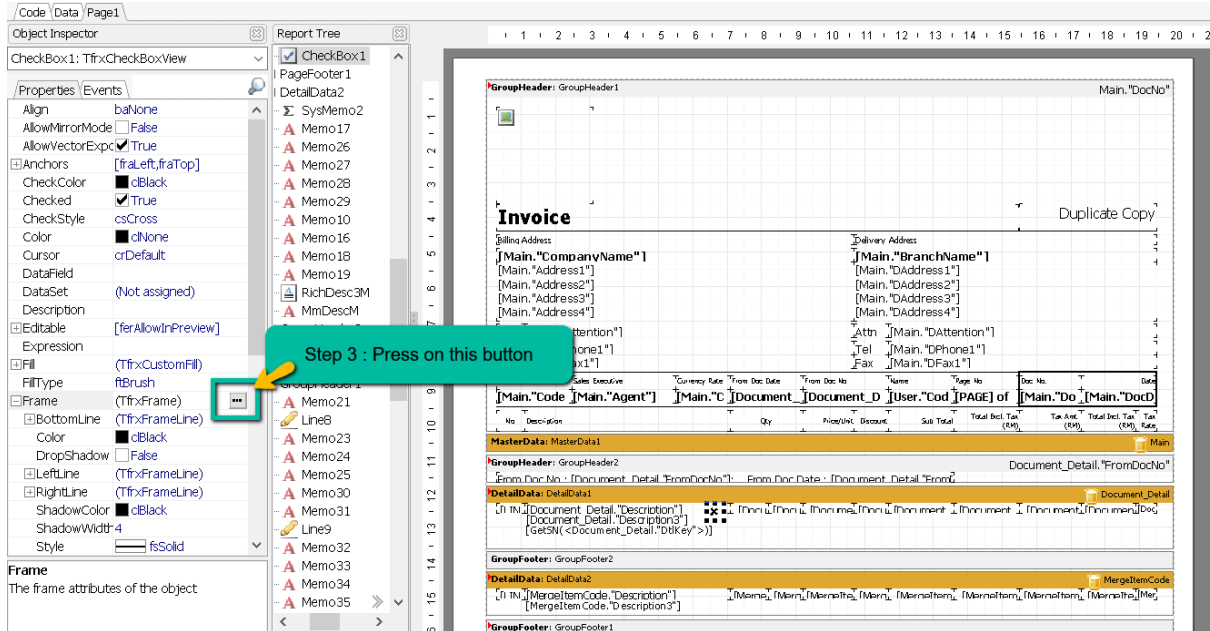
Customer Account	Sales Executive	Currency Rate	From Doc Date	From Doc No	Name	Page No	Doc No.	Date
[Main."Code"]	[Main."Agent"]	[Main."C"]	[Document]	[Document_D]	[User."Cod"]	[PAGE] of	[Main."Do"]	[Main."DocD"]

No	Description	Qty	Price/Unit	Discount	Sub Total	Total Excl. Tax	Tax Amt	Total Incl. Tax	Tax Rate
MasterData: MasterData1									
GroupHeader: GroupHeader2									
[From Doc No. : [Document_Detail."FromDocNo."] : From Doc									
DetailData: DetailData1									
[In TN]	[Document_Detail."Description"]								
	[Document_Detail."Description3"]								
	[GetSN(<Document_Detail."DtKey">)]								
GroupFooter: GroupFooter2									
DetailData: DetailData2									
[In TN]	[MergeItemCode."Description"]								
	[MergeItemCode."Description3"]								
GroupFooter: GroupFooter1									

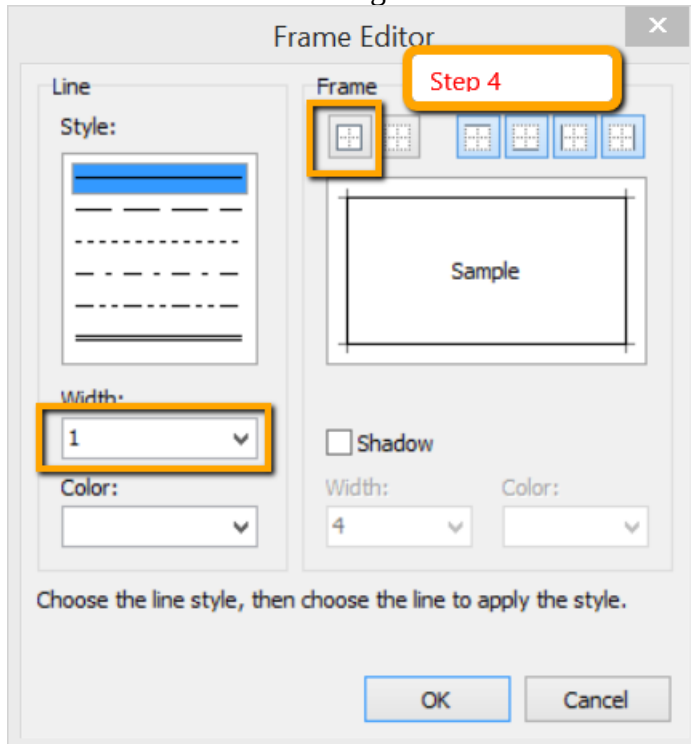
Step 2 : Place on the place you want to show

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5.1.3 Press on the button



5.1.4 Select the frame design



5.1.5 Change to False

Step 5 : Change to False if default you don't want to check

5.1.6 Save the File

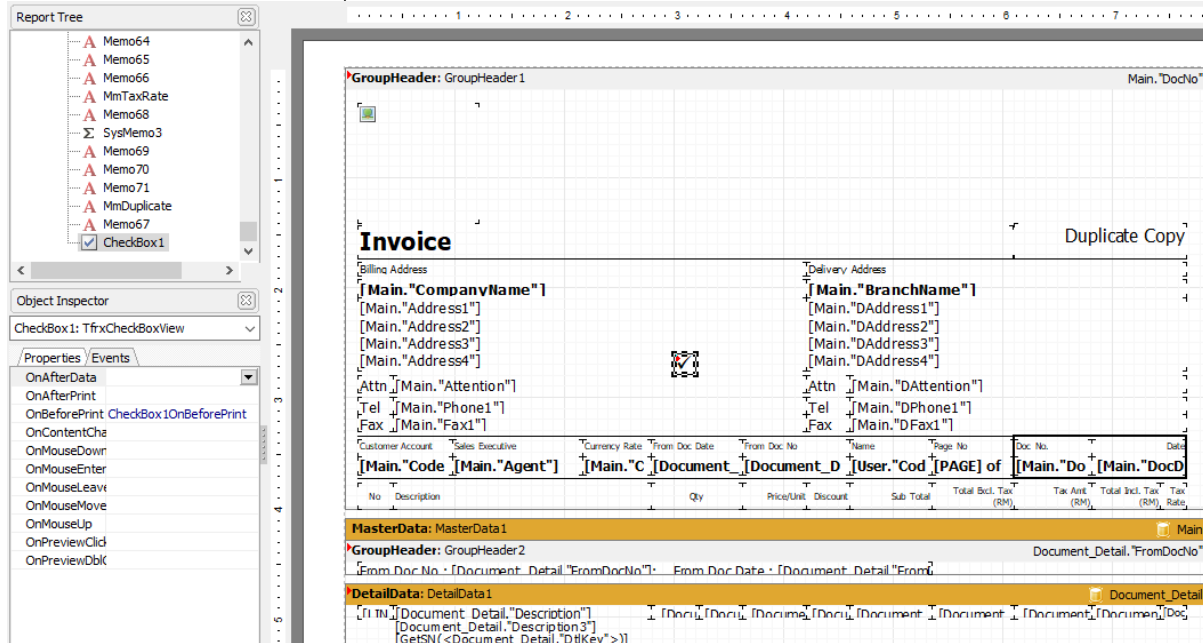
- File -> Save As -> Enter Report Name -> Save
- Preview and see the result

Result:

37703 SINGAPORE				37703 SINGAPORE						
Attn	MS JENNIFER			Attn	MS JENNIFER					
Tel	02-9864874			Tel	02-9864874					
Fax	02-9864876			Fax	02-9864876					
Customer Account		Sales Executive	Currency Rate	Name		Page No	Doc No.	Date		
300-A0001		LF	2.503	ADMIN		1 of 1	IV-00026	19/01/2006		
No	Description		Qty	Price/Unit	Discount	Sub Total	Total Excl. GST (RM)	GST Amt @ 6% (RM)	Total Incl. GST (RM)	Tax
1			9 UNIT	0.00		0.00	0.00	0.00	0.00	

5.2 Query to show Check Box either True to False

5.2.1 Click on CheckBox | Double Click OnBeforePrint



5.2.2 Place a Query below

```
procedure CheckBox1OnBeforePrint(Sender: TfrxComponent);
begin
  if <Main."UDF_updated"> = 'T' then
    checkbox1.checked := true
  else
    checkbox1.checked := false;
  // CheckBox1.visible := <Main."UDF_updated"> = 'T'
end;
```

Query :

```
if <Main."UDF_updated"> = 'T' then
  checkbox1.checked := true
else
  checkbox1.checked := false;
```

6. How to do Report Watermark?

Step 1 : Insert Band | Select Overlay

The screenshot shows the Fast Report software interface. The 'Insert Band' menu is open, and the 'Overlay' option is selected. The main report area displays an 'Invoice' form with various fields and a table. The 'Overlay' option is highlighted in the 'Insert Band' menu, and a red arrow points to it with the label 'ii) Select Overlay'.

i) Click on Insert Band

ii) Select Overlay

The 'Insert Band' menu includes the following options:

- Report Title
- Report Summary
- Page Header
- Page Footer
- Header
- Footer
- Master Data
- Detail Data
- Subdetail Data
- Data 4th level
- Data 5th level
- Data 6th level
- Group Header
- Group Footer
- Child
- Column Header
- Column Footer
- Overlay
- Vertical bands

The main report area displays an 'Invoice' form with the following fields:

- Billing Address: [Main."CompanyName"], [Main."Address1"], [Main."Address2"], [Main."Address3"], [Main."Address4"]
- Delivery Address: [Main."BranchName"], [Main."DAddress1"], [Main."DAddress2"], [Main."DAddress3"], [Main."DAddress4"]
- Attn: [Main."Attention"], [Main."DAttention"], [Main."DPhone1"], [Main."DFax1"]
- Tel: [Main."DPhone1"], [Main."DFax1"]
- Fax: [Main."DFax1"]

The table below shows the 'MasterData: MasterData1' section:

No	Description	Qty	Price/Unit	Discount	Sub Total	Total Incl. Tax (RM)	Tax Amt. (RM)	Total Incl. Tax (RM)	Tax Rate
[Main."Code"]	[Main."Agent"]	[Main."C"]	[Document]	[Document_D]	[User."Cod"]	[PAGE] of [Main."Doc"]	[Main."DocD"]	[Main."DocD"]	[Main."DocD"]

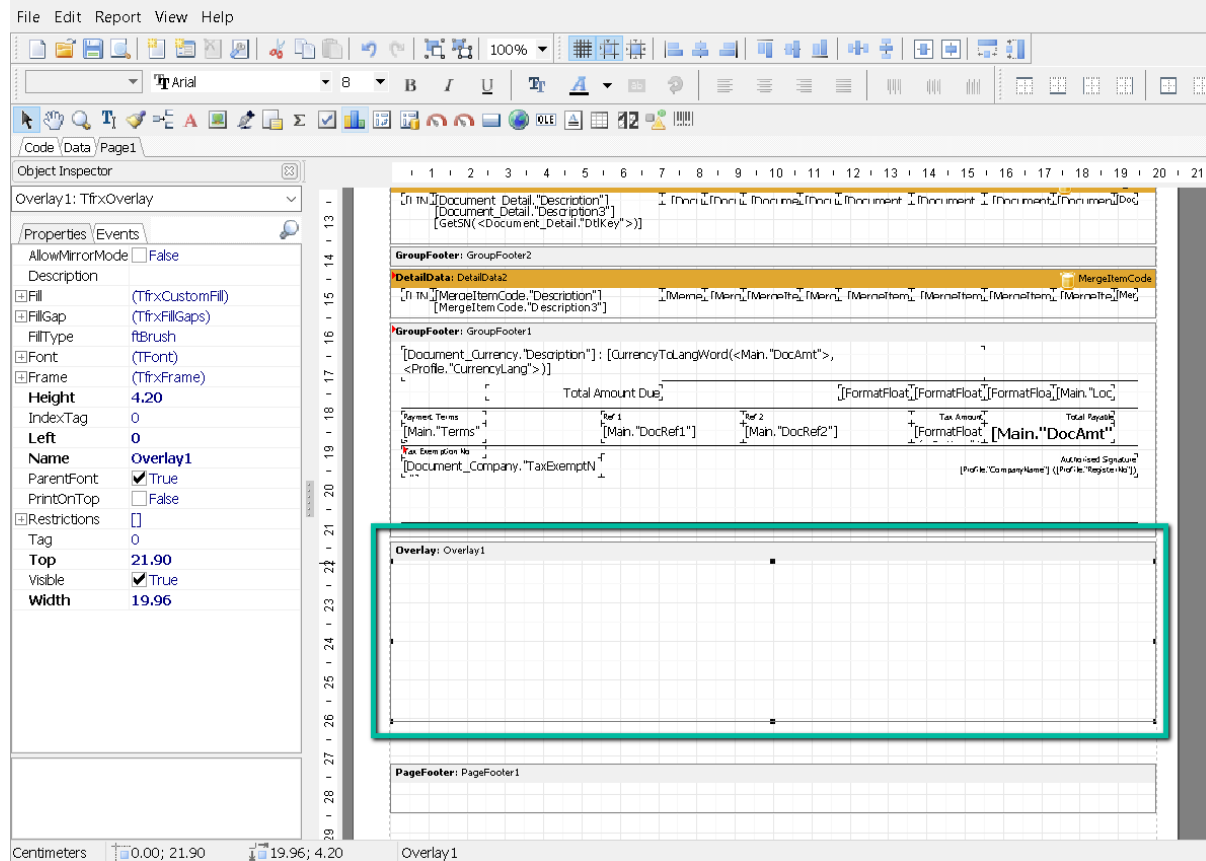
The table below shows the 'DetailData: DetailData1' section:

No	Description	Qty	Price/Unit	Discount	Sub Total	Total Incl. Tax (RM)	Tax Amt. (RM)	Total Incl. Tax (RM)	Tax Rate
[Main."Code"]	[Main."Agent"]	[Main."C"]	[Document]	[Document_D]	[User."Cod"]	[PAGE] of [Main."Doc"]	[Main."DocD"]	[Main."DocD"]	[Main."DocD"]

The table below shows the 'DetailData: DetailData2' section:

No	Description	Qty	Price/Unit	Discount	Sub Total	Total Incl. Tax (RM)	Tax Amt. (RM)	Total Incl. Tax (RM)	Tax Rate
[Main."Code"]	[Main."Agent"]	[Main."C"]	[Document]	[Document_D]	[User."Cod"]	[PAGE] of [Main."Doc"]	[Main."DocD"]	[Main."DocD"]	[Main."DocD"]

Step 2 : Insert Picture / Text to load in the water mark



Step 3 : Overlay size can drag the same size as A4/Letter, and place the watermark on the position you want to show.



Step 3: File | Save As: Enter report name

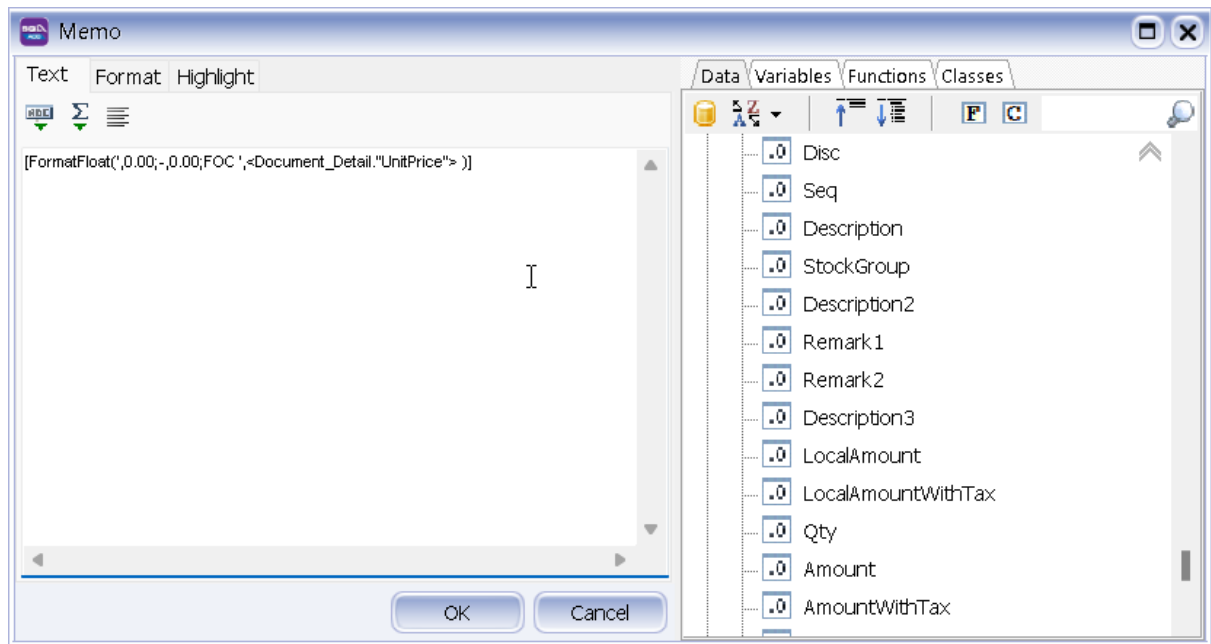
[illegible]

Frequently Ask Question(FAQ)

1. Unit price is 0, display as FOC

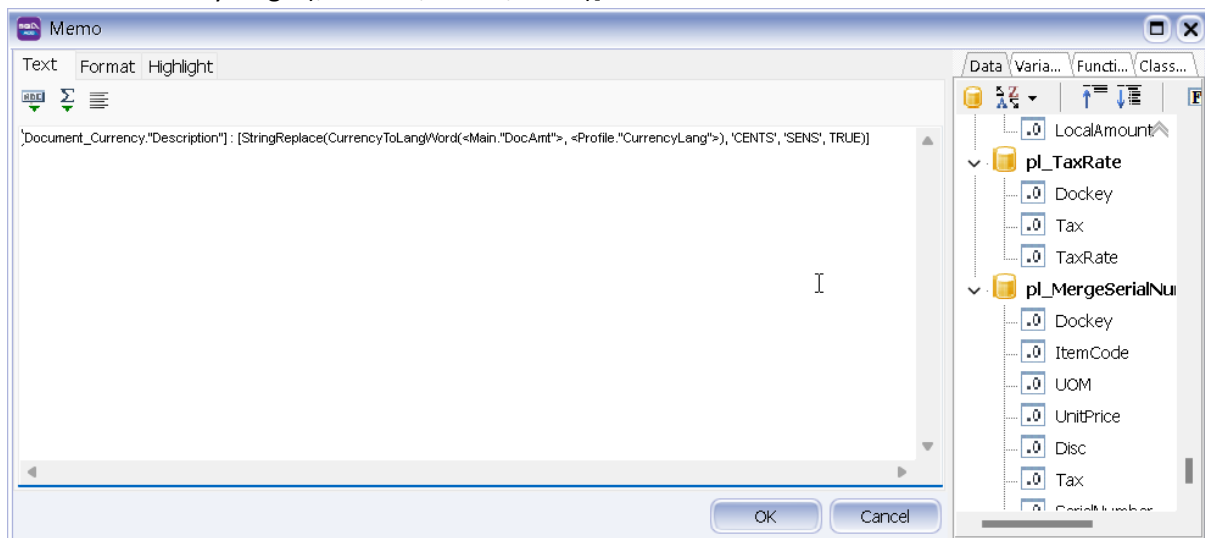
In Memo, enter following syntax :

```
[FormatFloat('0.00;-0.00;FOC ',<Document_Detail."UnitPrice"> )]
```



2. Document Currency Description Cents change to Sens

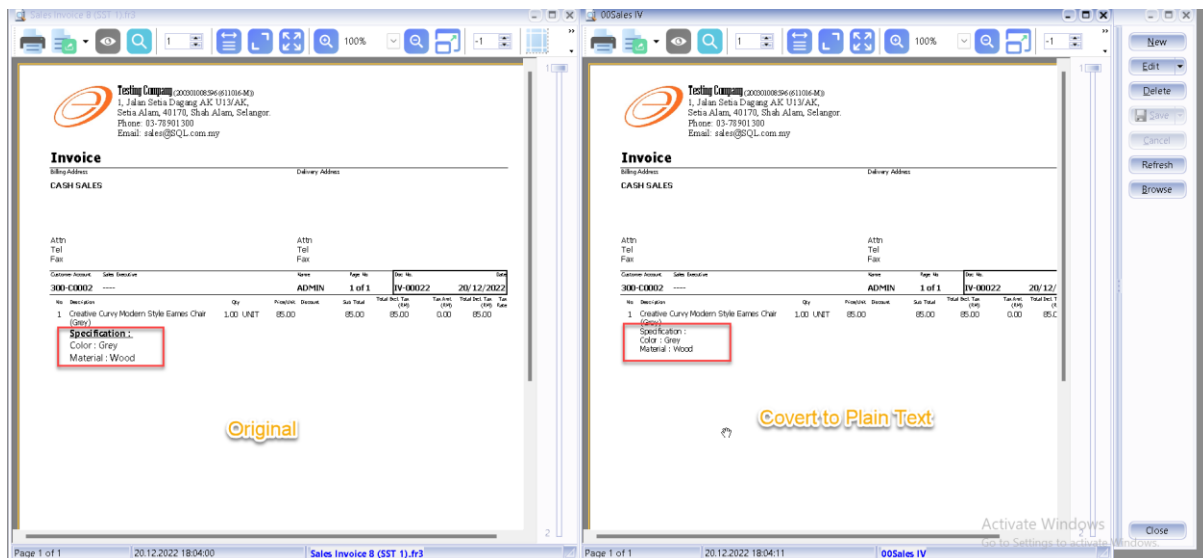
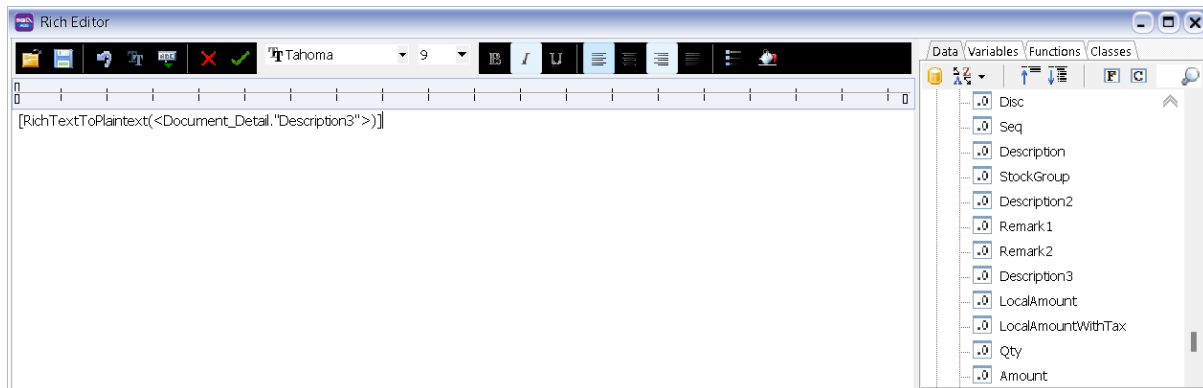
```
[Document_Currency."Description"] : [StringReplace(CurrencyToLangWord(<Main."DocAmt">, <Profile."CurrencyLang">), 'CENTS', 'SENS', TRUE)]
```



3. More Description convert RichTextToPlainText

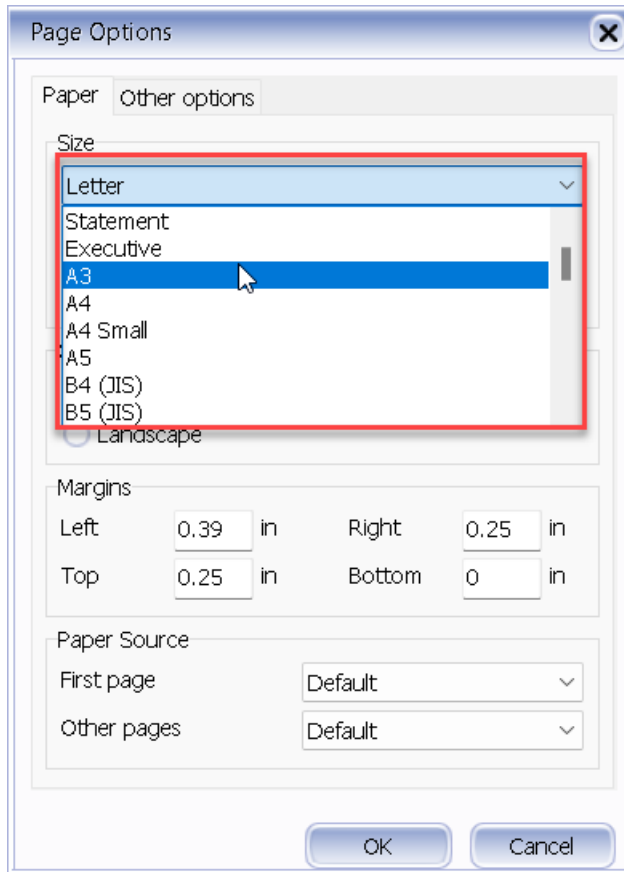
Syntax :

[RichTextToPlainText(<Document_Detail."Description3">)]



4. How to change report paper size?

File -> Page Setting ->



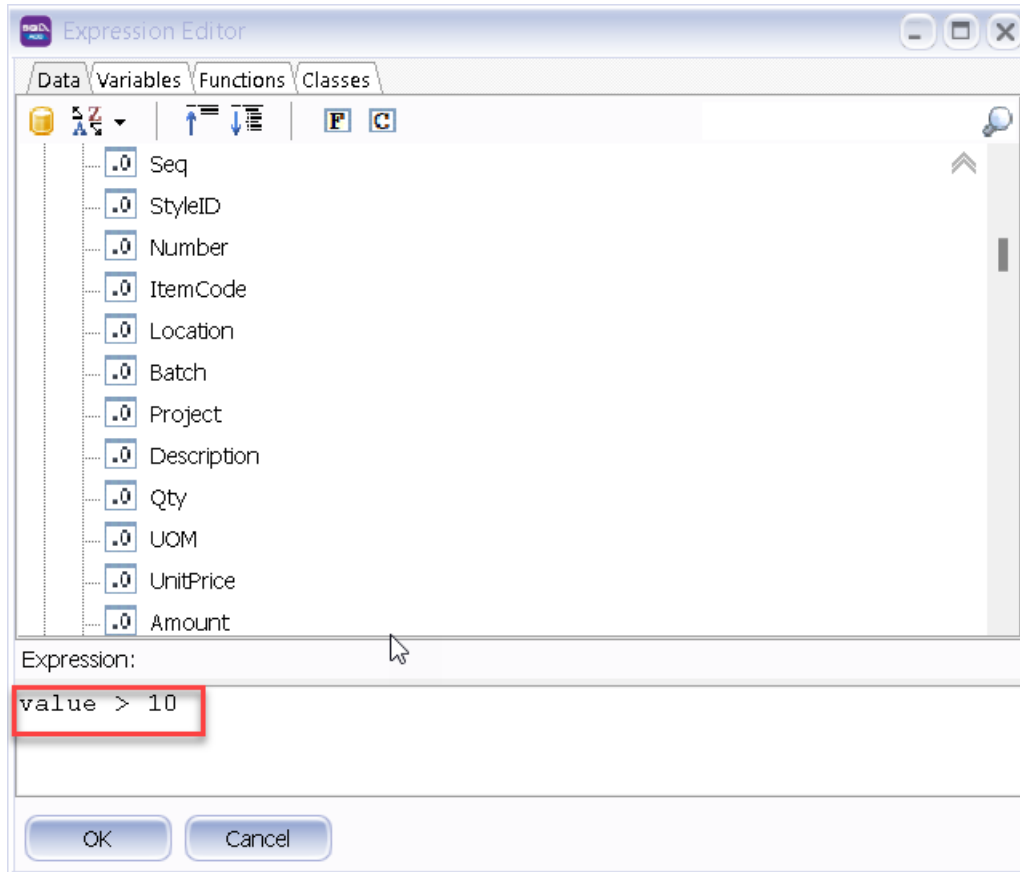
5. if Qty > 10 , text color in red and in bold?

5.1 Double Click on Memo

5.2 Click on **Highlight Tab**

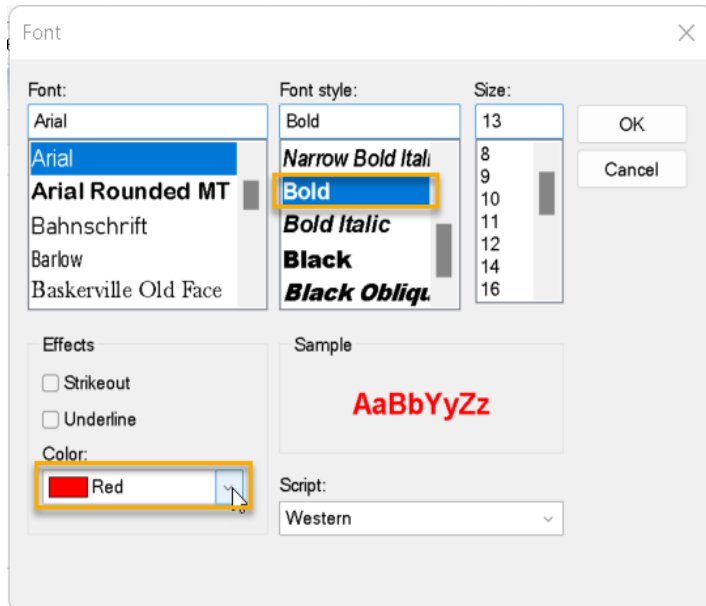
5.3 Click on **Add Button**

5.4 Expression value > 10



5.5 Click on Font

Can set for Font Type, Font Style, Size, Color or Effects



5.6 Press **OK**

5.7 Right Click on Memo, **Ticked Allow Expression**

Result :

Fast Report Basic Guide



Testing Company (200801008396 (611016-M))
1, Jalan Setia Dagang AK U13/AK,
Setia Alam, 40170, Shah Alam, Selangor.
Phone: 03-78901300
Email: sales@SQL.com.my

Invoice

Billing Address

Delivery Address

CASH SALES

Attn
Tel
Fax

Attn
Tel
Fax

Customer Account Sales Executive

Name

Page No

Doc No.

Date

300-C0002

ADMIN

1 of 1

IV-00022

20/12/2022

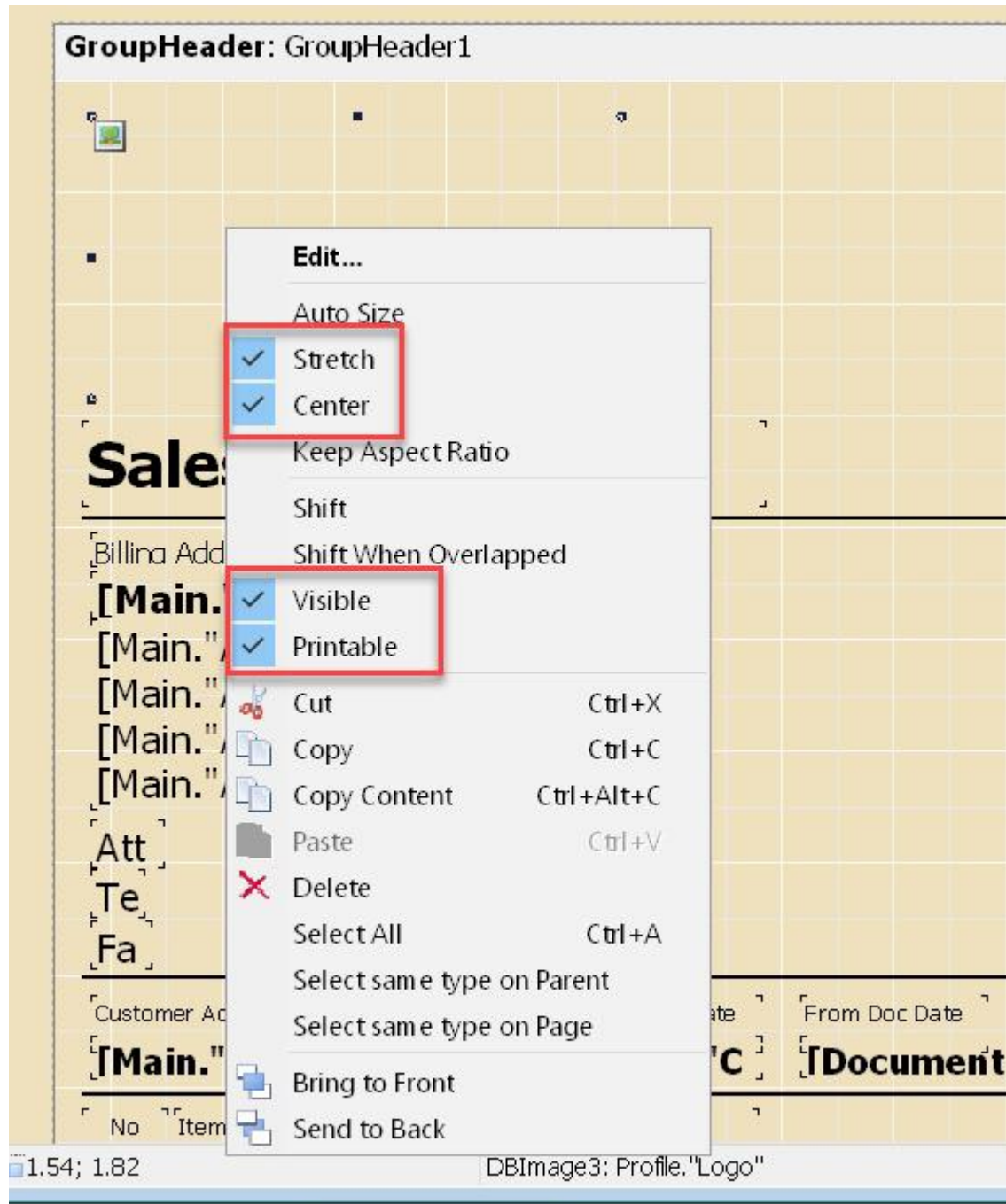
No	Description	Qty	Price/Unit	Discount	Sub Total	Total Excl. Tax (RM)	Tax Amt (RM)	Total Incl. Tax (RM)	Tax Rate
1	Creative Curvy Modern Style Eames Chair (Grey) Specification : Color : Grey Material : Wood	12.00	85.00		1,020.00	1,020.00	0.00	1,020.00	
2	Premium Fabric 3 Seater Sofa	2.00	1,500.00		3,000.00	3,000.00	0.00	3,000.00	

6. Why in Report I have place at the position I want, but when preview it will show at bottom?

- Right click on Memo, **unticked Shift** and **Unticked Shift when Overlapped**

7. Export to PDF Logo is blur

Solution :

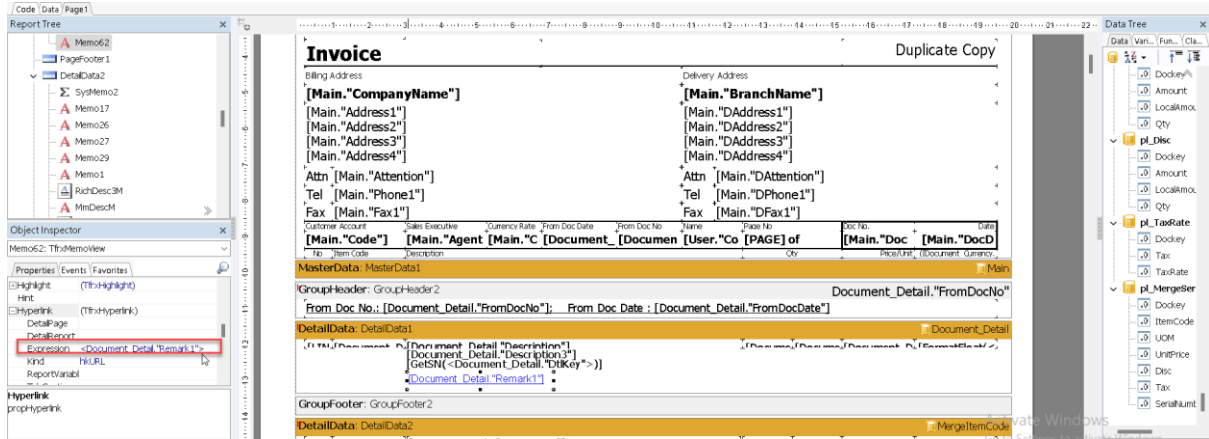


8. How to capture remark1 as url path?

In Memo properties :

Fast Report Basic Guide

Hyperlink Expression added in the Data Field Name



Result :

Fast Report Basic Guide



Testing Company (200301008596 (611016-M))
1, Jalan Setia Dagang AK U13/AK,
Setia Alam, 40170, Shah Alam, Selangor.
Phone: 03-78901300
Email: sales@SQL.com.my

Invoice

Billing Address

THAI TEA TRADING

No 45, Jalan Batu Tiga Klang,
42000, Pelabuhan Klang, Selangor.

Delivery Address

No 45, Jalan Batu Tiga Klang,
42000, Pelabuhan Klang, Selangor.

Attn Mr. Leonard
Tel 03-3816 1027

Fax

Attn Mr. Leonard
Tel 03-3816 1027

Fax

Customer Account
300-T0001

Sales Executive
Yuki

Name
ADMIN

Page No
1 of 1

Doc No.
IV-00001

Date
11/06/2022

No	Item Code	Description	Qty	UNIT	Price/Unit	Sub Total (RM)
1	RFC/Blue	Ultra Soft Fluffy Rug Rectangle Carpet (Blue)	10.00	UNIT	40.00	400.00
		www.sql.com.my				
2	RFC/Green	Ultra Soft Fluffy Rug Rectangle Carpet (Green)	10.00	UNIT	40.00	400.00

Click will auto link to this website

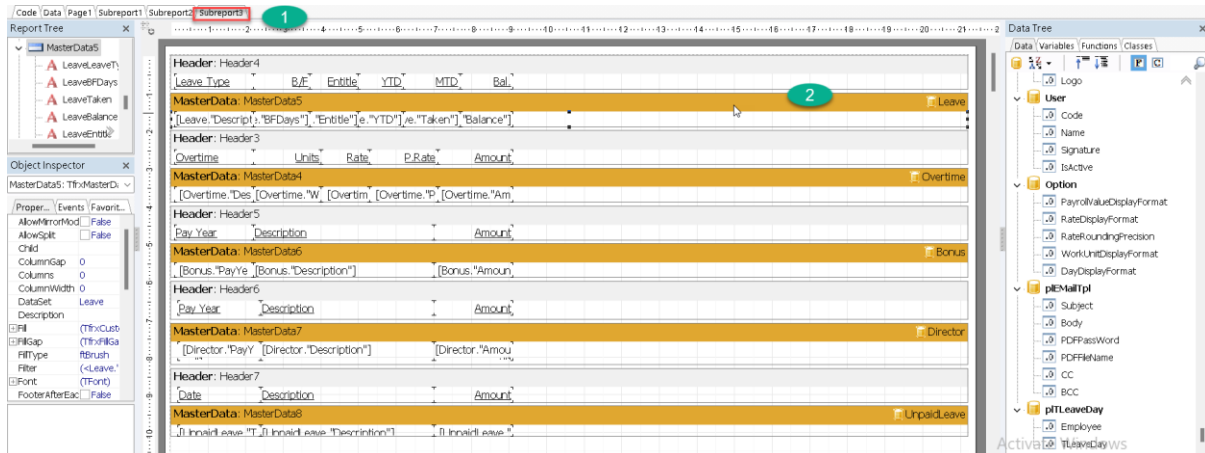
RINGGIT MALAYSIA : EIGHT HUNDRED ONLY

Gross 800.00
- Discount 0.00

9. Payslip to show AL or MC Only

Step 1 : Click on SubReport3

Step 2 : Right click on **Leave MasterData Band**



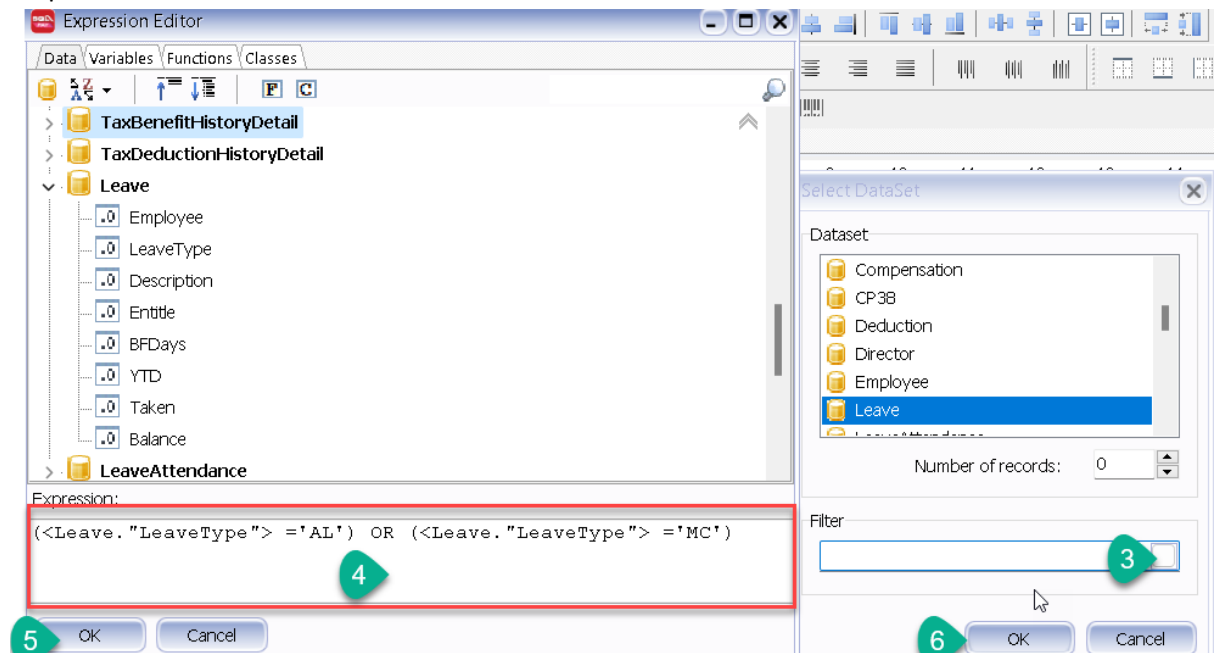
Step 3 : Click on Filter button

Step 4 : Enter the expression :

(<Leave."LeaveType"> ='AL') OR (<Leave."LeaveType"> ='MC')

Step 5 : Press OK

Step 6 : Press OK



10. How to get Net Unit Price

Step 1 : Click on **Memo Tex**

Step 2 : Place on **Document Detail Band**

Step 3 : Drag data field from right to left box :

[<Document_Detail."Amount"> / <Document_Detail."Qty">]

Step 4 : Press OK

Step 5 : Adjust the position

Step 6 : Preview and see the result

