



# How to add an image to your existing Sales Invoice Report?

Below are few steps of how to edit your invoice and an image to it.

## BASIC STEPS

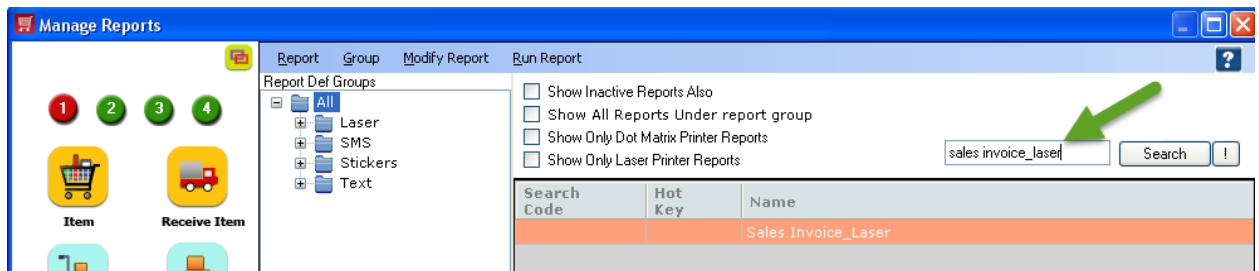
1. From the Main invoice screen Click on Setup



2. From the 1<sup>st</sup> page of Setup select Reports

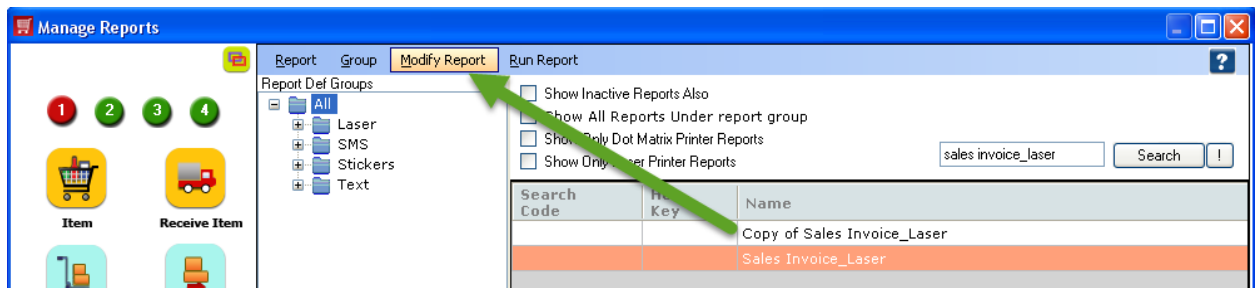


3. In the search text box enter the name of the invoice you want to edit eg. sales invoice\_Laser



4. Select the invoice you want to edit and first make a clone
  - a. From Reports Menu select option Clone
  - b. This will add a clone of that invoice as **Copy of Sale invoice\_Laser**

5. Select the cloned report and click on **Modify Report** option from the tool strip



6. In the **Modify Report** screen that opens click on **Define Report Layout** Button



Report Name: Copy of Sales Invoice\_Laser

Search Code: Hot Key:

Report Description: Default Invoice

Define Report Layout

Primary Object

- SalesInvoice

Secondary Objects

- Company

Select Columns

- SalesInvoice\_InvoiceItem.Ba
- SalesInvoice\_InvoiceItem.Na
- SalesInvoice\_InvoiceItem.Qu
- SalesInvoice\_TaxGrandTotal
- SalesInvoice.GrandTotal
- SalesInvoice.InvNumber as E
- SalesInvoice.Date as Invoice
- SalesInvoice\_InvoiceItem.Me
- SalesInvoice\_InvoiceItem.Ba

Parameters

[Sales Invoice Number], SalesInv

Search Conditions

- Search Condition (AND)

Sort Order

SalesInvoice\_InvoiceItem.ItemCr

Secondary Join

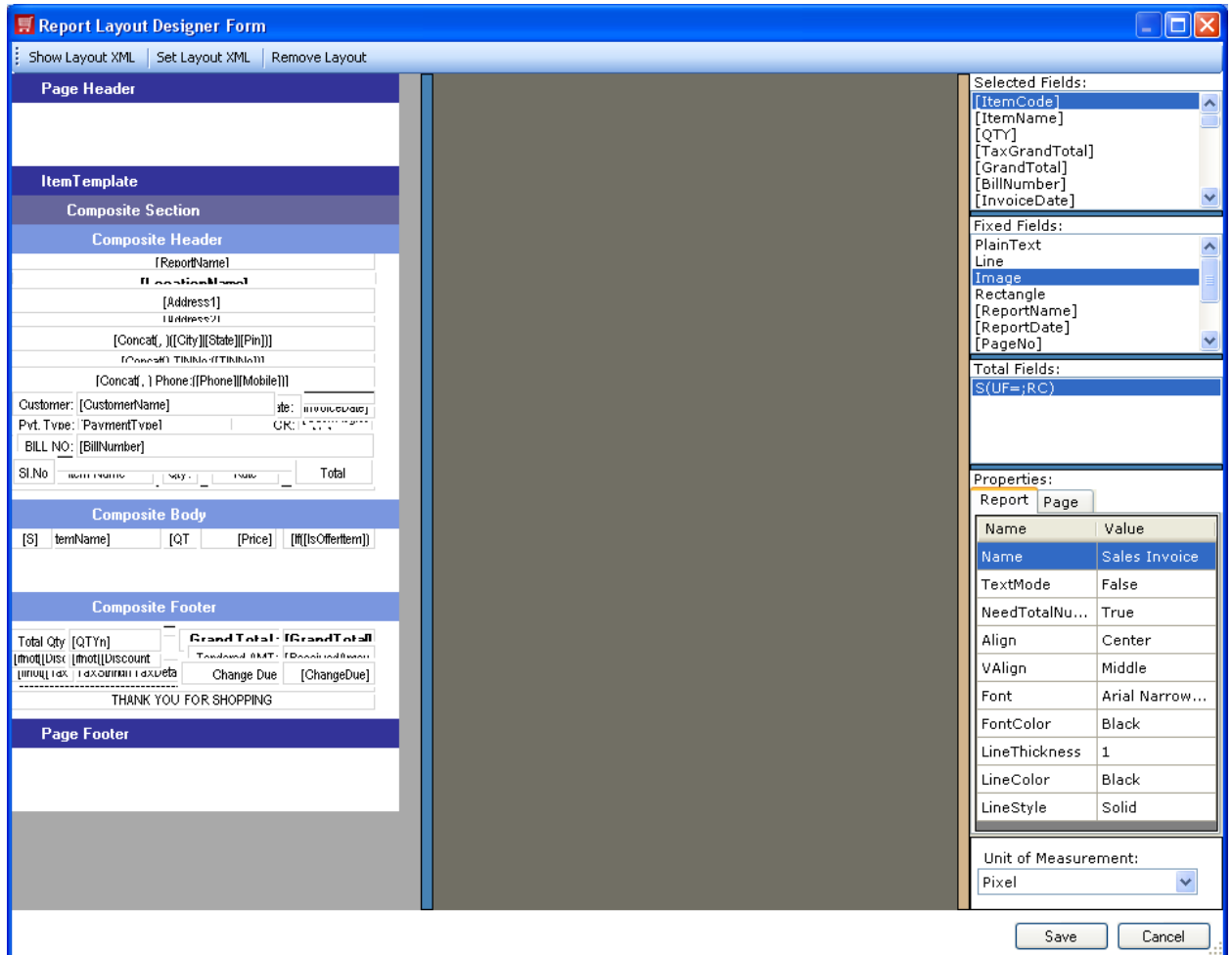
SalesInvoice\_BusinessLocation.I

GroupBy Clause

Having Clause

Update Cancel

7. This should open the **Report Layout Designer Form**
8. **Maximize** the screen before you proceed with any editing



The Report Layout Designer Form consist of different sections

The left side is basically your canvas/designer on which you will be placing the components that you want to see in your final report

To the left you will see

**Page Header**

**Item template**

**Composite Section**

**Composite Header**

**Composite Body**

**Composite Footer**

**Page Footer**

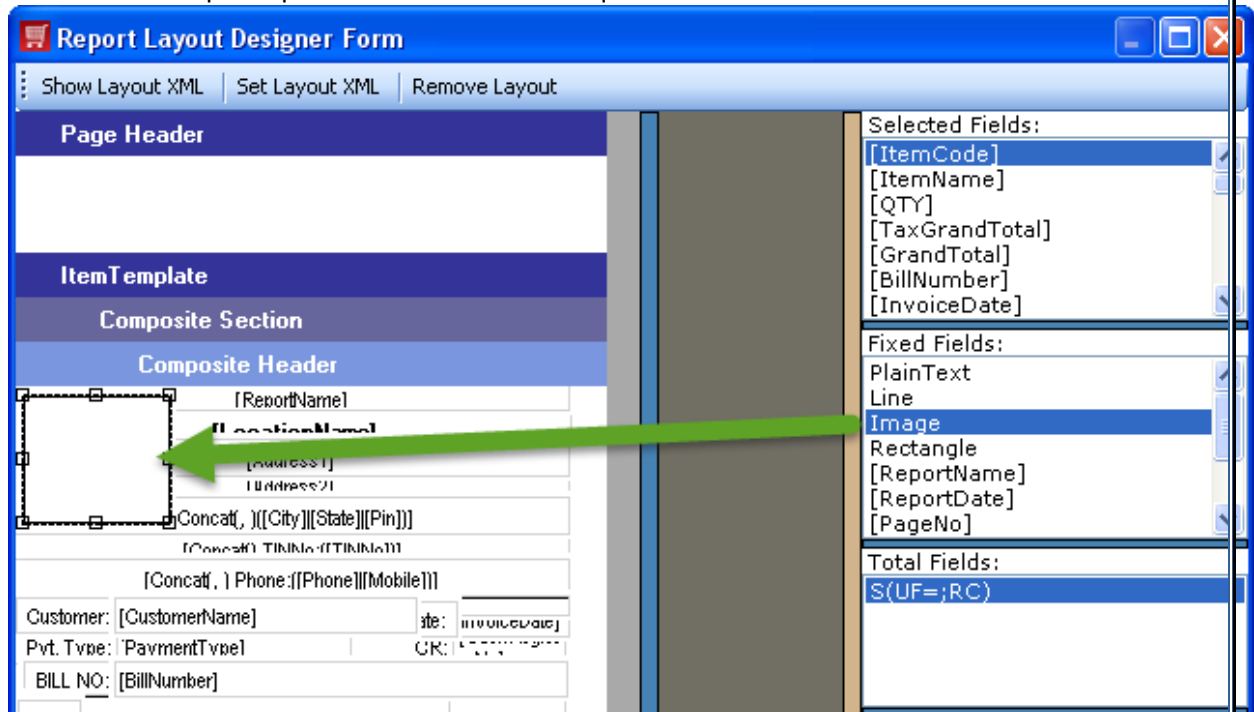


To the right you will see all the fields that you can place on your canvas. The Right side consists of

- Selected Fields**
- Fixed Fields**
- Total fields**
- Properties**

## ADD AN IMAGE TO YOUR INVOICE

1. From **Fixed Fields** select **Image**
2. **Drag and Drop Image** to your **Composite Header Section**
3. Place it in the required position and resize it as required



4. Once the image is added go to **properties section** on the bottom right of your screen
5. You will notice a tab, **Image** (which is the properties of the image being added)
6. In the **Image** tab click on **Image** field to bring up the **Select Image File to use** screen



The screenshot shows the 'Report Layout Designer Form' interface. The main window displays a report template with sections like 'Page Header', 'ItemTemplate', and 'Composite Section'. A 'Composite Header' section contains fields for [ReportName], [Address1], and [Address2]. An image field is highlighted with a dashed border, and a green arrow points to it. A 'Select Image File To Use' dialog box is open, showing a file explorer view of the 'IMAGES' folder. The 'Properties' pane on the right shows the image's dimensions and name.

Name	Value
Left	4
Top	5
Width	79
Height	52
Image	/9j/4AAQS...
AllowToCh...	
ImageField	

7. Select the required image and readjust the size if required.
8. Click on **Save** to save the report.
9. To preview the report, double click on the report name, enter a sales invoice number and click on **Preview**