

Total Paid

Adding a "Total Paid" field to your invoices using the Accounting Custom Layout Designer

You will start by adding a label

| ie Edit View Format | - | And | | - 163 - 1 B / D | A - | a (* 1) | | n n 14 | | | |
|---------------------|------|-----|------|---|-------|----------------|----------|------------|------------|----------------------|-----------------|
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| Standard Controls | | Ē | | (+-Ustan+-CUT maket) | - | Louisautu | PMI | | - | Uveraix Unicount 11: | แกระอุณาษณะเหตุ |
| la surve | | | | [Customer.Name] | | | | | | 9 | |
| rg union | | | | Customer Tax No: [TaxReference] | | | | | | | |
| A Libe | | • | | (PostwAddr0f) | 9 | (DelAssrot) | | | | 9 | |
| Check Box | | | | (Posta/Addr00) | | DelAddr02 | _ | | _ | | |
| A pit Test | | | | (FostalAddr04) | ă | [DelAdor04 | | | 1 | | |
| Tall Man reat | | | Ħ | PestalAddr08 | | DelAddroll | | | | 0 • | |
| Panel | | | | Line of the second s | | | | | | | |
| Table | | - | | Description | 0 | iantity Us | it Price | Disc % | Tax % | Exclusive Total | Inclusive Tota |
| A constant | | | 7.2 | Detail | | | | | | | |
| 1 me | | | | [CodeAndDescriptor] | 0 10. | ant Q Maith | ticeExQ | Discounter | TasPerQ | Exclusion | You |
| - Shape | | 50 | | PageForter inte tand per page | - | | | | | | |
| The Code | | PH. | | | | | | - | | * | in and |
| and the code | | | | (Comment) | | | | | G | Total Exclusive: | Exclusio |
| 10 Zp Code | | | | | | | | | | Total Tas: | [Tel |
| In Chief | | 1 | | | | | | | | Sub Total | (SubTate) |
| (Gauge | | | | | | | | | | Total: | (Tool |
| iperière | | | | | | | | | | 15000 | |
| T Dune Cost | | | - | | | | | 1.1 | 000 - 101- | | |

Labels allow you to add a text box to your layout

| | Description | | Quantity | Unit Price | Disc % | Tax % | Exclusive Total | Inclusive Total |
|---|--|---|----------------------------|------------------|-------------------|---------|---|--|
| 1 | Detail | | | | | | | |
| | [CodeAndDescription] [Comments] PageFooter [one band per page] | 0 | [Quantit <mark>Q</mark> [] | JnitPriceEx[] [D | iscount Pe | [TaxPer | [Exclusiv] | [Totul] |
| | [Comment] | | | | | • | Total Discount: Total Exclusive: Total Tax: | [Discoul] [Exclusiv] [Tag [SubToto] |
| | | | | | | - | label1 | [Tota] |

Double click into the field to rename it





| | Description | 1.1 | Quantity | Unit Price | Disc % | Tax % | Exclusive Total | Inclusive Total |
|-----|--------------------------------|-----|----------|--------------|-------------|-----------|------------------|-----------------|
| F E | Detail | | | | | | | |
| | [CodeAndDescription] | | Quanti | UnitPriceDig | DiscountPeo | [TaxPert] | Exclusive | [Toto] |
| Ť | [Comments] | 1 | | | | | | 9 |
| E | PageFooter [one band per page] | | | | | | | |
| | 10 | | | | | - | Total Discount: | Discou |
| | (Comment) | | | | | | Total Exclusive: | [Exclusive] |
| | | | | | | | Total Tax: | Tal |
| 1 | | | | | | | Sub Totali | [SubTote] |
| t | | | | | | | Total Paid: | |
| ÷ | - | | | | | | Total Palus | |
| - | | | | | | | Total | [Tote] |

You will then need to add your calculated field.

In the **Field List**, right click and select "Add Calculated Field" from the "CustomerDocumentHeader" section

| | | | | | - | Field List D # 3 |
|------------------|----------------|-----------------------------|----|-----------------------------------|---|--------------------------------------|
| lanzine-minizodi | ¥ | Formbaultunds | | Overall Discount %: puscounterror | 1 | + T Company + Customer |
| [Customer.Name] | | | | a | | Customer@ocumentHeader Customer@ |
| Customer Tax No: | [TaxReference] | 0 | | | | Connent |
| (PostalAddr01) | 0 | [DelAsdr01] | | | | ComputerGeneraterSDo |
| [PostalAddr03] | Ú. | [DelAddr02] | G | | | Add Calculated Field |
| [PostalAddr03] | 0 | [DelAddr03] | 0 | | | white Carculation Frida |
| [PostalAddr04] | Q | [DelAddr04] | 1 | | | Edit Calculated Fields |
| (PostalAddr08) | 0 | [DelAddr08] | G. | | 1 | Remarke All Calculated Fields |
| Description | 0 | antity Unit Price Diac % Ta | | Facturity Total Doctumity Total | 0 | DEARBOZ |
| L-SALTY | | andy entries the s | | Later real menter room | | Breidlar Bernetter |
| Presso | | | | | | C |

Right click again and select "Edit Calculated Field



Click on the "ellipses" in the "Expression" section



| calculatedField1 | | | | | | | | |
|------------------|--|-----------------------------|--|--|--|--|--|--|
| | Behavior | | | | | | | |
| | ▶ Scripts | (Calculated Field Scrip | | | | | | |
| | Data | ~ | | | | | | |
| | Data Member | | | | | | | |
| | Data Source | customerDocumen | | | | | | |
| | Display Name | calculatedField1 | | | | | | |
| | Expression | | | | | | | |
| | Field Type | None | | | | | | |
| | Design | ~ | | | | | | |
| | (Name) | calculatedField1 | | | | | | |
| Add Remove + | Expression Specifies the expression | on of the calculated field. | | | | | | |

Select "Fields" from the options provided

| Expression Editor | | | |
|--|--|-----|--------|
| | | | 4 |
| + - X ÷ % Functions Operators Fields Constants Parameters | () $= \neq <$ (All) Abs() Acos() AddDays(,) AddHours(,) AddMilliSeconds(,) AddMinutes(,) AddMonths(,) AddSeconds(,) AddTicks(,) AddTicks(,) AddTimeSpan(,) | ≥ > | |
| | | ОК | Cancel |



The calculation will be "Total – Total Outstanding"

You will double click on the field to select it ...

| Expression Editor | |
|--|-----------------------------------|
| | |
| + - X - % Functions Operators Fields Constants Parameters | (···) = \neq < \geq > 0 0 0 0 |
| | OK Cancel |

Once completed it should look like the below





| Expression Editor [Total] - [TotalOutstanding] | | * |
|--|---|-----------|
| + - × ÷ % Functions Operators Fields Constants Parameters | (···) = ≠ < ≤ Rounding ab SalesRepresentat 323 SubTotal 323 Tax ab TaxBreakdownHTML ab TaxReference 323 Total ab TotalInWords 323 TotalLineDiscount 323 TotalOutstanding | > O O O |
| | | OK Cancel |

Once completed rename your field and select OK

| calculatedField1 | €≣ A | | | | |
|------------------|----------------------|----------------------------|--|--|--|
| | Behavior | , | | | |
| | ▶ Scripts | (Calculated Field Scrip | | | |
| | Data | , | | | |
| | Data Member | | | | |
| | Data Source | customerDocumen. | | | |
| | Display Name | calculatedField1 | | | |
| | Expression | [Total] - [TotalOut | | | |
| | Field Type | None | | | |
| | Design | 1 | | | |
| | (Name) | TotalPaid | | | |
| | (Name) | | | | |
| Add Remove 🕈 🗣 | The name of the comp | The name of the component. | | | |



You will then add another label next to your "Total Paid"

| Total Discount: | [Discoul] |
|------------------|------------|
| Total Exclusive: | [Exclusiv] |
| Total Tax: | [Ta🞑 |
| Sub Total: | [SubTota? |
| Total Paid: | label2 |
| Total: | [Toti] |
| Total: | [To |

Click on the arrow to the top right hand corner of the label

| Total Discount: | [Discoul] |
|------------------|------------|
| Total Exclusive: | (Exclusiv) |
| Total Tax: | [Tal] |
| Sub Total: | [SubToties |
| Total Paid: | label |
| Total: | [Tot |

Select the drop down menu in "Data Binding"

| Label Tasks | - ASN | |
|------------------|--------------|----|
| Text | abel2 | |
| Data Binding | (none) | - |
| Format String | | 10 |
| Summary | None | |
| Angle | 0 | |
| Bookmark | | |
| Parent Bookmark | (none) | • |
| Formatting Rules | (Collection) | |
| Auto Width | | |
| Can Grow | | |
| Can Shrink | | |
| Multiline | | |
| Word Wrap | | |

In the "CustomerDocumentHeader" section scroll down till you see your "TotalPaid" field and select it



| 1 10 1 14 7 | 10 10 11 1 15 1 18 | 20 |
|------------------|---|-----|
| Label Tasks | | * |
| Text | label2 | |
| Data Binding | (none) 🔹 | |
| Format String | 123 Tax | |
| Summary | ab TaxBreakdownHTML ab TaxReference | |
| Angle | 123 Total ab TotalInWords | |
| Bookmark | TotalLineDiscount | |
| Parent Bookmark | TotalOutstanding | |
| Formatting Rules | DocumentLine DocumentUserDefinedFieldsE | 0 |
| Auto Width | RegistrationInfo | - |
| Can Grow | | 11. |
| Can Shrink | 1 | |
| Word Wrap | | |

You will then select "Format String"

| Label Tasks | -1313 | |
|---|---------------------------|---|
| Text Data Binding Format String | customerDocumentHeaderBin | • |
| Angle Bookmark | 0 | |
| Parent Bookmark | (none) | • |
| Formatting Rules Auto Width Can Grow Can Shrink Multiline Ward Wrop | (Collection) | |

In the "Currency" section select "c2"



| Category | Standard Types Custom |
|---|--------------------------------|
| DateTime Number Percent Currency Special General | \$0.00 \$0 c c1 c2 |
| | R 100.00 |

Once completed it should look like the below

| Total Discount: | [Discou |
|------------------|------------|
| Total Exclusive: | [Exclusiv] |
| Total Tax: | [TaQ |
| Sub Total: | [SubTota] |
| Total Paid: | [TotalPa |
| Total: | [Toti] |

Save your layout and apply it to the invoice.

Note: To ensure that this works the receipts must be allocated to the invoice before printing.

For more helpful tips join our community here

