## How to load report template into SQL Account?

1) Click on Tools > go to Report Designer



## 2) Click on IMPORT Button

ď		Report Designer							- • <b>×</b>
Γ		*****						4 ►	New 🔻 Design
Ŀ		All	System	Too	ols	Genera	Ledger		Delete
=	NO.	Report Name			Report Type				
	1.	Cust 04 Months Aging - Detail - (PDC) - LS			Customer Aging			-	Rename
$\vdash$	2.	Cust 04 Months Aging - Detail - (PDC)			Customer Aging			-	Class
$\vdash$	3.	Cust 04 Months Aging - Detail - LS			Customer Aging			-	Cione
$\vdash$	4.	Cust 04 Months Aging - Detail			Customer Aging			-	Import
$\vdash$	5.	Cust 04 Months Aging - L1 - Detail - Agent (PDC) - LS			Customer	Aging		-	_
$\vdash$		Cust 04 Months Aging - L1 - Detail - Agent (PDC)			Customer	Aging		-	Export
$\vdash$	- /.	Cust 04 Months Aging - Level 1			Customer	Aging		-	
$\vdash$	0.	Cust 04 Month's Aging - Level 2 Cust 04 Months Aging - Local & Multi - Lovel 1			Customer Aging			-	
$\vdash$	10	Cust 04 Month's Aging - Local & Multi - Level 1			Customer Aging			-	
$\vdash$	11	Cust 04 Month's Aging - Local & Multi			Customer Aging			-	
$\vdash$	12	Cust 04 Months Aging - Local & Mulu			Customer Aging			-	
$\vdash$	12.	Cust 05 Months Aging - Detail - (PDC) - LS			Customer Aging			-	
$\vdash$	13.	Cust 06 Months Aging - Detail - (PDC)			Customer Aging			-	
$\vdash$	15	Cust 06 Months Aging - L 1 - Detail - Agent (PDC) - LS			Customer Aging			-	
$\vdash$	16	Cust 06 Months Aging - L1 - Detail - Agent (PDC)			Customer Aging			-	
H	17.	7. Cust 06 Months Aging - Level 1			Customer Aging			-	
$\vdash$	18	Cust 06 Months Aging - Level 2			Customer Aging				
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•	User-o	lefine 💽	Standard				Access Control	-	Close

3) Click on the arrow down key to select FAST REPORT (\*Fr3) | select the report template downloaded & click on Open Button



Once you click on **OPEN** button the format will load automatically into SQL, you may go to your transaction screen eg Sales Invoice to preview your template.