



Printing documents with sub totals

Objective

The ability to define headers for items in documents and display sub totals per header in printouts. This feature is particularly useful for using word templates.

Method

Assign a header for each line.

Use the printout templates displaying sub totals.

This functionality is available for price quotations, sales orders, customer shipments, customer returns, service calls, sales invoice, multi shipment invoice, purchase order, goods receiving voucher, return to vendor, vendor invoice and multi GRV invoice.

Example

Itemised Quotation	Print Lines	Quote Items + Sub Totals	Price Quote Versions	Shipping Address		
* Part Numb...	Part Description	Header	Qty	Unit Price	Total Price	Unit
Shirt-BK-L	T-Shirt,Black,L	Black	6	17.00	102.00	ea
Shirt-BK-M	T-Shirt,Black,M	Black	1	23.00	23.00	ea
Shirt-BK-S	T-Shirt,Black,S	Black	3	25.00	75.00	ea
Shirt-BK-XL	T-Shirt,Black,XL	Black	8	21.00	168.00	ea
Shirt-BK-XS	T-Shirt,Black,XS	Black	6	22.00	132.00	ea
Shirt-BK-XXL	T-Shirt,Black,XXL	Black	6	15.00	90.00	ea
Shirt-BL-L	T-Shirt,Blue,L	Blue	2	25.00	50.00	ea
Shirt-BL-M	T-Shirt,Blue,M	Blue	1	20.00	20.00	ea
Shirt-BL-S	T-Shirt,Blue,S	Blue	9	25.00	225.00	ea
Shirt-BL-XL	T-Shirt,Blue,XL	Blue	10	18.00	180.00	ea

Print Price Quotation

Choose Format ? Customize
Standard Format And Sub Totals × ▼

What do you want to do?

Print Display Email Quick Email Send by Fax

PDF File Apply



Part Number	Bar Code	Part Description	Quantity	Unit Price	Extended Price
Shirt-BK-L		T-Shirt,Black,L	6.00 ea	\$ 17.00	102.00
Shirt-BK-M		T-Shirt,Black,M	1.00 ea	\$ 23.00	23.00
Shirt-BK-S		T-Shirt,Black,S	3.00 ea	\$ 25.00	75.00
Shirt-BK-XL		T-Shirt,Black,XL	8.00 ea	\$ 21.00	168.00
Shirt-BK-XS		T-Shirt,Black,XS	6.00 ea	\$ 22.00	132.00
Shirt-BK-XXL		T-Shirt,Black,XXL	6.00 ea	\$ 15.00	90.00
000		Total Black			590.00
Shirt-BL-L		T-Shirt,Blue,L	2.00 ea	\$ 25.00	50.00
Shirt-BL-M		T-Shirt,Blue,M	1.00 ea	\$ 20.00	20.00
Shirt-BL-S		T-Shirt,Blue,S	9.00 ea	\$ 25.00	225.00
Shirt-BL-XL		T-Shirt,Blue,XL	10.00 ea	\$ 18.00	180.00
Shirt-BL-XS		T-Shirt,Blue,XS	9.00 ea	\$ 15.00	135.00
Shirt-BL-XXL		T-Shirt,Blue,XXL	2.00 ea	\$ 22.00	44.00
000		Total Blue			654.00
Shirt-WT-L		T-Shirt,White,L	2.00 ea	\$ 15.00	30.00
Shirt-WT-M		T-Shirt,White,M	4.00 ea	\$ 25.00	100.00
Shirt-WT-S		T-Shirt,White,S	4.00 ea	\$ 25.00	100.00
Shirt-WT-XL		T-Shirt,White,XL	7.00 ea	\$ 22.00	154.00
Shirt-WT-XS		T-Shirt,White,XS	8.00 ea	\$ 21.00	168.00
Shirt-WT-XXL		T-Shirt,White,XXL	4.00 ea	\$ 18.00	72.00
000		Total White			624.00

Total Price	1,868.00
VAT (20.00%)	373.60
TOTAL	\$ 2,241.60

Price Quote Bar Code *PQ23000004*
 Expir. Date: 13/05/23
 Payment Terms: Net Month End + 60 Days
 Sales Rep: Toni Gillian
 Customer Number: [100003](#)
 Company Number: 99415214