

The logo for Tencia, featuring the word "tencia" in a red, lowercase, serif font with a trademark symbol (TM) to the upper right.

Report Designer

The Tencia Report Designer feature allows for the creation, modification and output of standard stationary such as invoices, statements and reports. The Report Designer is capable of printing to various printers, exporting data to various formats including PDF, RTF, XLS and HTML which can then be emailed.

Features include:

- Ready to use standard forms and reports supplied.
- Flexibility to design customised stationary using company logos and colours.
- Logo and graphics can be placed anywhere.
- Add or delete report fields.
- Modify field size, alignment, shapes and colours.
- Add watermarks.
- Insert group sections to reports to group information into meaningful sections for instance to create subtotal columns.