How to make your remittance advice (framed footer) to display on 1st page always.

Remittance Advice

This is a framed footer that may appear at the bottom of your invoice template. The framed footer can be set to either stay on the 1st page or the last page if an invoice goes over 1 page.

Need to turn on object anchors so you can see the anchor in your template

Go to File>options>display

In the middle is Object anchors which needs to be ticked.
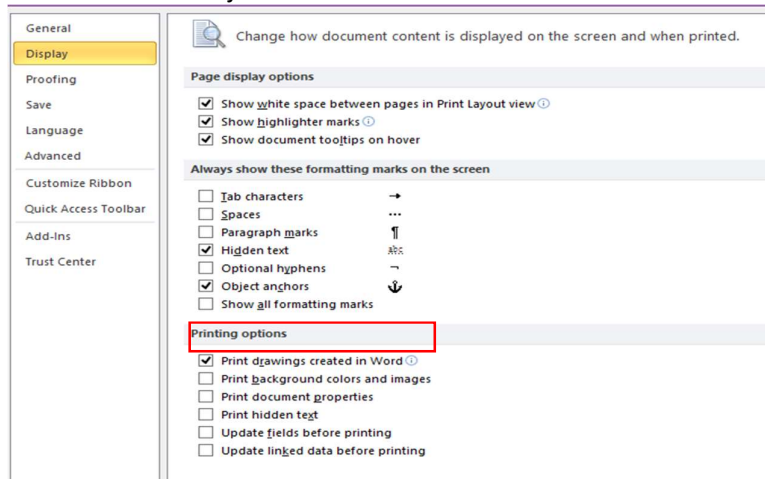
Then you need to click on the frame and you will then see the anchor

To our Professional Fees and Charges in attending to the following :-

LineText		LineAmount

Our Fee Total		NetTotal
Plus: GST		TaxTotal
TOTAL FEE		GrossAmount

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Remittance Advice - Please return with your payment
Payment required within Fourteen (14) Days from date of Invoice
Invoice Due Date : DueDate

BillToCompanyText

Client Code: ClientCode
Payment of: GrossAmount
Invoice Date: InvoiceDate
Invoice No: BillNo

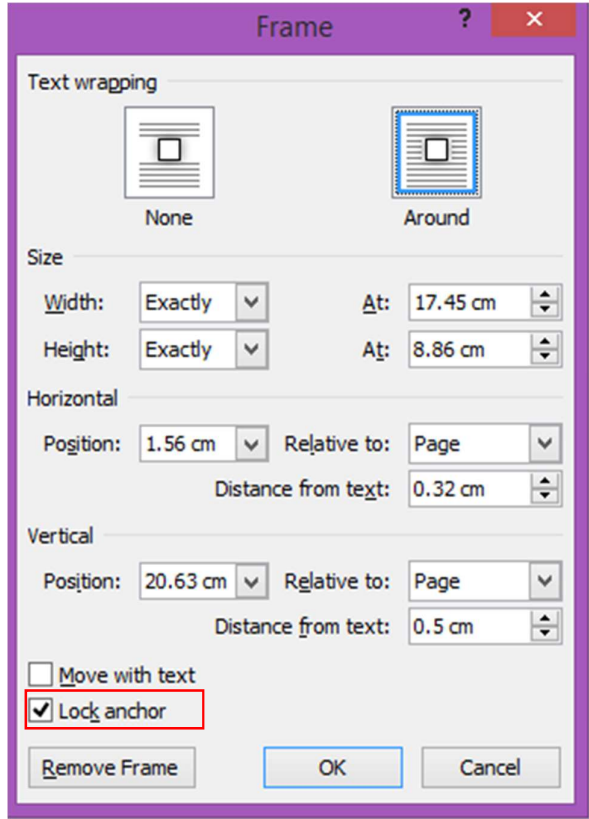The anchor can display 2 different ways as per the following

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This anchor symbol means the anchor is not locked

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This anchor symbol means the anchor is locked and you will need to unlock before you can move the anchor

To unlock/lock the anchor (if required)

Right click on the anchor and choose Format frame

You will need to either tick or untick the Lock anchor, depending if unlocking or locking the frame footer.

How to move the anchor so that the frame footer ALWAYS displays on the 1st page

1. You need to pick up the anchor and scroll up to next to Line text and place the anchor.

To our Professional Fees and Charges in attending to the following :-

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LineText   LineAmount

Our Fee Total   NetTotal
Plus: GST   TaxTotal
TOTAL FEE   GrossAmount

2. Now you need to right click and lock the anchor into this position (instructions just above).