

Problem :

SN #	Product ID	Description	Qty	UM	Unit Price	Amount
1	C-1	Shirt	1	Ea	\$300.00	\$300.00
Total Amount						\$300.00
Amount Paid						\$0.00
Balance Due (HKD)						\$300.00
1 HKD = 13.12 GBP						
Balance Due (GBP)						£3,936.00
Total (GBP)						£3,936.00

A & B Group
1801 Wing On Centre,
111 Connaught Road Central,
Hong Kong

Attention : Albert Au
Tel : 2570 9394

Invoice No# R15589
Date 30/07/2014
Your Ref#
Our Ref#
Credit Terms Cash
Salesperson
Job Code

TERMS & CONDITIONS 條款說明
1. 發票十四天內到賬, 逾期利息2%
2. Any goods delivered remain the property of "中國招商局" until full payment has been received.
3. Please make cheque payments payable to : BAS COMPANY

- 加公司簽名檔在左方, 加客戶簽名檔在右方, 簽名上有橫線, 有 Accepted By 字樣

PAYMENT ADVICE

Please detach and send with your payment to

Business Advisor Service Co.**From : A & B Group**Amount Paid

Invoice No# R15589

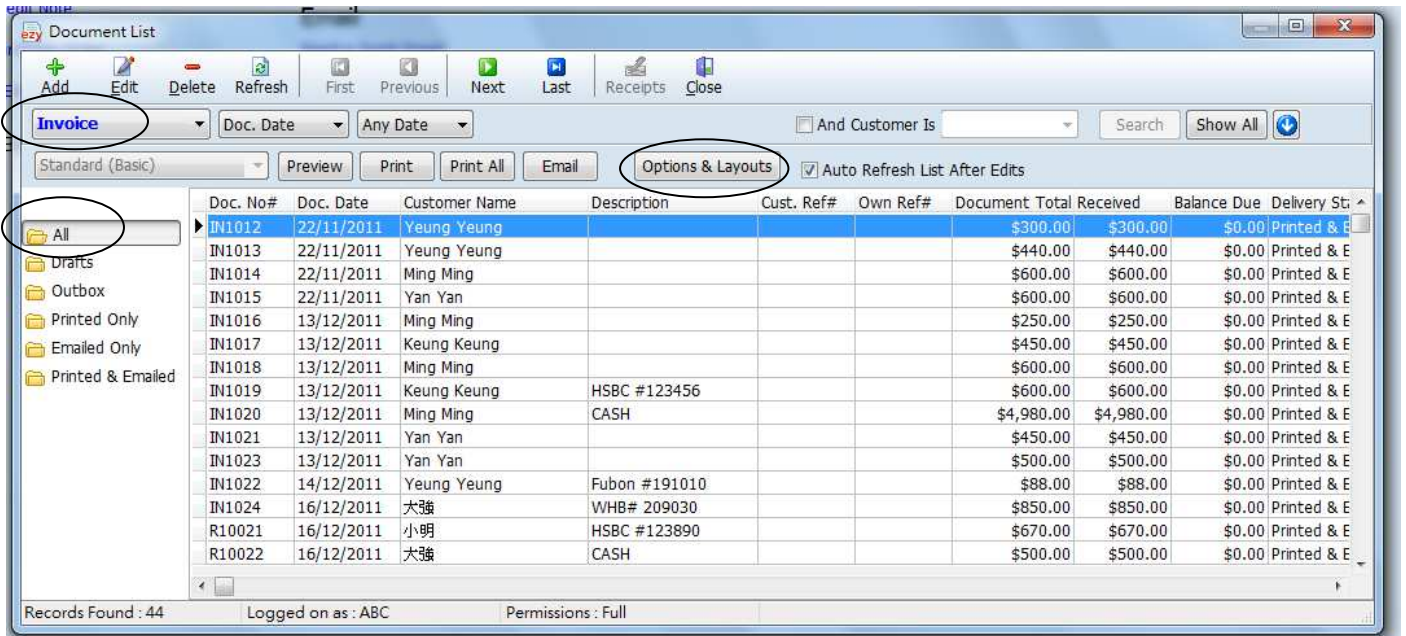
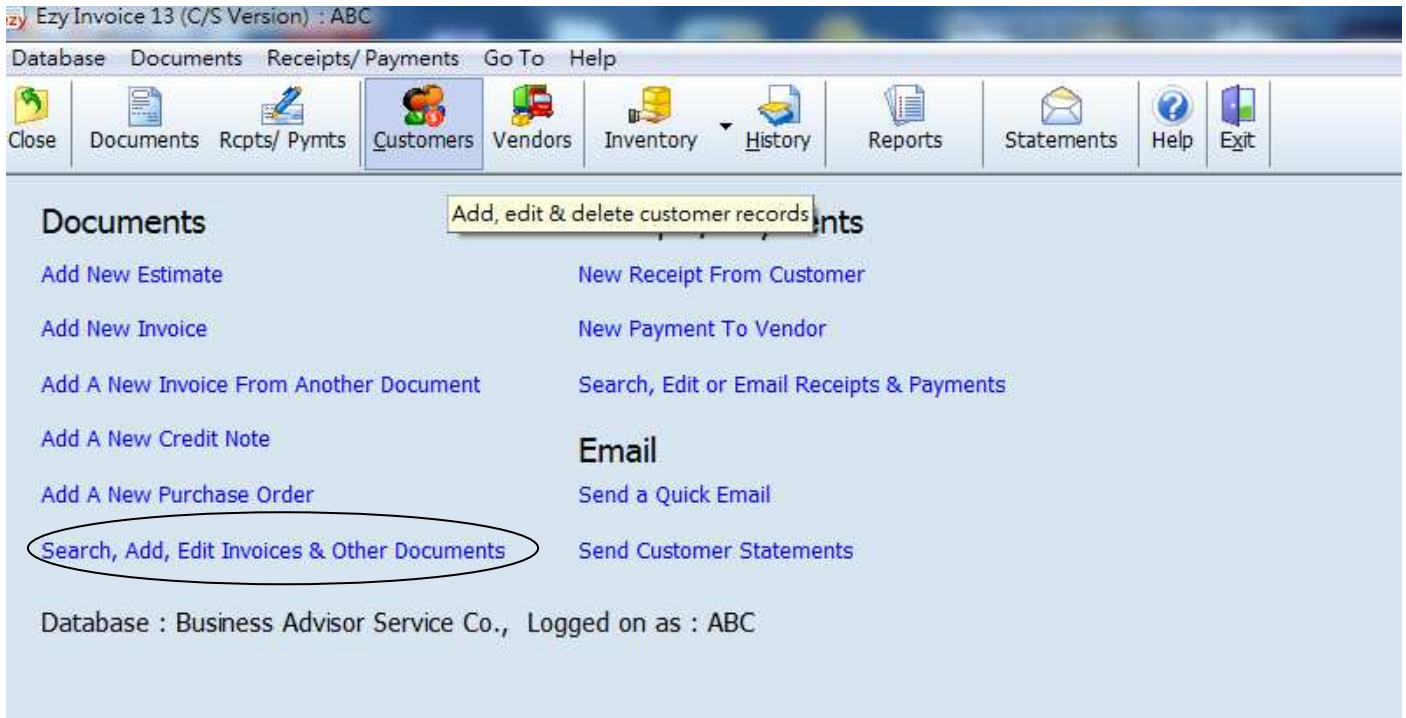
Invoice Date 30/07/2014

Balance Due (HKD) \$300.00**Balance Due (GBP) £3,936.00**

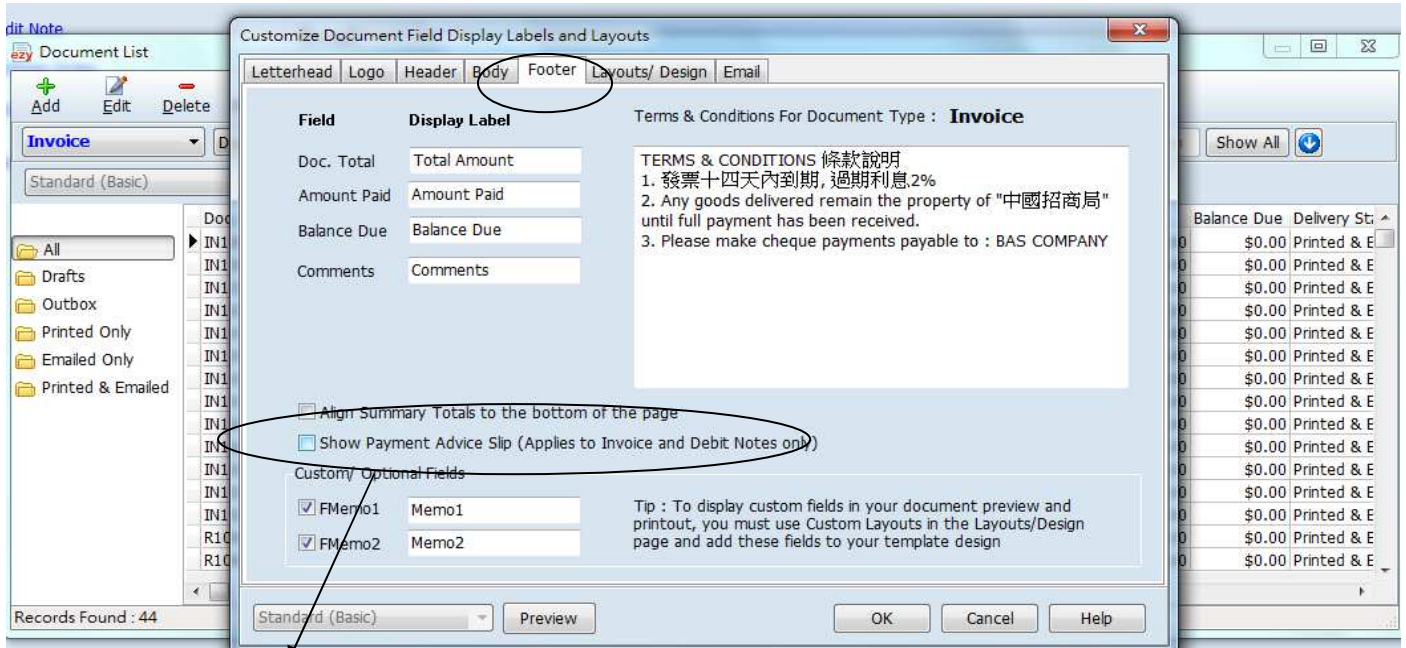
- 不要顯示 "Payment Advice"

EZY Invoice 13

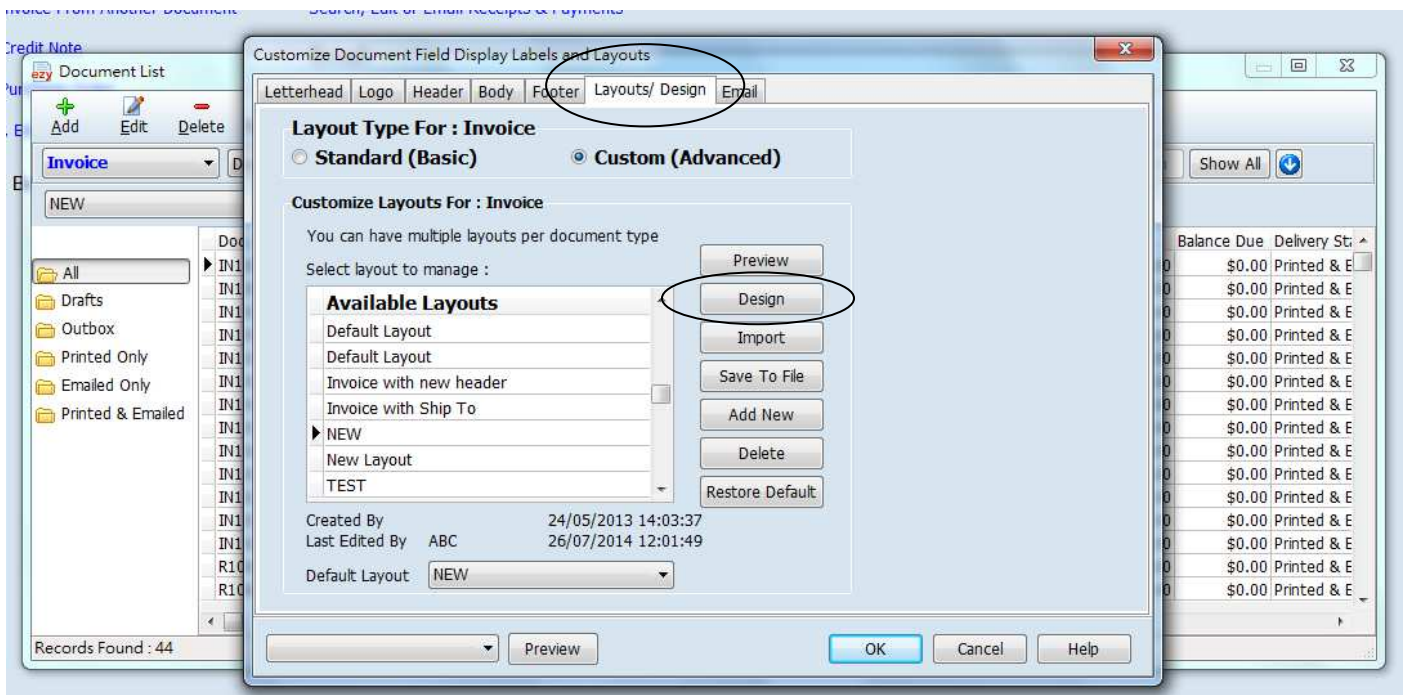
Solution :



EZY Invoice 13



Untick



Goto [Layout/Design], click [Add New], Create a new layout [Yes] [OK], click [Design]

EZY Invoice 13

The screenshot displays the EZY Invoice 13 software interface. The main workspace shows a report design grid with several sections:

- ColumnHeader:** Contains fields for Product ID, Description, Quantity, Unit Price, Amount, and Ow.
- MasterData:** Contains fields for Document ID, Description, and other document-related information.
- ReportSummary:** Contains conditional fields for tax amounts, terms, and due dates.
- Child:** Contains a field for payment terms.

The interface includes a toolbar at the top, a Properties/Events pane on the left, and a Data/Variables/Functions/Classes pane on the right. A mouse cursor is positioned over a horizontal line at the bottom of the report design area, with an arrow pointing to it from the text below.

Mouse 指向橫線向下拉, 目的是加大 空白位 放簽名檔

EZY Invoice 13

This screenshot shows the design tool interface for EZY Invoice 13. The main workspace displays a form layout with several sections:

- ColumnHeader:** A table header with columns for product ID, description, quantity, unit price, and amount.
- MasterData:** A section for document details, including document ID and description.
- ReportSummary:** A summary section with fields for comments, taxes (Total BefTax, Total Tax, Total AftTax), and amounts (AmtPaid, BalDue).
- Child:** A section for payment advice, including fields for name, amount paid, invoice number, and date.

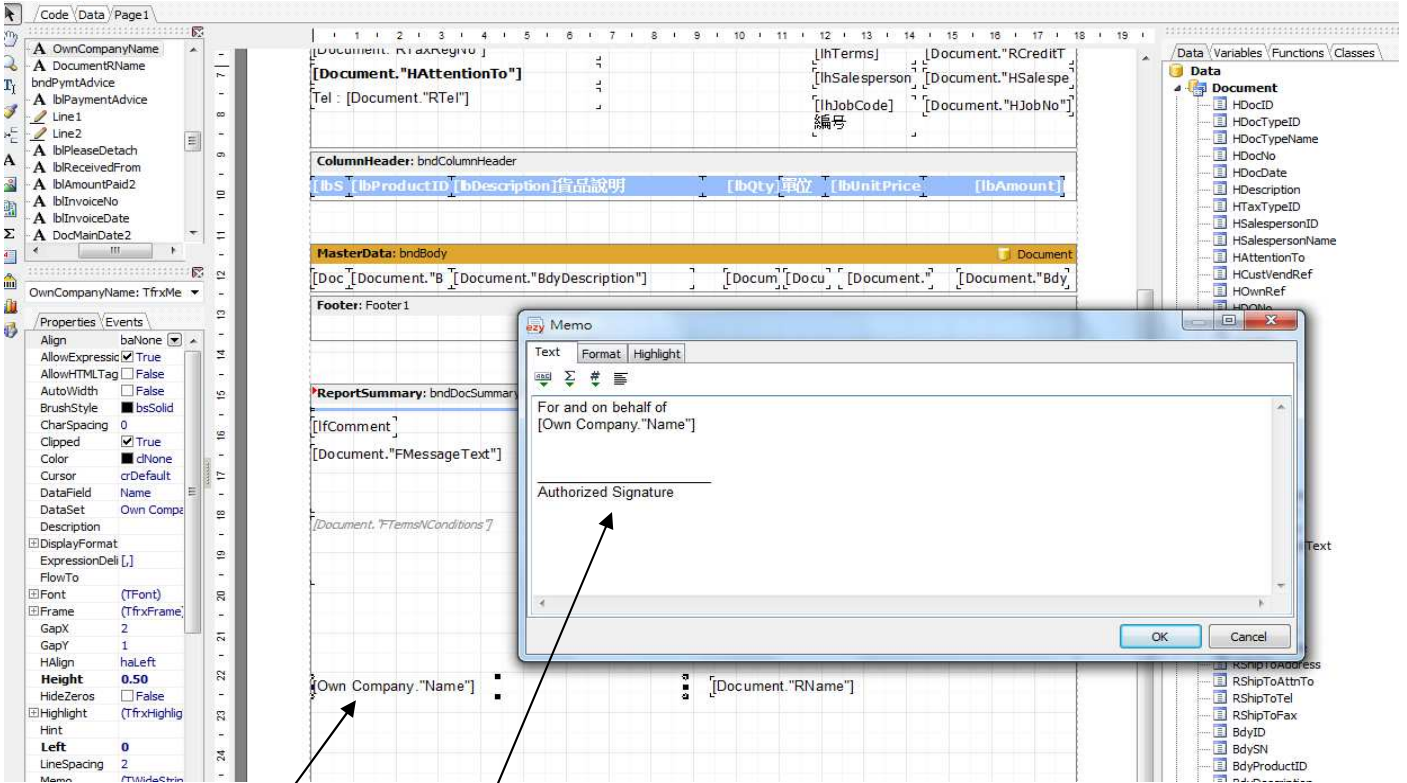
 A red callout box contains the text: "去 [Own Company], Mouse 按 [Name] 拉到空白位置" (Go to [Own Company], Mouse click [Name] and drag to blank space). An arrow points from this box to the "Own Company."Name" field in the child section. The right-hand sidebar shows a list of data fields, with "Own Company" expanded to show its sub-fields like Name, Tel, Fax, etc. The left-hand sidebar shows the Properties and Events panels for the selected field.

This screenshot shows the design tool interface for EZY Invoice 13, focusing on a different section of the form. The main workspace displays:

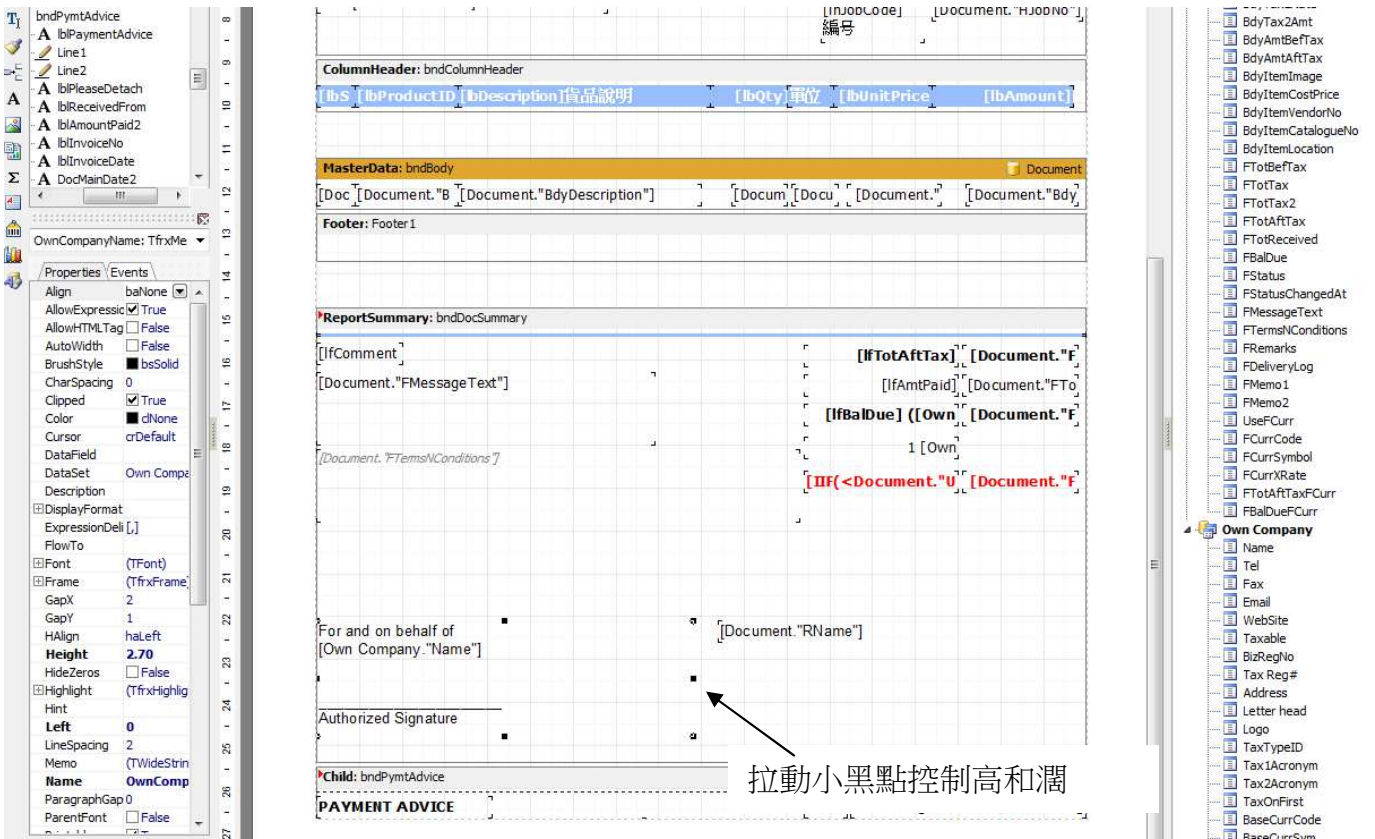
- Document:** Fields for attention to, salesperson, and job code.
- ColumnHeader:** Similar to the first screenshot, with columns for product ID, description, quantity, unit price, and amount.
- MasterData:** Document details.
- Footer:** A section for footer information.
- ReportSummary:** Summary section with tax and amount fields.
- Child:** Payment advice section.

 A red callout box contains the text: "去 [Document], Mouse 按 [RName] 拉到空白位置" (Go to [Document], Mouse click [RName] and drag to blank space). An arrow points from this box to the "Document."RName" field in the child section. The right-hand sidebar shows a list of data fields, with "Document" expanded to show its sub-fields like HDocID, HDocType, HDocNo, etc. The left-hand sidebar shows the Properties and Events panels for the selected field.

EZY Invoice 13



雙按[Own Company Name]，進入[Memo]畫面，輸入 For and on behalf of、Authorized Signature、劃線等，按 [OK]



EZY Invoice 13

The screenshot shows the EZY Invoice 13 design tool interface. A dialog box titled "Memo" is open, allowing the user to edit the text for the "Accepted by" field. The text entered is "Accepted by [Document."RName"]" on the first line and "Signature & Company Chop" on the second line, with a horizontal line below it. The background shows the invoice layout with various fields and a properties panel on the left.

雙按 [Document RName], 進入[Memo]畫面, 輸入 Accepted by、Signature & Co Chop、劃線等, 按 [OK]

This screenshot shows the same invoice design tool, but with the memo field expanded. A red arrow points to a small black square handle on the right side of the text area, with the text "拉動小黑點控制高和闊" (Drag the black dot to control height and width) next to it. The text in the memo field is "Accepted by [Document."RName"]" and "Signature & Company Chop" with a line underneath. The background shows the invoice layout and the properties panel.

EZY Invoice 13

Result :

Business Advisor Service Co.

Unit 1104 Crawford House, 70 Queen's Road Central, Hong Kong
Tel : 852-25032568 Fax : 2503 5568



Invoice 發票

A & B Group

1801 Wing On Centre,
111 Connaught Road Central,
Hong Kong

Attention : Albert Au

Tel : 2570 9394

Invoice No# R15589

Date日期 30/07/2014

Your Ref#

Our Ref#

Credit Terms Cash

Salesperson

Job Code 編號

SN #	Product ID	Description 貨品說明	Qty 單位	Unit Price	Amount
1	C-1	Shirt	1 Ea	\$300.00	\$300.00

Comments

Total Amount \$300.00

Amount Paid \$0.00

Balance Due (HKD) \$300.00

1 HKD = 13.12 GBP

Balance Due (GBP) £ 3,936.00

TERMS & CONDITIONS 條款說明

- 發票十四天內到賬 逾期利息2%
- Any goods delivered remain the property of "中國招商局" until full payment has been received.
- Please make cheque payments payable to : BAS COMPANY

For and on behalf of
Business Advisor Service Co.

Accepted by
A & B Group

Authorized Signature

Signature & Company Chop