

Problem :

Business Advisor Service Co.

匯才

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

**Yeung Yeung**

K3B

Tel :

Invoice**Invoice No# IN1012**

Date 22/11/2011

Your Ref#

Our Ref#

Credit Terms Cash

Salesperson

Job Code

SN #	Product ID	Description	Qty	UM	Unit Price	Amount	Tax	Tax
1	K1-Uniform	Uniform	1	PC	\$300.00	\$300.00	0%	0%
							0%	0%
							0%	0%

Comments

Total Before Tax \$300.00

Tax \$0.00

Tax 2 \$0.00

Total Amount \$300.00

Amount Paid \$300.00

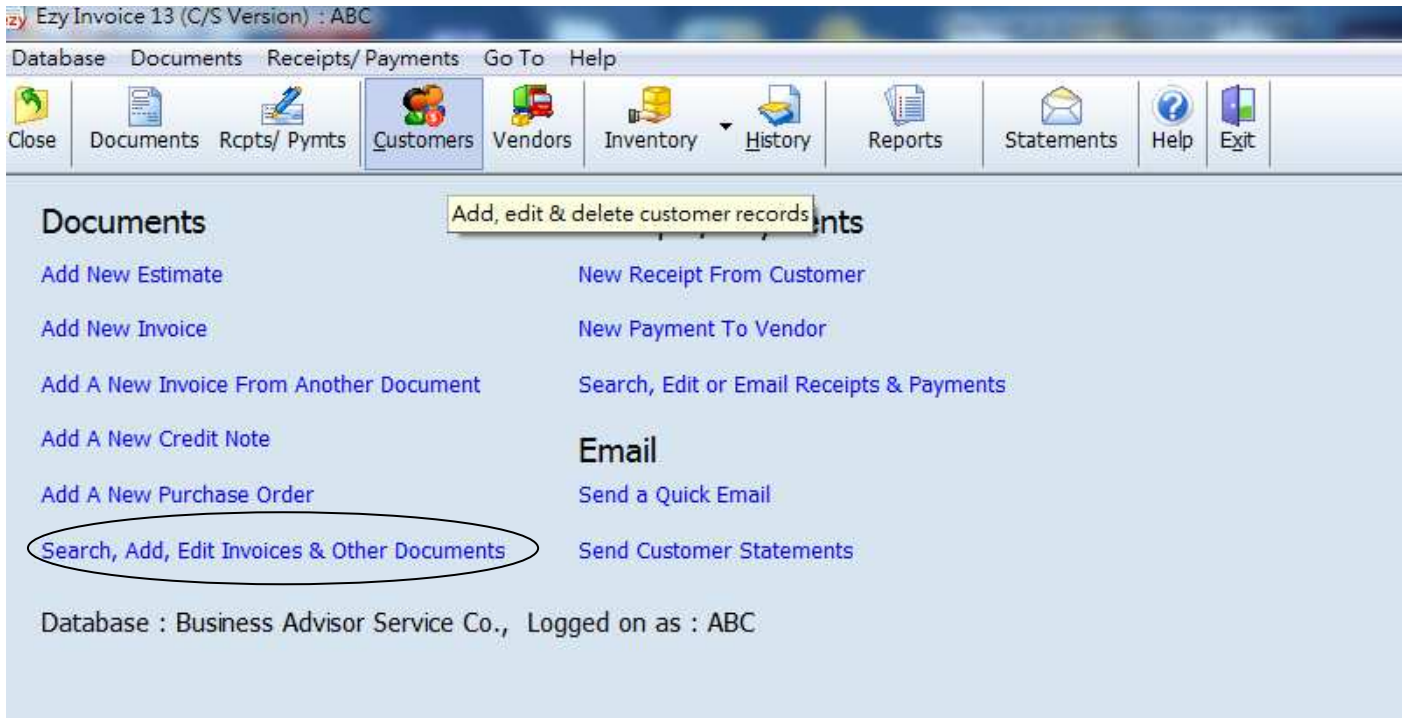
Balance Due (HKD) \$0.00*TERMS & CONDITIONS 條款說明**1. 發票十四天內到帳, 逾期利息2%**2. Any goods delivered remain the property of "中國招商局" until full payment has been received.**3. Please make cheque payments payable to : BAS COMPANY*

加多一欄位 (Discount %) 在 Unit Price 及 Amount 中間, 取消 2 項 Tax 欄位

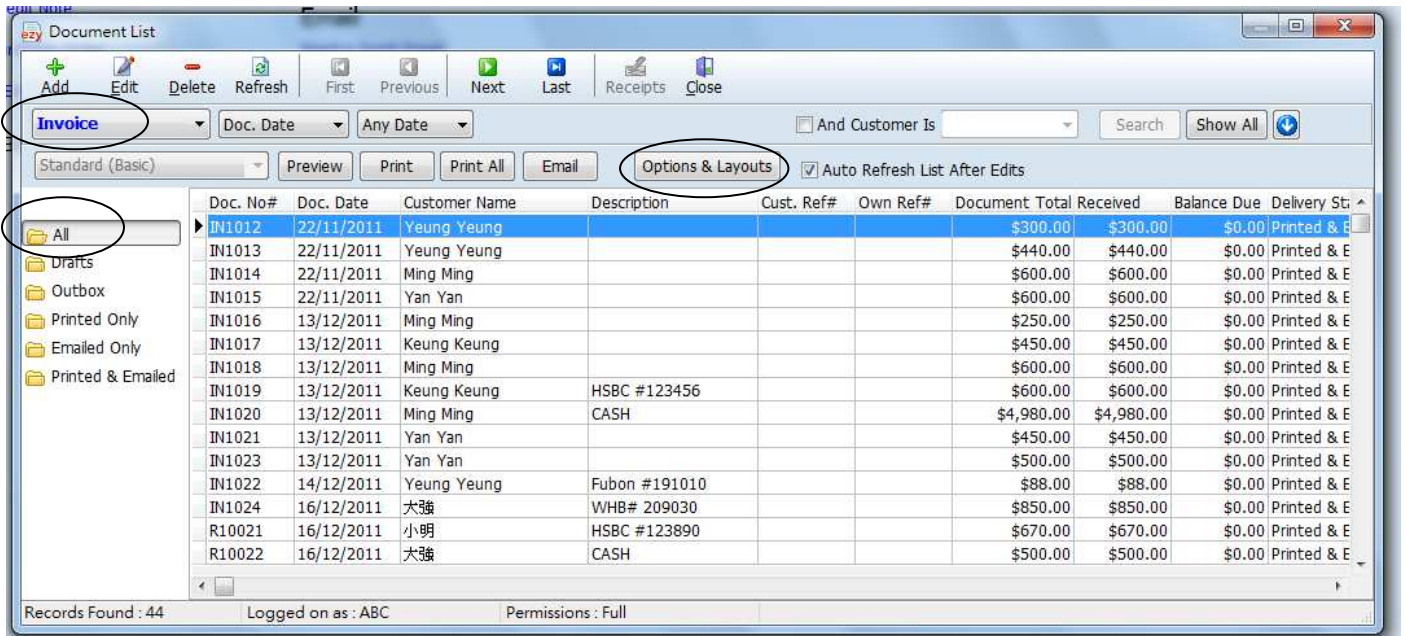
注意:

某些貨品有折扣 (Line Discount) 才用這方法, 如果整張發票都用同一個折扣 (Invoice Discount) 則毋需修改原有格式

Solution :

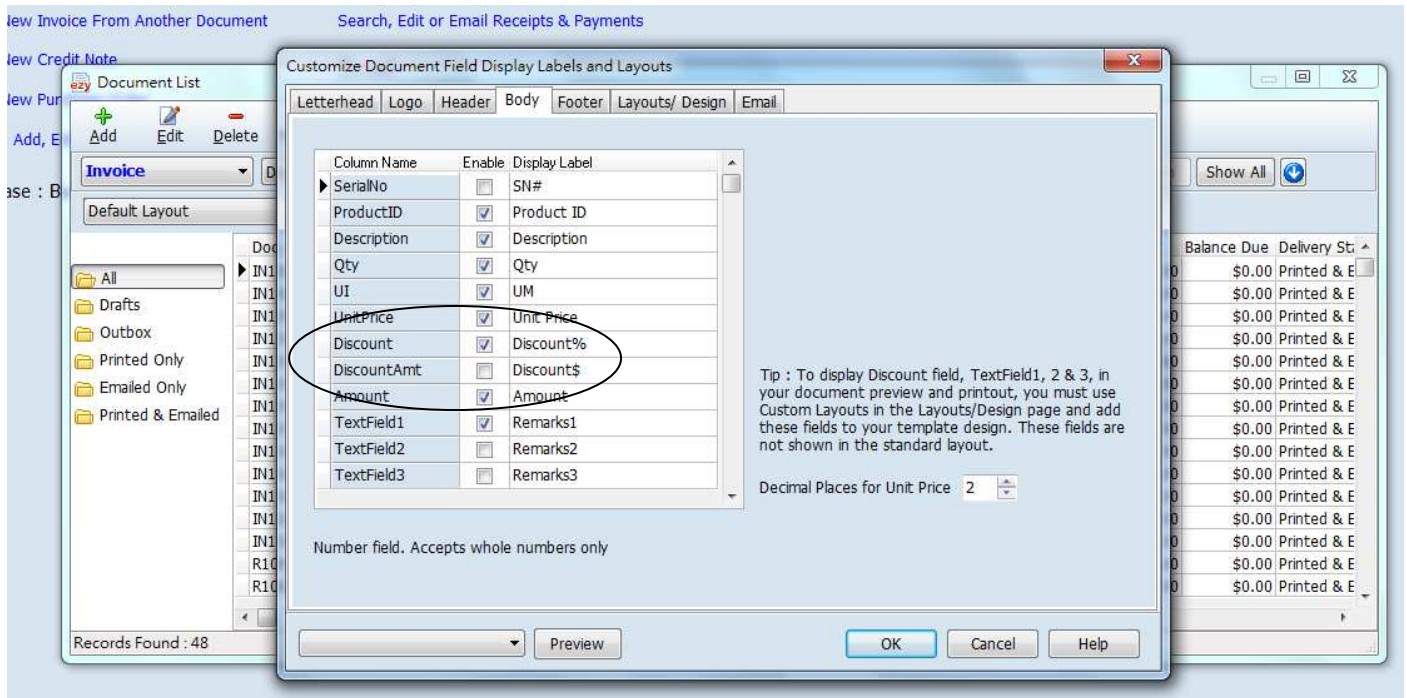


選擇 [Invoice], 按 [All], [Options & Layouts]

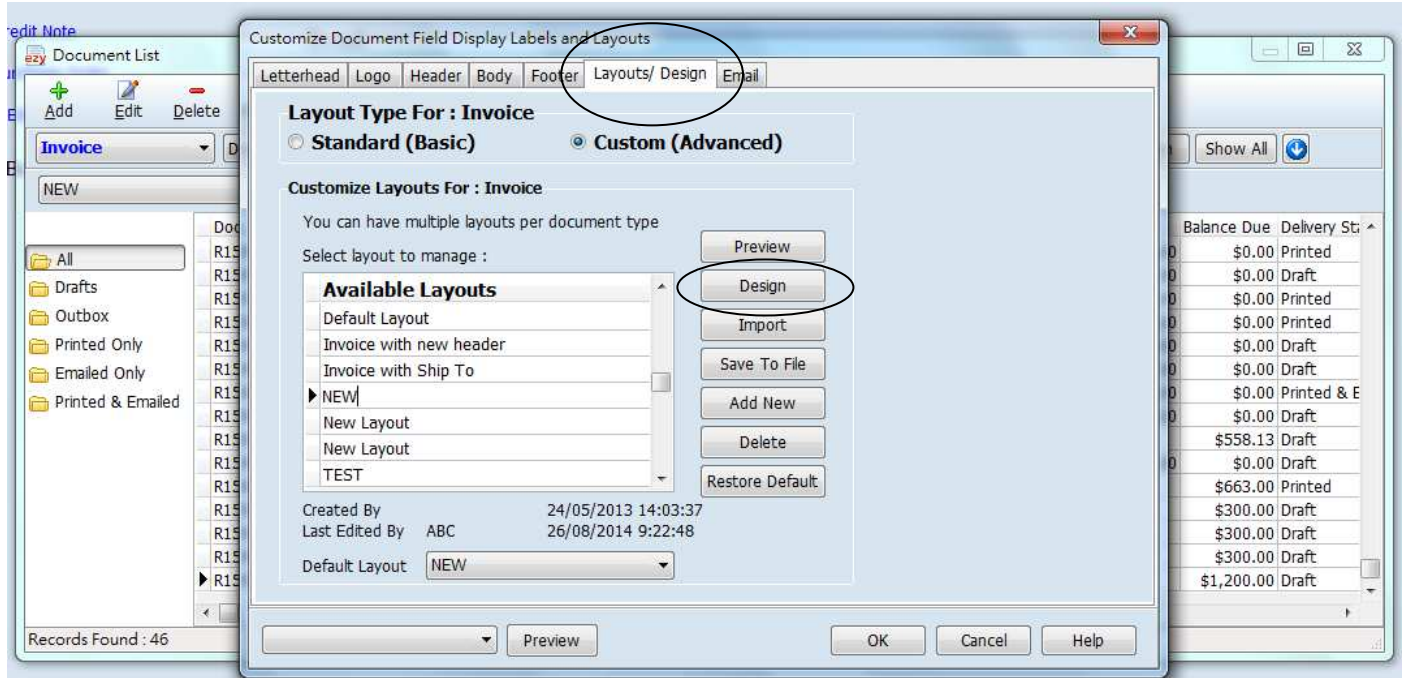


EZY Invoice 13

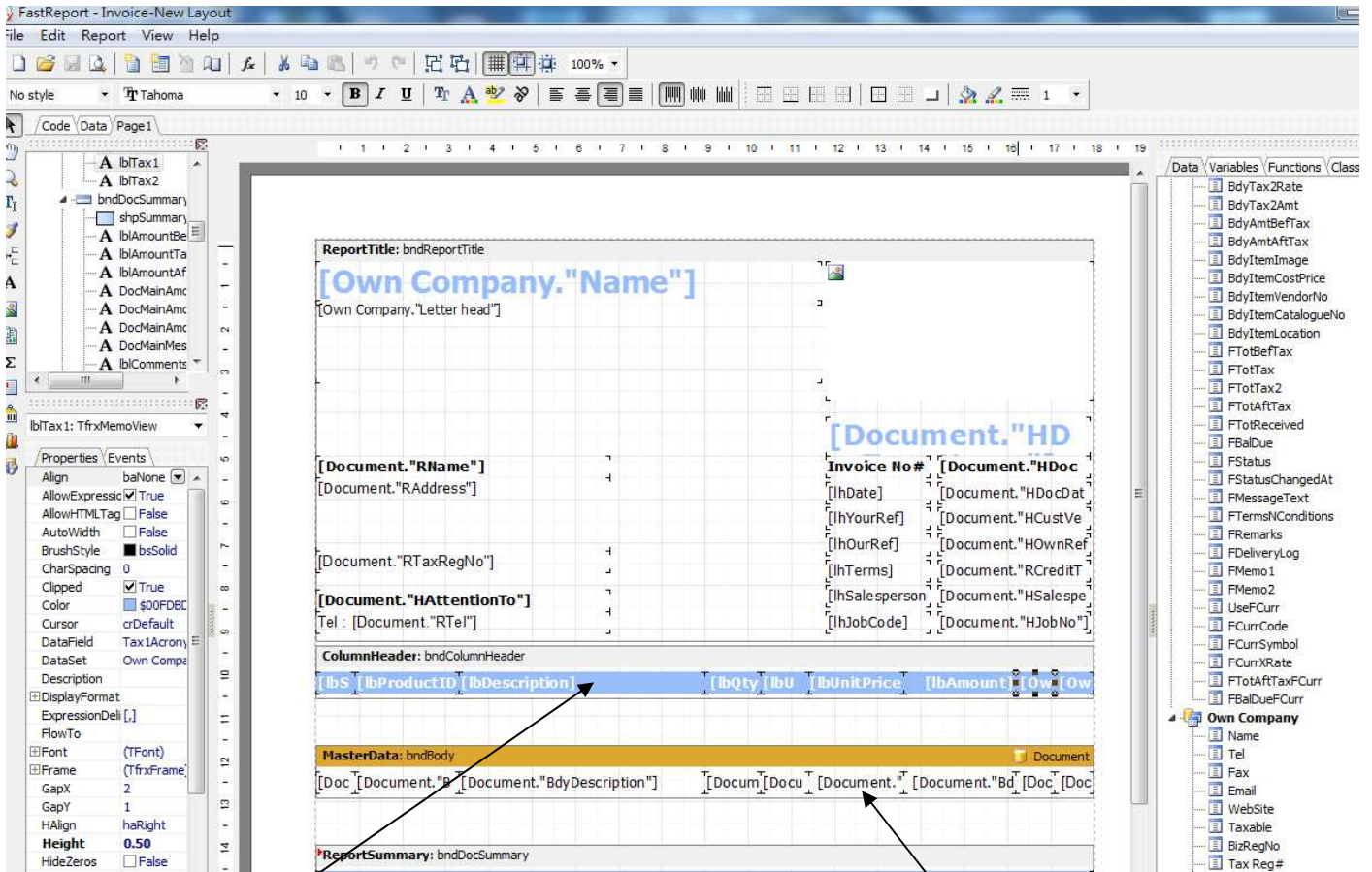
在 [Body] 頁選擇 [Discount%] 或 [Discount\$], 按 [OK]



去 [Layouts/Design] 頁, 選擇想修改的 Layout, 按 [Design]



EZY Invoice 13



這一系列是 Header, 即是 SN#, Product ID, Description, QTY, UM, Unit Price, Amount, Tax, Tax

這一系列是 Data

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



Yeung Yeung
K3B

Invoice
Invoice No# IN1012
Date 22/11/2011
Your Ref#
Our Ref#
Credit Terms Cash
Salesperson
Job Code

Tel :

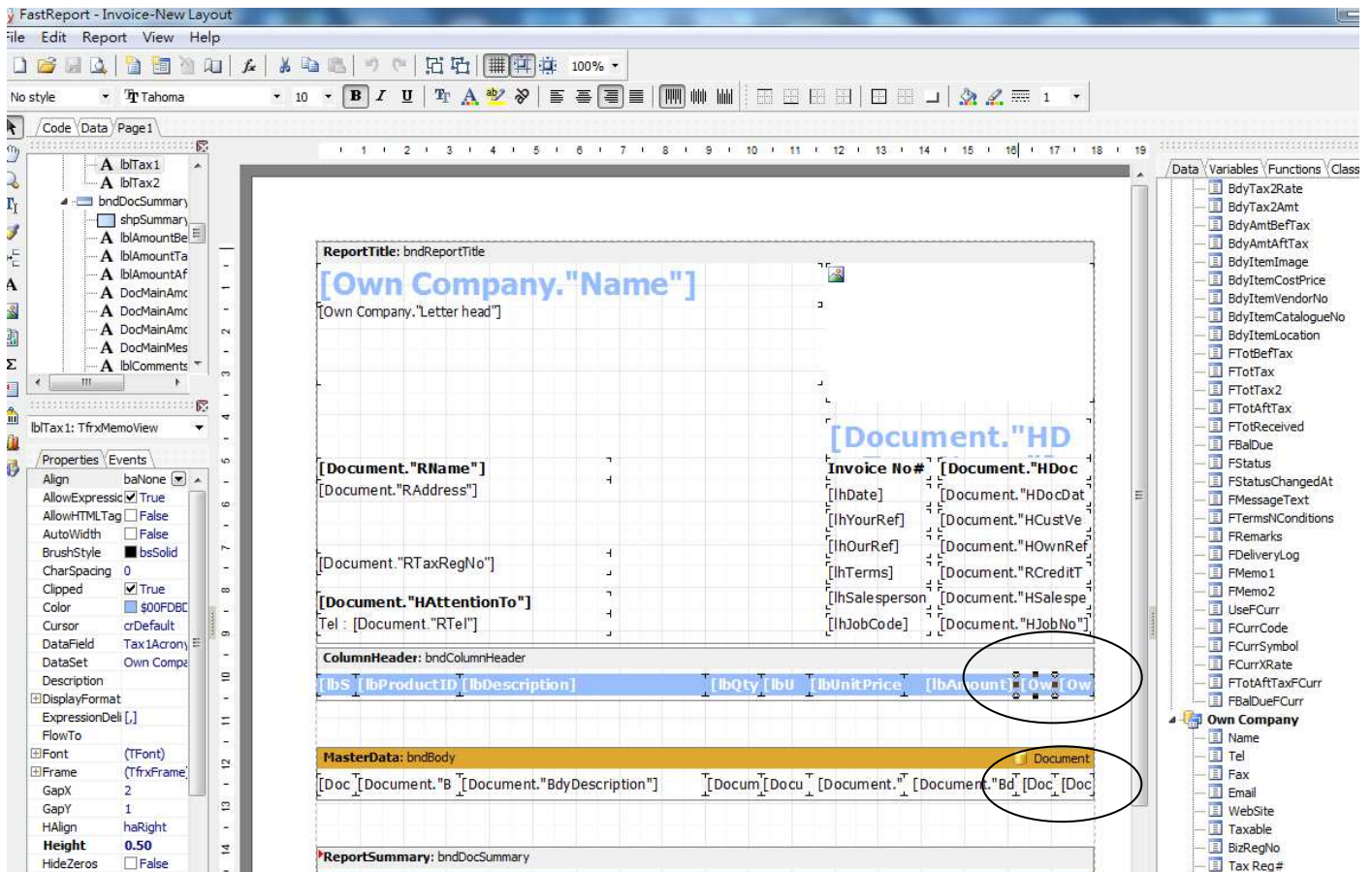
SN #	Product ID	Description	Qty	UM	Unit Price	Amount	Tax	Tax
1	K1-Uniform	Uniform	1	PC	\$300.00	\$300.00	0%	0%
							0%	0%

Comments

Total Before Tax \$300.00
Tax \$0.00
Tax 2 \$0.00
Total Amount \$300.00
Amount Paid \$300.00
Balance Due (HKD) \$0.00

TERMS & CONDITIONS 條款說明
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EZY Invoice 13



要刪除 2 欄 Tax, 滑鼠指向 Header 欄最後[Own Company."Tax1Acronym"]及[Own Company."Tax2Acronym"] 按滑鼠右制選擇 Delete

滑鼠再指向 Data 欄最後[Document."BdyTaxRate"]%及[Document."BdyTax2Rate"]%, 按滑鼠右制選擇 Delete

EZY Invoice 13

The screenshot shows the EZY Invoice 13 software interface. The main workspace displays a report design for an invoice. The report is divided into several sections:

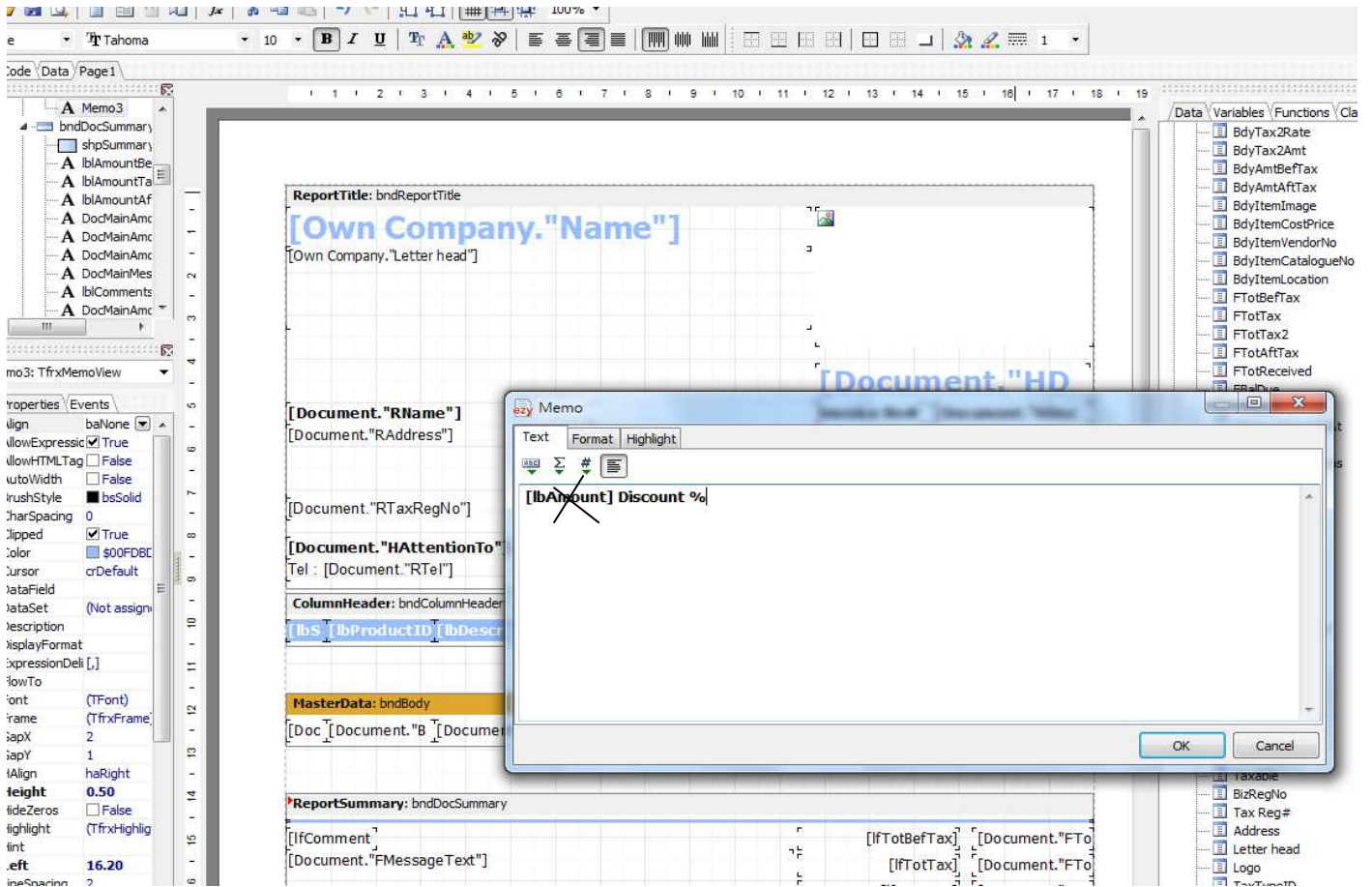
- ReportTitle:** bndReportTitle
- [Own Company. "Name"]**: [Own Company. "Letter head"]
- [Document. "HD"]**: Invoice No#, [Document. "HDoc"], [lhDate], [Document. "HDocDat"], [lhYourRef], [Document. "HCustVe"], [lhOurRef], [Document. "HOwnRef"], [lhTerms], [Document. "RCreditT"], [lhSalesperson], [Document. "HSalespe"], [lhJobCode], [Document. "HJobNo"]
- ColumnHeader:** bndColumnHeader
- Table Header:** [lbS], [lbProductID], [lbDescription], [lbQty], [lbU], [lbUnitPrice], [lbAmount]
- MasterData:** bndBody
- Table Body:** [Doc], [Document. "B"], [Document. "BdyDescription"], [Docum], [Docu], [Document. "], [Document. "Bd"]
- ReportSummary:** bndDocSummary

 The left sidebar contains a tree view of report components and a properties panel for the selected component. The right sidebar shows a list of variables and classes. An arrow points from the text below to the 'lbAmount' column in the table header.

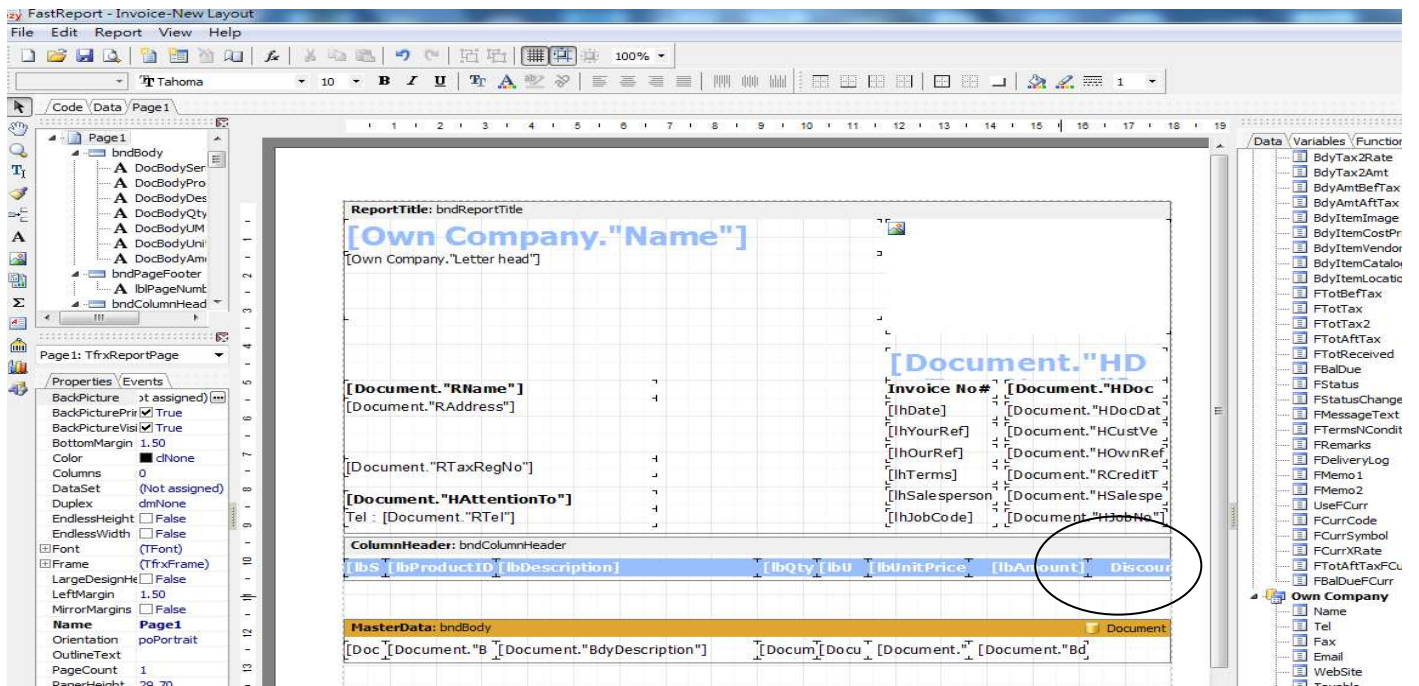
要加 [Discount %] 在 Header 欄, 首先複製一個 [lbAmount] 貼在空位上

This screenshot shows the same EZY Invoice 13 software interface as the previous one, but with an additional column added to the table header. The new column is labeled 'lbAmo' and is positioned to the right of the 'lbAmount' column. An arrow points from the text above to this new column. The rest of the report layout remains the same.

EZY Invoice 13

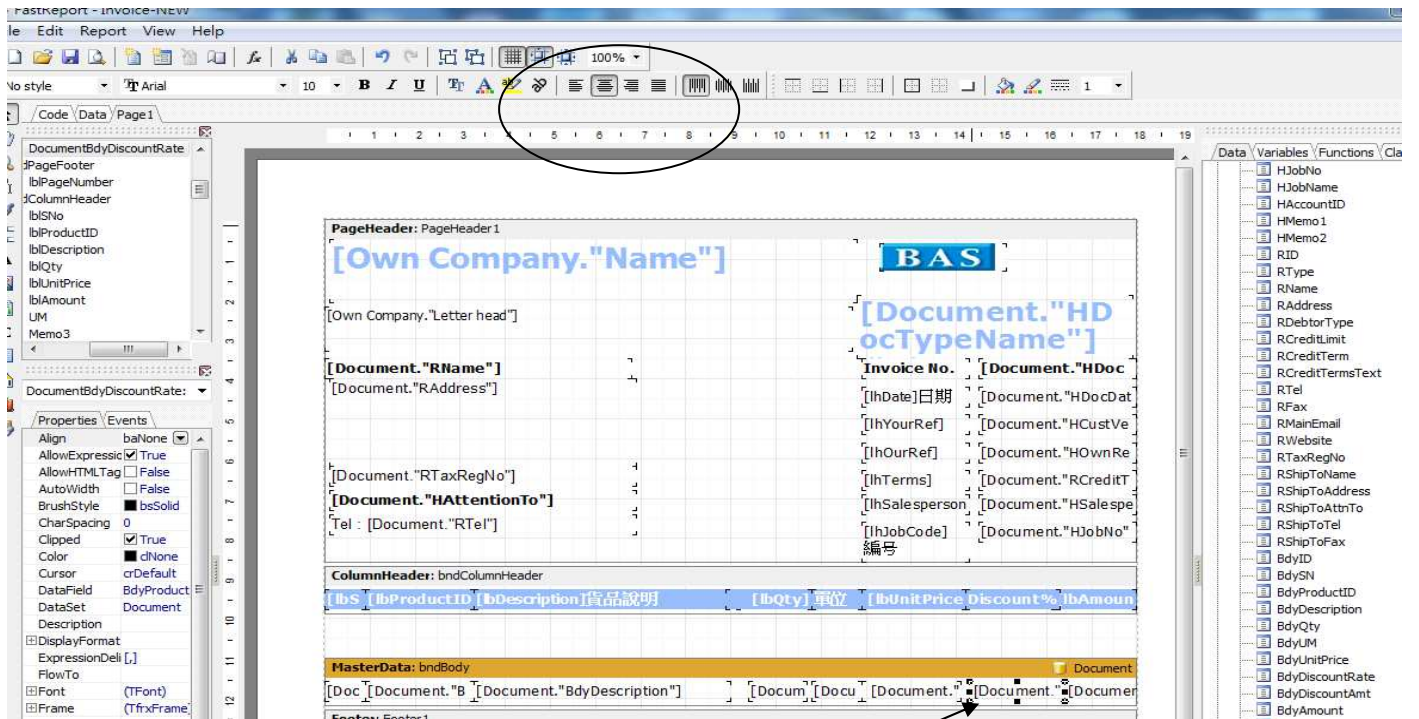
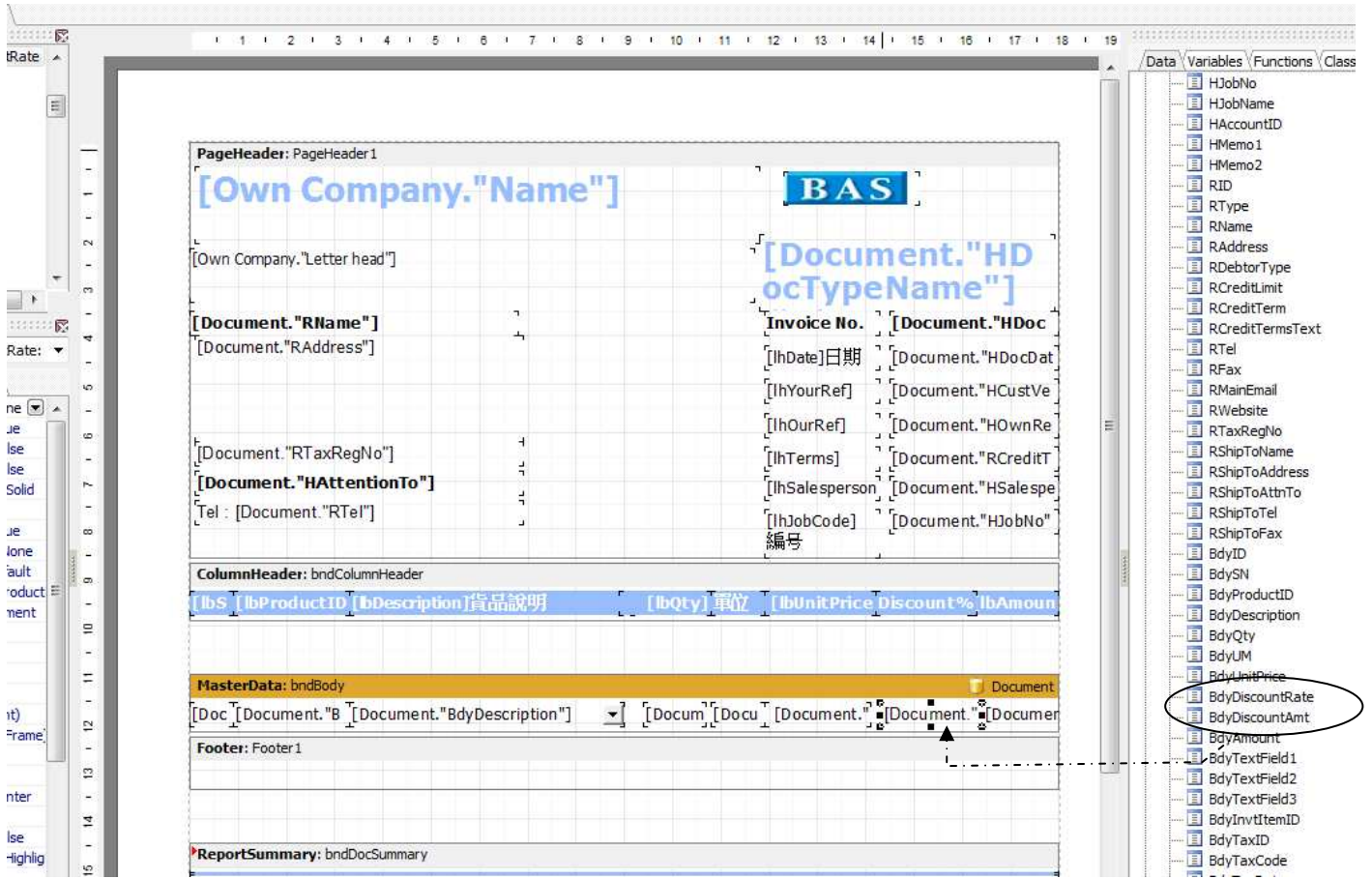


滑鼠 double click 新貼上的 [lbAmount], 見另一畫面, 刪除原有[lbAmount]字樣改輸入 Discount %, 按 [OK]



EZY Invoice 13

拉右方[BdyDiscountRate]至 Data 欄位放下，控制潤度跟 Header 欄位對應



頂部工具列可控制欄位內 Data 置中

Result :

Business Advisor Service Co.

匯才

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. R15593

Date日期 04/12/2014

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	Discount%	Amount
	C-1	Shirt	1 Ea	\$300.00	20	\$240.00
	C-2	Dress	1	\$150.00	10	\$135.00
	C-3	T-Shirt	1 pc	\$200.00		\$200.00

Comments

Total Amount \$575.00

Amount Paid \$0.00

Balance Due (HKD) \$575.00

1 HKD = 13.12 GBP

Balance Due (GBP) £7,544.00

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