

Problem :

Business Advisor Service Co.

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



Change Header to Delivery Note

Delivery Order

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

DO. No# DO1007
 Date 19/12/2014
 Your Ref#
 Our Ref# PO1020
 Credit Terms 7 Days
 Salesperson
 Job No. JB1002

Attention : Albert Au
 Tel : 2570 9394

SN #	Product ID	Description	Qty	UM	Unit Price	Amount	Tax	Tax
0	C-1	Shirt	1	Ea	\$300.00	\$300.00	0%	0%
0	C-2	Dress	1		\$300.00	\$300.00	0%	0%

Comments

Delete Unit Price,
 Amount, Tax,
 Total Amount

Total Before Tax	\$600.00
Tax	\$0.00
Tax 2	\$0.00
Total Amount	\$600.00

TERMS & CONDITIONS

1. Unpaid accounts beyond the agreed credit terms may incur interest charges at the prevailing lending rates.

2. Any goods delivered remain the property of "ABC" until full payment has been received.

3. Please make cheque payments payable to : ABC .

1 HKD = 13.12 GBP

Balance Due (GBP) £ 7,872.00

Delivery Order Issued By

Received in Good Order and Condition

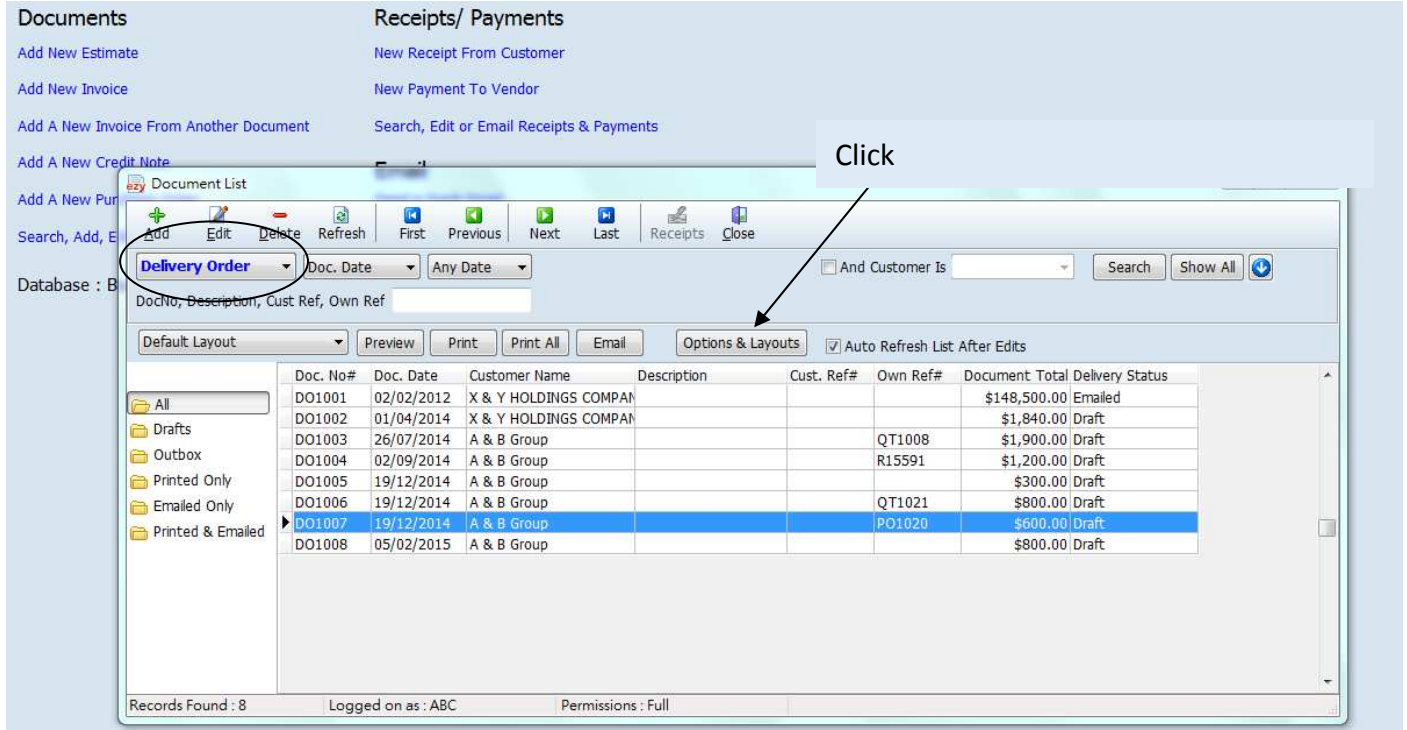
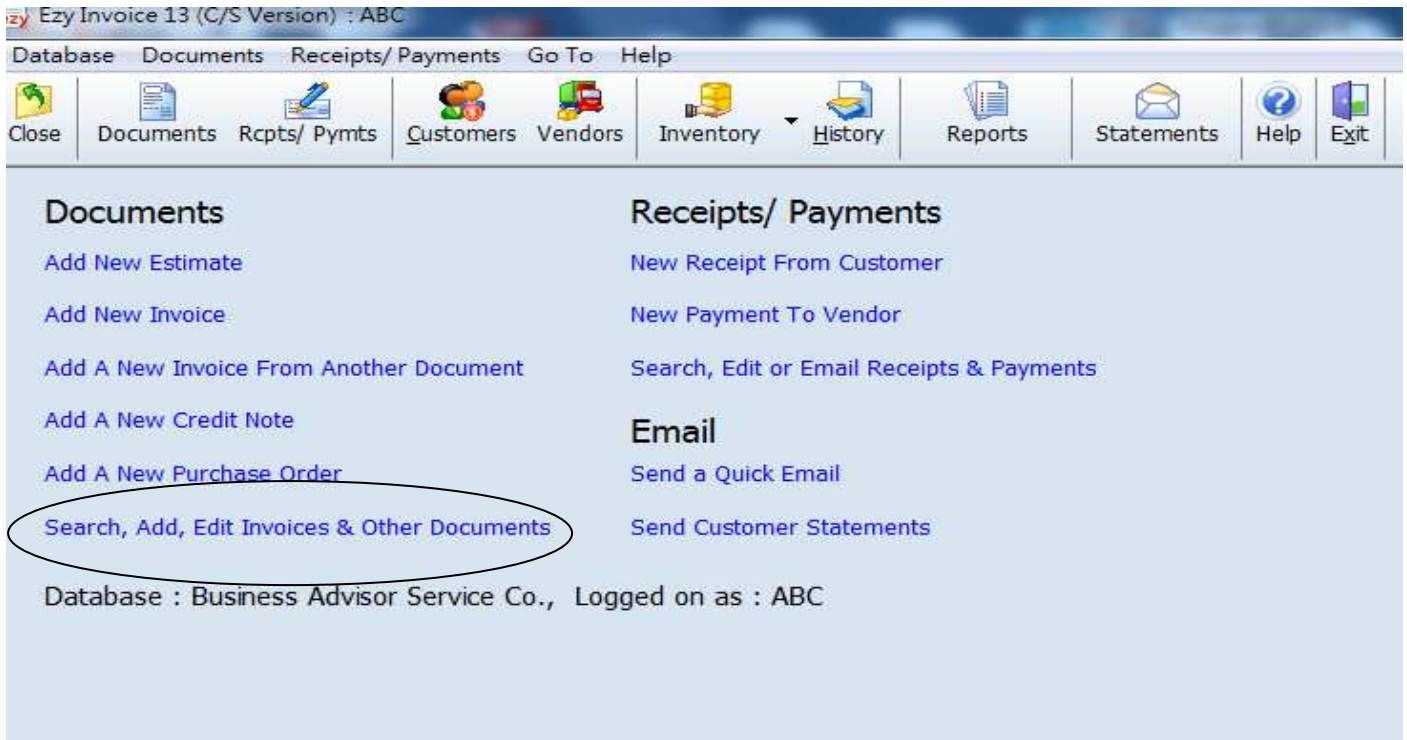
for : Business Advisor Service Co. 匯才

for : A & B Group

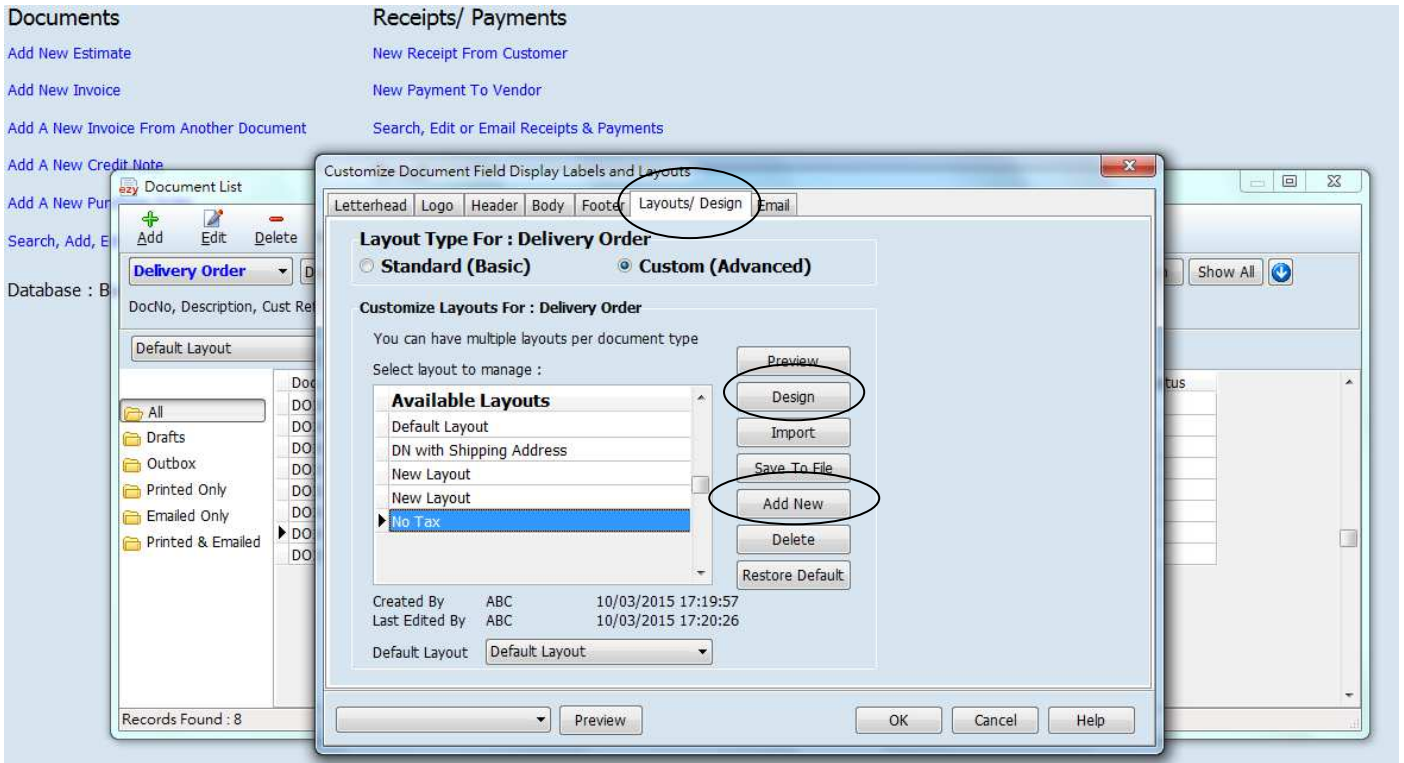
Please sign, stamp and date to confirm receipt

EZY Invoice 13

Solution :



EZY Invoice 13



Goto [Layouts/ Design],
click [Add New],
Rename New Layout,
click [Design]

EZY Invoice 13

ReportTitle: bndReportTitle
[Own Company."Name"]
 [Own Company."Letter head"]

[Document."RName"]
 [Document."RAddress"]

[Document."RTaxRegNo"]

[Document."HAttentionTo"]
 Tel : [Document."RTel"]

ColumnHeader: bndColumnHeader

[lbS]	[lbProductID]	[lbDescription]	[lbQty]	[lbUnitPrice]	[lbAmount]	[Ow
MasterData: bndBody						
[Doc	[Document."B	[Document."BdyDescription"]	[Docum	[Docu	[Document."	[Document."Bd

ReportSummary: bndDocSummary

[IfComment]

[Document."FMessageText"]

[Document."FTotBefTax"] [Document."FTo

[IfTotTax] [Document."FTo

[IfTotTax2] [Document."FTo

[IfTotAftTax] [Document."F

[Document."FTemsNConditions"]

1 [Ow]

Properties: Align: baNone, AllowExpress: True, AllowHTMLTag: False, AutoWidth: False, BrushStyle: bsSolid, CharSpacing: 0, Clipped: True, Color: clNone, Cursor: crDefault, DataField: Document, DataSet: Document, Description: , DisplayFormat: , ExpressionDel: [], FlowTo: , Font: (TFont), Frame: (TfrxFrame), GapX: 2, GapY: 1, HAlign: haLeft, Height: 0.90, HideZeros: False, Highlight: (Tfrx-highlig), Hint: , Left: 11.80, LineSpacing: 2, Memo: (TWideStrin)

Data Variables Functions Classes

- BdyTax2Rate
- BdyTax2Amt
- BdyAmtBefTax
- BdyAmtAftTax
- BdyItemImage
- BdyItemCostPrice
- BdyItemVendorNo
- BdyItemCatalogueNo
- BdyItemLocation
- FTotBefTax
- FTotTax
- FTotTax2
- FTotAftTax
- FTotReceived
- FbAlDue
- FStatus
- FStatusChangedAt
- FMessageText
- FTermsNConditions
- FRemarks
- FDeliveryLog
- FMemo1
- FMemo2
- UseCurr
- FCurrCode
- FCurrSymbol
- FCurrRate
- FTotAftTaxFCurr
- FbAlDueFCurr
- Own Company**
 - Name
 - Tel
 - Fax
 - Email
 - WebSite
 - Taxable
 - BizRegNo
 - Tax Reg #
 - Address
 - Letter head
 - Logo
 - TaxTypeID
 - Tax1Acronym

ReportTitle: bndReportTitle
[Own Company."Name"]
 [Own Company."Letter head"]

[Document."RName"]
 [Document."RAddress"]

[Document."RTaxRegNo"]

[Document."HAttentionTo"]
 Tel : [Document."RTel"]

ColumnHeader: bndColumnHeader

[lbS]	[lbProductID]	[lbDescr
MasterData: bnd		
[Doc	[Document.	[Document."

ReportSummary: bndDocSummary

[IfComment]

[Document."FMessageText"]

[IfTotTax] [Document."FTo

[IfTotTax2] [Document."FTo

[IfTotAftTax] [Document."F

[Document."FTemsNConditions"]

1 [Ow]

Properties: Align: baNone, AllowExpress: True, AllowHTMLTag: False, AutoWidth: False, BrushStyle: bsSolid, CharSpacing: 0, Clipped: True, Color: clNone, Cursor: crDefault, DataField: Document, DataSet: Document, Description: , DisplayFormat: , ExpressionDel: [], FlowTo: , Font: (TFont), Frame: (TfrxFrame), GapX: 2, GapY: 1, HAlign: haLeft, Height: 0.90, HideZeros: False, Highlight: (Tfrx-highlig), Hint: , Left: 11.80, LineSpacing: 2, Memo: (TWideStrin)

Data Variables Functions Classes

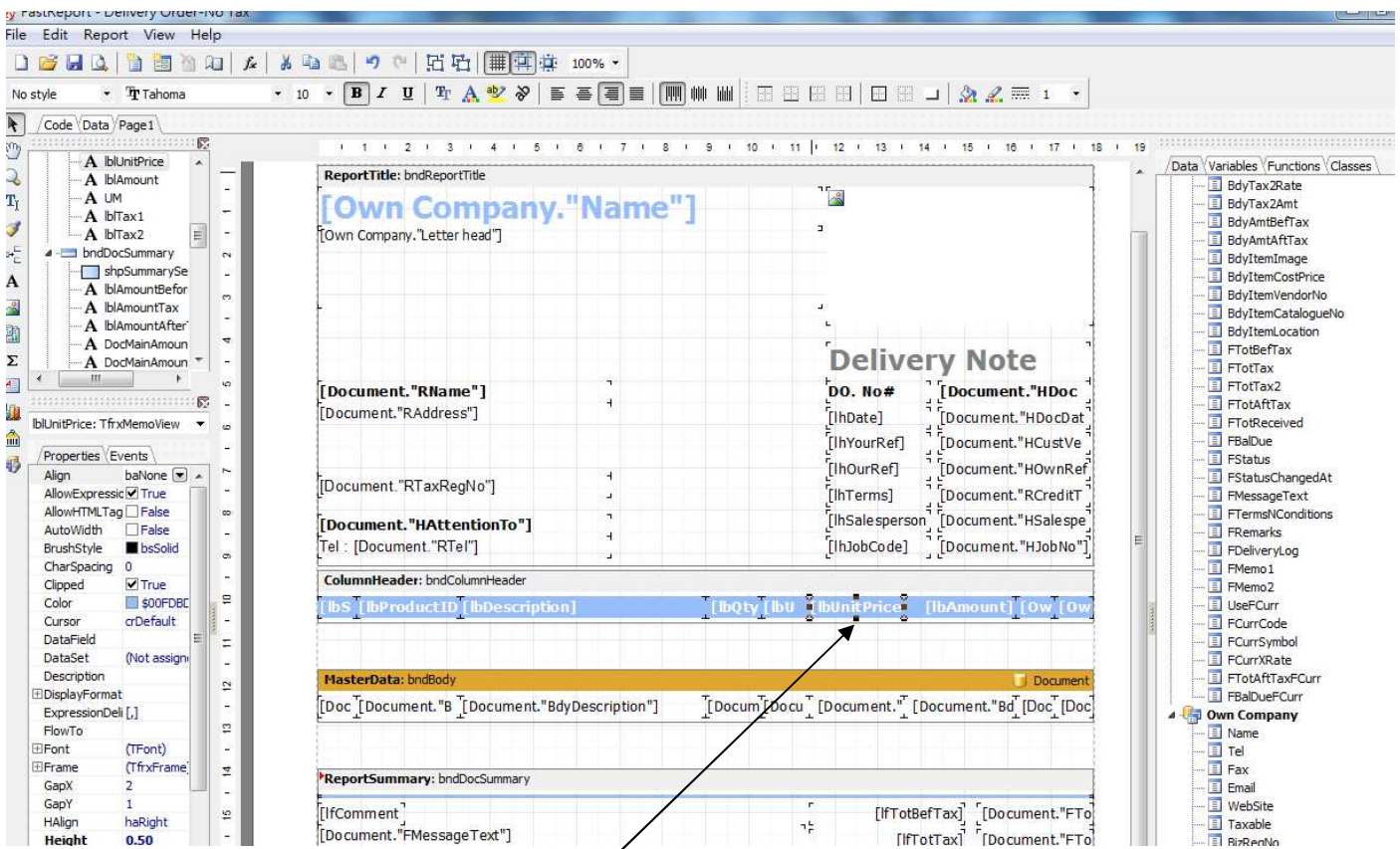
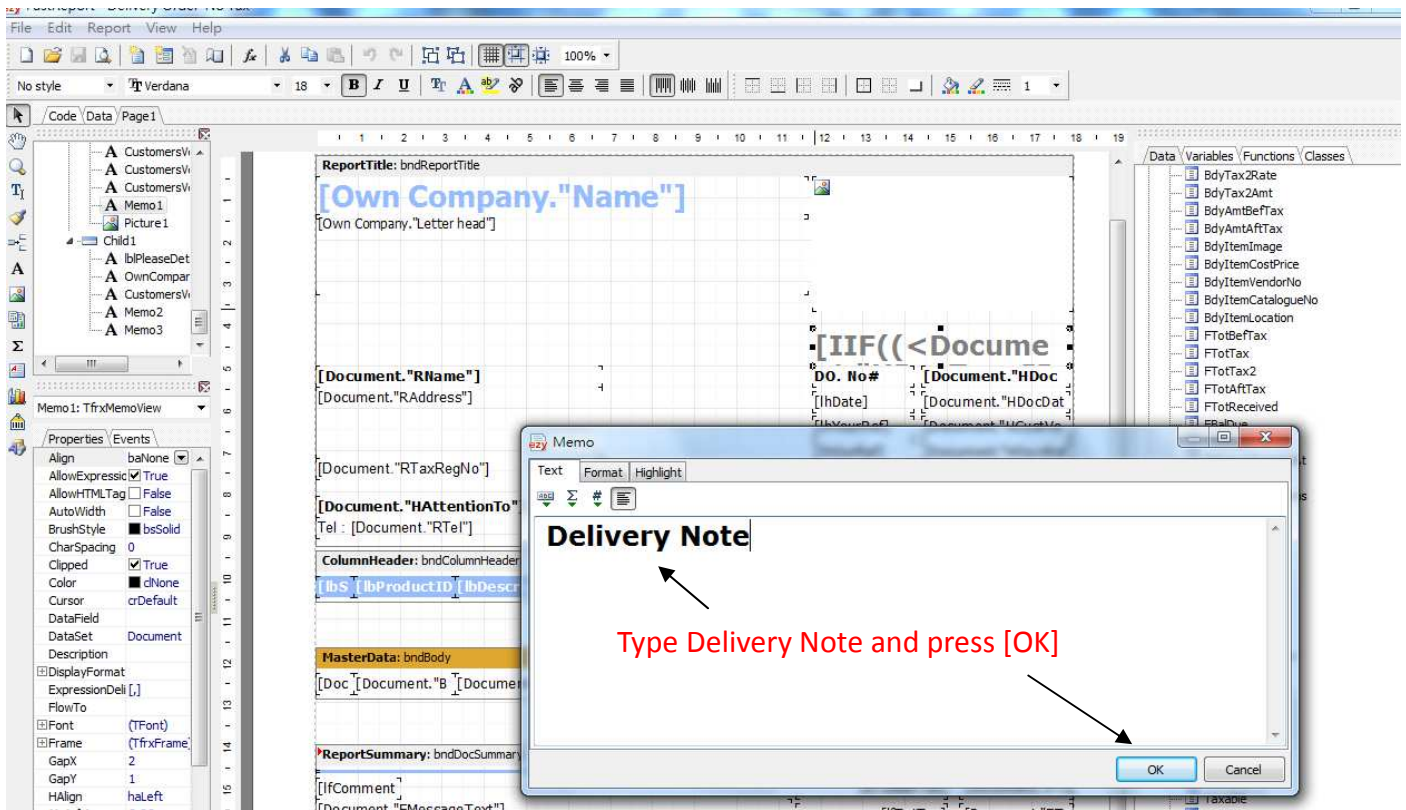
- BdyTax2Rate
- BdyTax2Amt
- BdyAmtBefTax
- BdyAmtAftTax
- BdyItemImage
- BdyItemCostPrice
- BdyItemVendorNo
- BdyItemCatalogueNo
- BdyItemLocation
- FTotBefTax
- FTotTax
- FTotTax2
- FTotAftTax
- FTotReceived
- FbAlDue
- FStatus
- FStatusChangedAt
- FMessageText
- FTermsNConditions
- FRemarks
- FDeliveryLog
- FMemo1
- FMemo2
- UseCurr
- FCurrCode
- FCurrSymbol
- FCurrRate
- FTotAftTaxFCurr
- FbAlDueFCurr
- Own Company**
 - Name
 - Tel
 - Fax
 - Email
 - WebSite
 - Taxable
 - BizRegNo
 - Tax Reg #
 - Address
 - Letter head
 - Logo
 - TaxTypeID
 - Tax1Acronym

Memo

[IIF((<Document."HDocTypeID">=1) And (<Own Company."TaxTypeID"> > 0), 'Tax Invoice', <Document."HDocTypeName">)]

Highlight the word and press delete

EZY Invoice 13



Mouse point to [lbUnitPrice] then press delete, point to [lbAmount] then press delete, point to [Own Company."Tax1Acronym"] then press delete, point to [Own Company."Tax2Acronym"] then press delete

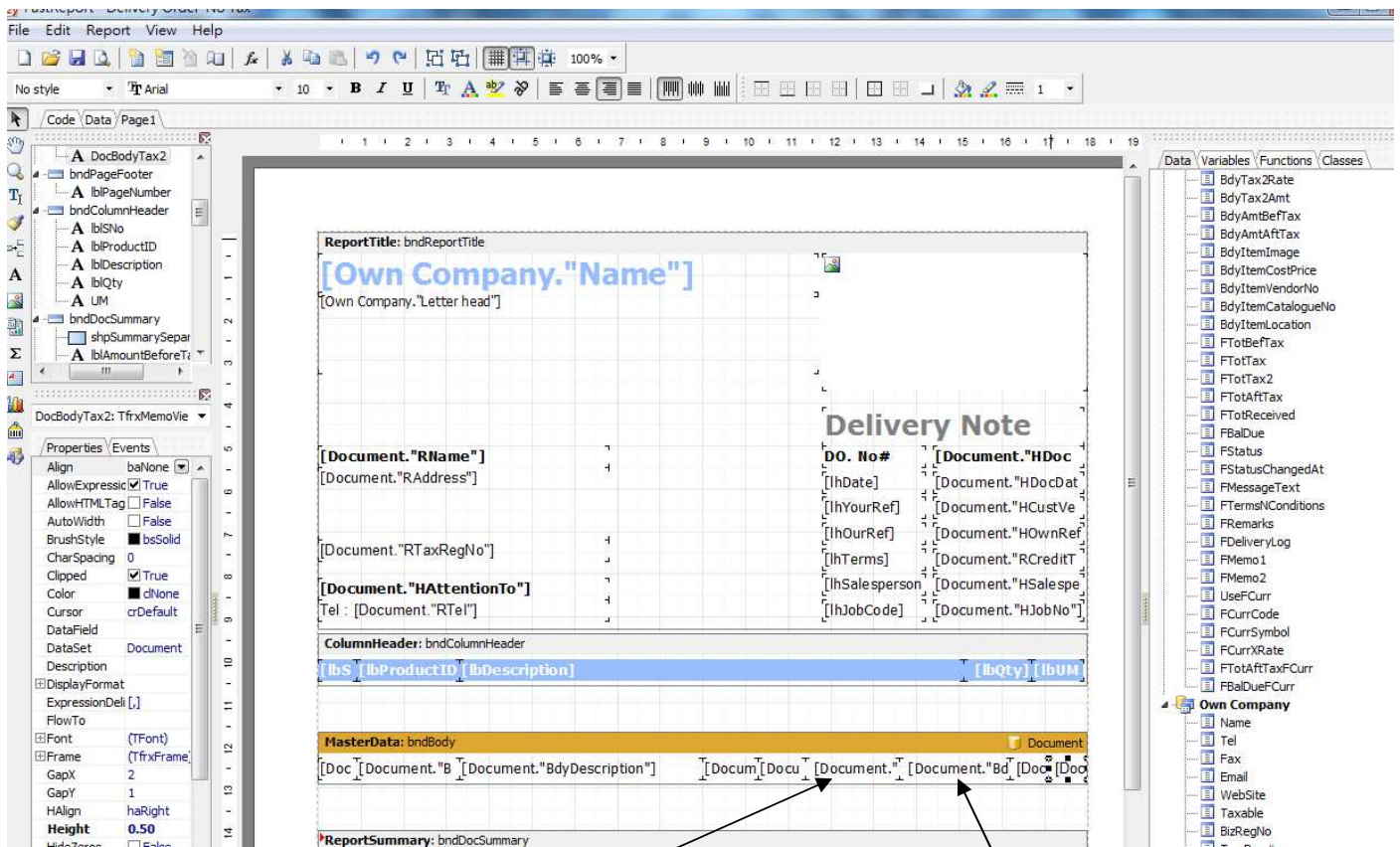
EZY Invoice 13

The screenshot shows the design tool interface for 'EZY Invoice 13'. The main report area displays a 'Delivery Note' form. At the top, it shows the company name '[Own Company. "Name"]' and address '[Own Company. "Letter head"]'. Below this, there are fields for document details: '[Document. "RName"]', '[Document. "RAddress"]', '[Document. "RTaxRegNo"]', and '[Document. "HAttentionTo"]'. A table section follows, with a column header row containing '[lbS]', '[lbProductID]', '[lbDescription]', '[lbQty]', and '[lbUM]'. The table body contains a 'MasterData' section with columns for document ID, description, quantity, and unit of measure. The report summary section includes fields for '[IfComment]', '[Document. "FMessageText"]', '[IfTotBefTax]', '[Document. "FTotBefTax']', and '[IfTotTax]', '[Document. "FTotTax']'. The left sidebar shows the 'Code' tree with 'bndDocSummary' selected, and the 'Properties' pane for 'lbQty' is visible. The right sidebar shows the 'Data' tree with 'Own Company' selected.

Modify the width and position of [lbs] [lbProductID] [lbDescription] [lbQty] [lbUM]

This screenshot shows the same design tool interface as the first screenshot, but with modifications to the table layout. The column header row now contains '[lbS]', '[lbProductID]', '[lbDescription]', '[lbQty]', and '[lbUM]'. The 'lbS' and 'lbUM' fields have been significantly widened and repositioned to the right side of the table header, while 'lbProductID' and 'lbDescription' have been narrowed and repositioned to the left. The 'MasterData' table body below also reflects these changes in column widths and positions. The rest of the report layout, including the company information and summary fields, remains the same as in the first screenshot.

EZY Invoice 13



Mouse point to [Document."BdyUnitPrice"] then press delete, point to [Document."BdyAmount"] then press delete, point to [Document."BdyTaxRate"]% then press delete, point to [Document."BdyTax2Rate"]% then press delete

EZY Invoice 13

The screenshot shows the EZY Invoice 13 software interface. The main window displays a report design grid. The grid is divided into several sections:

- ReportTitle:** Contains the text "[Own Company."Name"]" and "[Own Company."Letter head"]".
- Document Information:** Includes fields for "[Document."RName"]", "[Document."RAddress"]", "[Document."RTaxRegNo"]", "[Document."HAttentionTo"]", and "Tel : [Document."RTel"]".
- Delivery Note:** A section with a title "Delivery Note" and various fields like "DO. No #", "[Document."HDoc", "[Date", "[Document."HDocDat", "[YourRef]", "[Document."HCustVe", "[OurRef]", "[Document."HOwnRef", "[Terms]", "[Document."RCreditT", "[Salesperson", "[Document."HSalespe", "[JobCode]", "[Document."HJobNo"]".
- ColumnHeader:** A table header with columns "[lbS", "[lbProductID", "[lbDescription", "[lbQty]", and "[lbUM".
- MasterData:** A table body with columns "[Doc", "[Document."B", "[Document."BdyDescription", "[Docu", and "[Docu".
- ReportSummary:** A section with fields like "[IfComment", "[IfTotBefTax", "[Document."FTo", "[Document."FMessageText", "[IfTotTax", "[Document."FTo", and "[IfTotTax2", "[Document."FTo".

On the right side, there is a "Data" pane with a tree view showing variables and classes, including "Own Company" with fields like Name, Tel, Fax, Email, etc.

Modify the width and position of [Document."BdySN"] [Document."BdyProductID"]
 [Document."BdyDescription"] [Document."BdyQty"] [Document."BdyUM"]
 (they should be parallel with ColumnHeader)

EZY Invoice 13

Delivery Note

[Document."RName"] DO. No# [Document."HDoc"
 [Document."RAddress"] [lhDate] [Document."HDocDat"
 [lhYourRef] [Document."HCustVe"
 [lhOurRef] [Document."HOwnRef"
 [lhTerms] [Document."RCreditT"
 [lhSalesperson] [Document."HSalespe"
 [lhJobCode] [Document."HJobNo"]

[Document."RTaxRegNo"] [Document."RTaxRegNo"]
 [Document."HAttentionTo"] [Document."HAttentionTo"]
 Tel : [Document."RTel"] [Document."RTel"]

ColumnHeader: bndColumnHeader
 [lbS [lbProductID [lbDescription] [lbQty] [lbUM]

MasterData: bndBody Document
 [Doc [Document."B [Document."BdyDescription"] [Docum] [Docu]

ReportSummary: bndDocSummary
 [IfComment [IfTotBefTax] [Document."FTo
 [Document."FMessageText"] [IfTotTax] [Document."FTo
 [IfTotTax2] [Document."FTo
 [IfTotAftTax] [Document."F
 [Document."FTermsNConditions"]
 1 [Own
 [If(<Document."U [Document."F

Child: Child1
 Delivery Order Issued By Received in Good Order and Condition

Mouse point to [IfTotBefTax] then press delete, point to [Document."FTotBefTax"] then press delete, repeat the steps to delete [IfTotTax] [Document."FTotTax"] [IfTotTax2] [Document."FTotTax2"] [IfTotAftTax] [Document."FTotAftTax"]...[Document."FCurrSymbol"][Document."FBalDueFCurr"]

[Document."RTaxRegNo"] [Document."RTaxRegNo"]
 [Document."HAttentionTo"] [Document."HAttentionTo"]
 Tel : [Document."RTel"] [Document."RTel"]

ColumnHeader: bndColumnHeader
 [lbS [lbProductID [lbDescription] [lbQty] [lbU]

MasterData: bndBody Document
 [Doc [Document."B [Document."BdyDescription"] [Docum] [Docu]

ReportSummary: bndDocSummary
 [IfComment [Document."FMessageText"]
 [Document."FTermsNConditions"]
 1 [Own
 [If(<Document."U [Document."F

Child: Child1
 Delivery Order Issued By Received in Good Order and Condition

for : [Own Company."Name"] for : [Document."RName"]

EZY Invoice 13

The screenshot shows the EZY Invoice 13 design tool interface. On the left is a Properties/Events pane. The main area displays a report layout with sections: ColumnHeader (with fields like lbS, lbProductID, lbDescription, lbQty, lbU), MasterData (with fields like Doc, B, BdyDescription), ReportSummary (with fields like FMessageText, FTermsConditions), and Child (with fields like Delivery Order Issued By, Received in Good Order and Condition). On the right is a Data Tree pane listing various fields like BdyItemLocation, FTotBefTax, FTotTax, etc. A text box in the ReportSummary section says "Move to right side" with an arrow pointing to a field definition in the Data Tree: `1 [Own] [IIF(<Document."U" [Document."F`. Below the Data Tree are checkboxes for "Create field", "Create caption", and "Sort by Name".

Data Tree

Press `[1 [Own Company."BaseCurrCode"] = [Document."FCurrXRate"] [<Document."FCurrCode">]` move to right side (Data Tree),

Press `[IIF(<Document."UseFCurr">,<IfBalDue> +' (' + <Document."FCurrCode"> +'),')']` move to right side (Data Tree),

Press `[Document."FCurrSymbol"] [Document."FBalDueFCurr"]` move to right side (Data Tree),

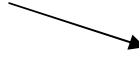
Result :

Business Advisor Service Co.

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



Change Delivery Order to Delivery Note



Delivery Note

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

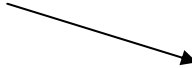
Attention : Albert Au
Tel : 2570 9394

DO. No# DO1007
Date 19/12/2014
Your Ref#
Our Ref# PO1020
Credit Terms 7 Days
Salesperson
Job No. JB1002

SN #	Product ID	Description	Qty	UM
0	C-1	Shirt	1	Ea
0	C-2	Dress	1	

Comments

Clear all Tax, Total Amount



TERMS & CONDITIONS

1. Unpaid accounts beyond the agreed credit terms may incur interest charges at the prevailing lending rates.

2. Any goods delivered remain the property of "ABC" until full payment has been received.

3. Please make cheque payments payable to : ABC .

Delivery Order Issued By

Received in Good Order and Condition

for : Business Advisor Service Co. 匯才

for : A & B Group
Please sign, stamp and date to confirm receipt