

Problem :

Business Advisor Service Co.

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



X & Y HOLDINGS COMPANY I
Rooms 1120-1122 Wing On Holdi
Building
111 Des Voeux Road Central
Central

Attention : K. Ho
Tel : 2121 2323

不要 Credit Terms 及
Salesperson, 改為
Reference 1 及 Reference
2, 欄位每次輸入不同
reference no.

Invoice

Invoice No# R15576
Date 01/04/2014
Your Ref#
Our Ref#
Credit Terms 30 Days
Salesperson JOE
Job Code

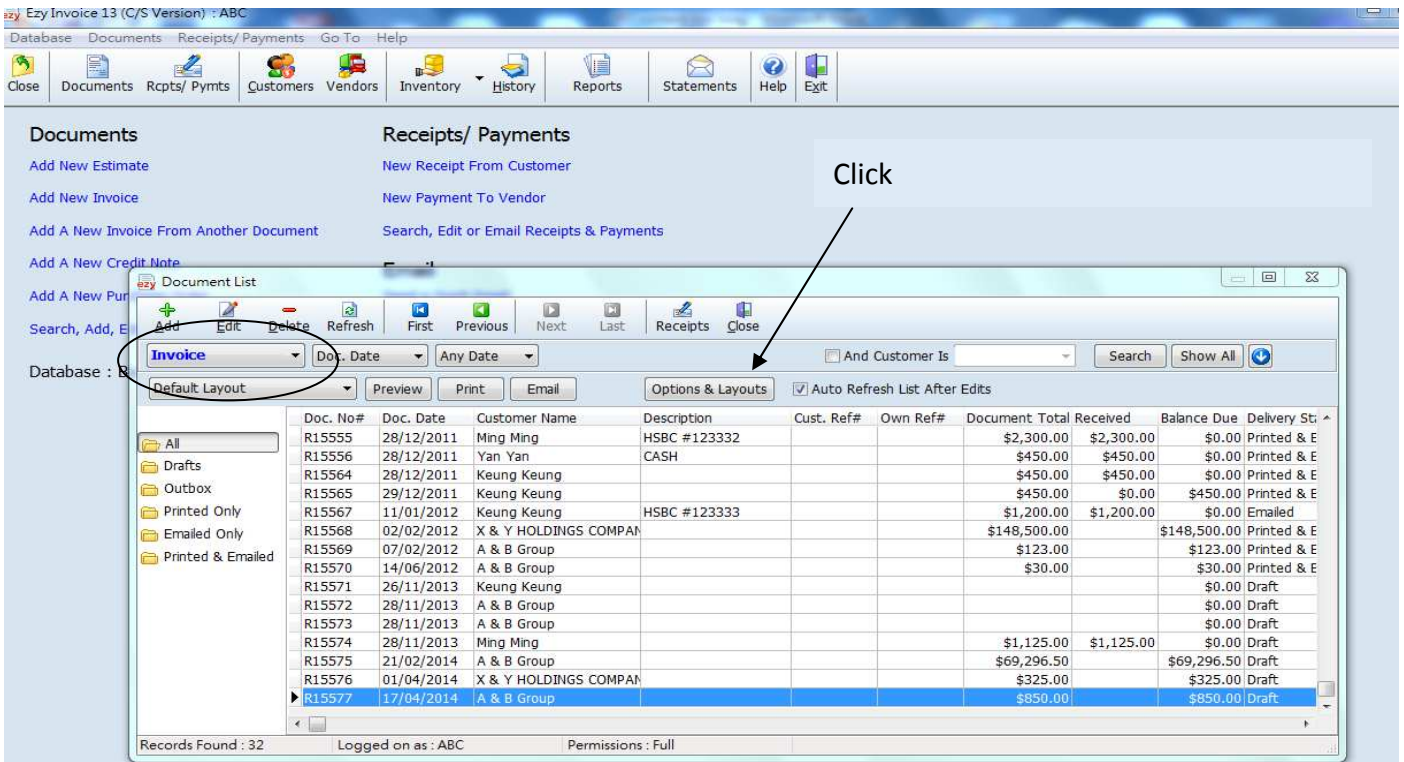
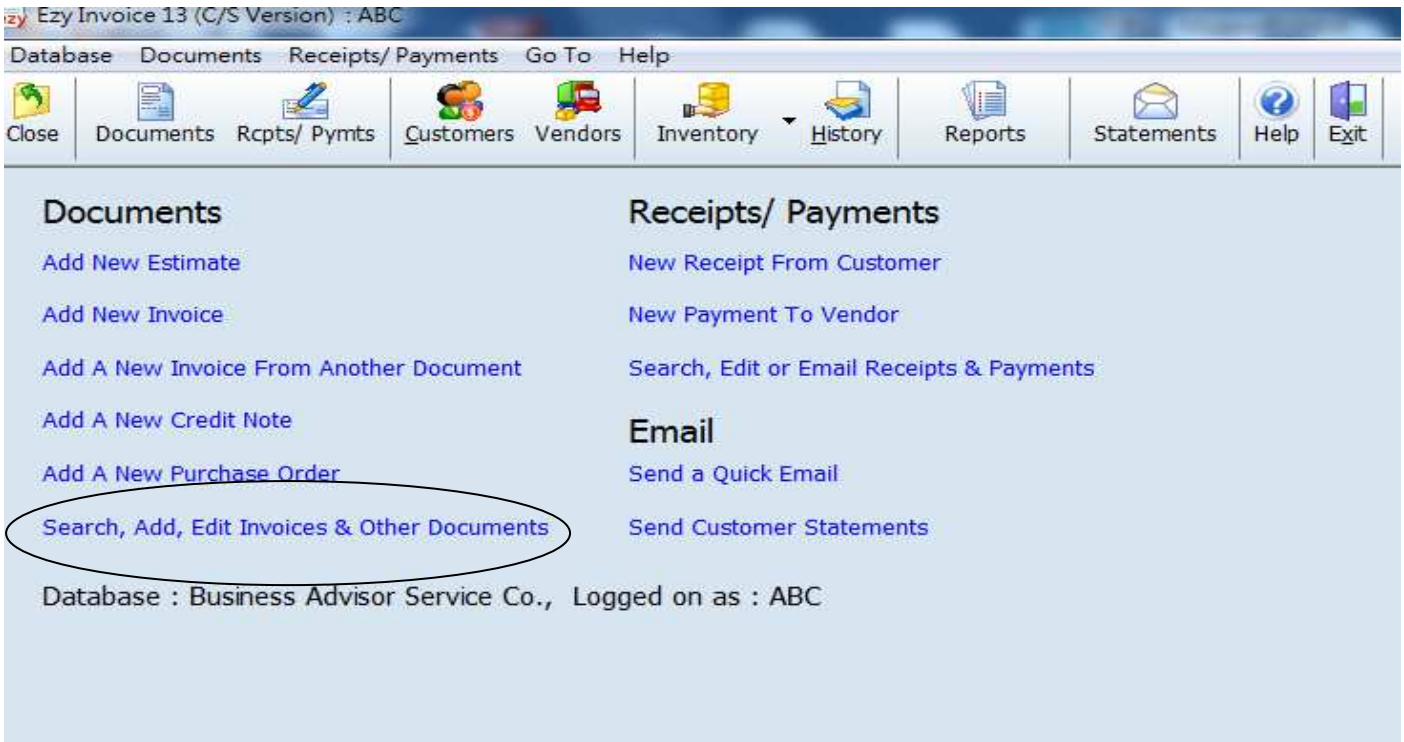
SN #	Product ID	Description	Qty	UM	Unit Price	Amount	Tax	Tax
1	K1-Books 1st Term	Books 書簿費	1	Sets	\$325.00	\$325.00	0%	0%

Comments	Total Before Tax	\$325.00
	Tax	\$0.00
	Tax 2	\$0.00
	Total After Tax	\$325.00
	Amount Paid	\$0.00
Balance Due (HKD)		\$325.00

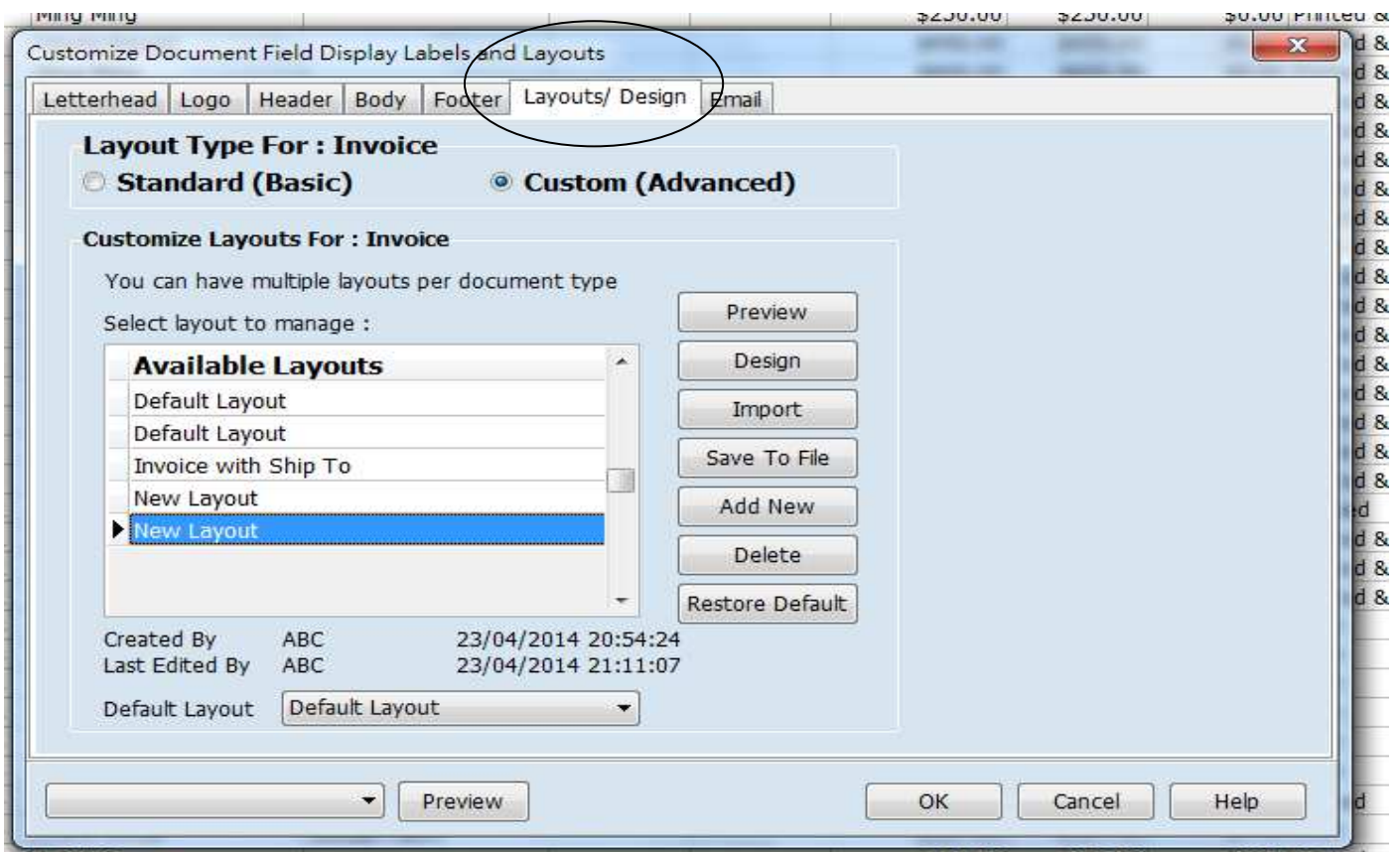
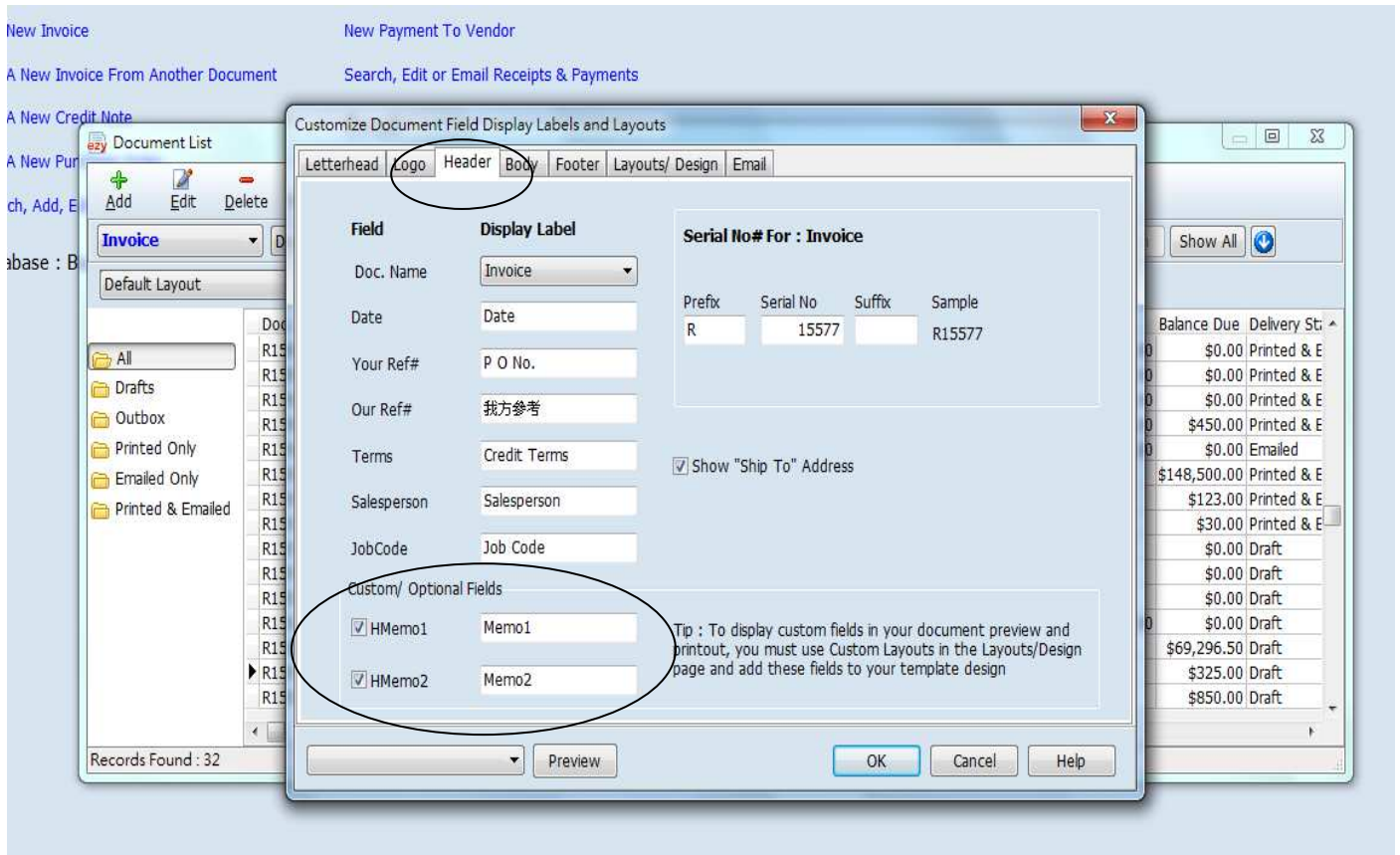
TERMS & CONDITIONS 條款說明
1. 發票十四天內到帳, 逾期利息2%
2. Any goods delivered remain the property of "中國招商局" until full payment has been received.
3. Please make cheque payments payable to : 匯才電腦公司
4. E & O.E.

EZY Invoice 13

Solution :



EZY Invoice 13



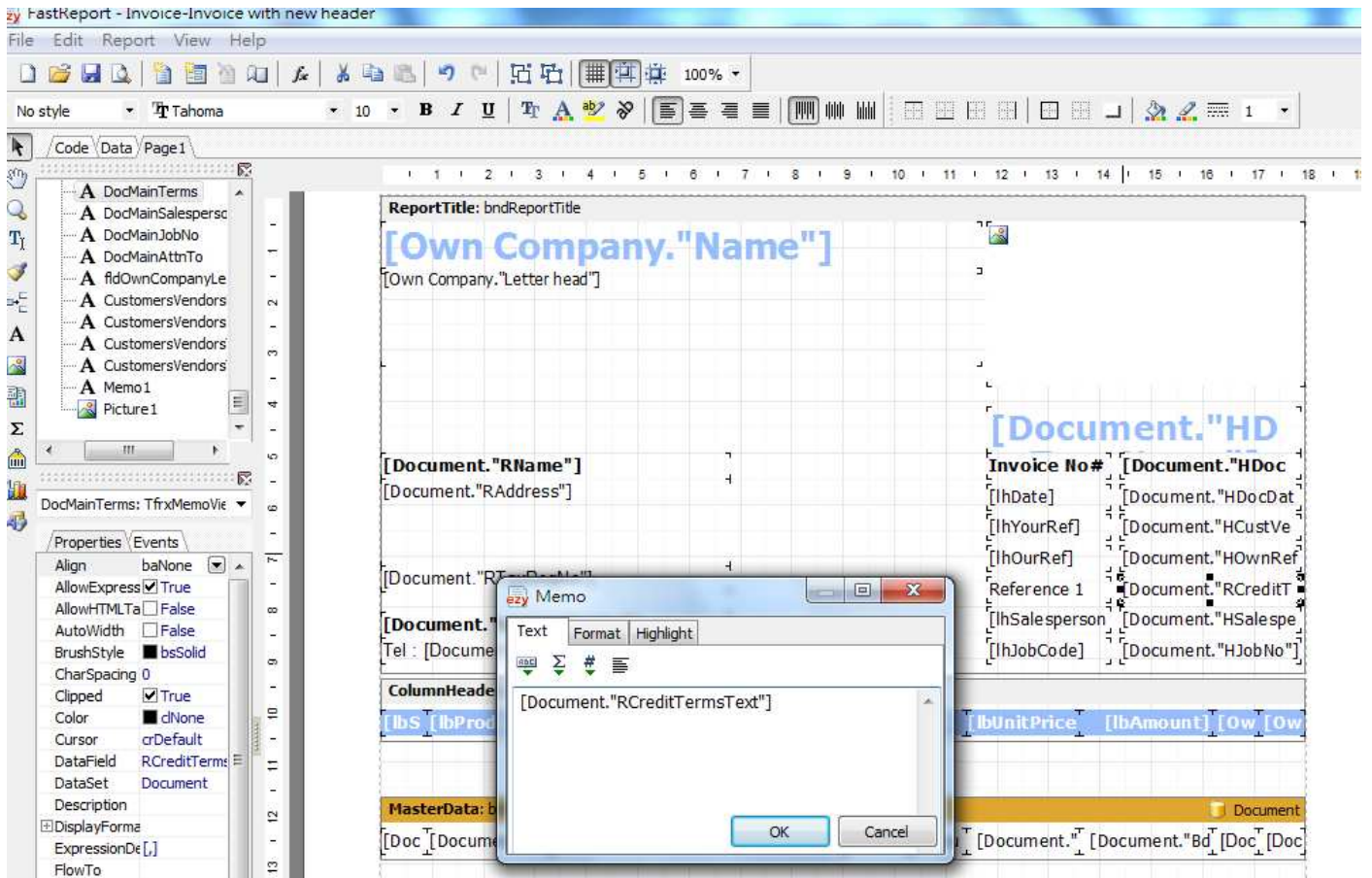
Press [Add New], rename New Layout to other name, press [Design]

EZY Invoice 13

The screenshot displays the FastReport application interface for designing an invoice. The main window shows a grid-based layout with various data fields and sections. A 'Memo' dialog box is open, showing the text '[lhTerms]' in its text area. The background design includes sections like 'ReportTitle', 'Document', 'Invoice No', and 'Totals'. The 'Properties' panel on the left shows settings for the selected element, such as 'Height' set to 0.50 and 'Left' set to 11.80.

Point to [lhTerms], Memo pop out, delete [lhTerms] type Reference 1

EZY Invoice 13



Point to [Document "RCreditT], Memo pop out, change wording to [Document."HMemo1"]
Press Preview to check, if ok, repeat the above steps to change [IhSalesperson],
Finally, save file and exit

Result :

Business Advisor Service Co.

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



A & B Group

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

Tel :

Invoice

Invoice No# R15583
 Date 03/06/2014
 Your Ref#
 Our Ref# 10125
 Reference 1 123456
 Reference 2 014
 Job Code

SN #	Product ID	Description	Qty	UM	Unit Price	Amount	Tax	Tax
							0%	0%

Comments

Total Before Tax
 Tax
 Tax 2

Total After Tax

Amount Paid \$0.00

Balance Due (HKD)

TERMS & CONDITIONS 條款說明

- 發票十四天內到帳 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

EZY Invoice 13

Where to input HMemo 1 and HMemo 2 ?

Invoice (R15583)

Default Layout | Preview | Print | Email | Options & Layouts

Main | **More**

Customer: A & P Group | Date: 03/06/2014 | Doc No#: R15583

Inventory | Auto Serial No [checked]

SN#	Product ID	Description	Qty	UM	Unit Price	Amount	Remarks1
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Comments | Del. Status: Draft | Total After Tax: \$0.00

Logged on as : ABC | Permissions : Full

Invoice (R15583)

Default Layout | Preview | Print | Email | Options & Layouts

Main | **More**

Memo1: 123456 (HMemo1)

Memo2: 014 (HMemo2)

Private Remarks

Delivery Log

Account: Revenue - Sales

Created By: ABC | 03/06/2014 15:01:04

Last Edited By: ABC | 04/06/2014 11:46:09

Logged on as : ABC | Permissions : Full