

# EZY Invoice 13

Problem :

Receipts/ Payments

Invoice (R15607)

NEW Preview Print Email Options & Layouts Save form & column size

Main More

Customer: A & B Group ShipTo: 石化有限公司 Doc No#: R15607  
Contacts: Address: 九龍 旺角 上海街 181-185 號 七樓 C室 Date: 05/03/2015  
Attn To: Attention : Albert Au Attn To: Your Ref#:  
Description: Our Ref#: Salesperson:  
Currency: GBP £ Tel: 2570 9394 Job No.: 1314  
Ex. Rate: 13.12

Product ID	Description	Qty	UM	Unit Price	Amount	Remarks1	Remarks2	Remarks3
C-1	Shirt	1	Ea	\$300.00	\$300.00			
C-2	Dress	1		\$250.00	\$250.00			

Comments

Del. Status: Draft

Amount Paid: Balance Due: \$300.00

Logged on as: ABC Permissions: Full

Business Advisor Service Co. BAS

匯才

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

**Attention : Albert Au**  
Tel : 2570 9394

**Invoice 發票**

**Invoice No. R15607**  
Date日期: 05/03/2015  
Your Ref#  
Our Ref#  
Credit Terms: 7 Days  
Delivery Schedule :

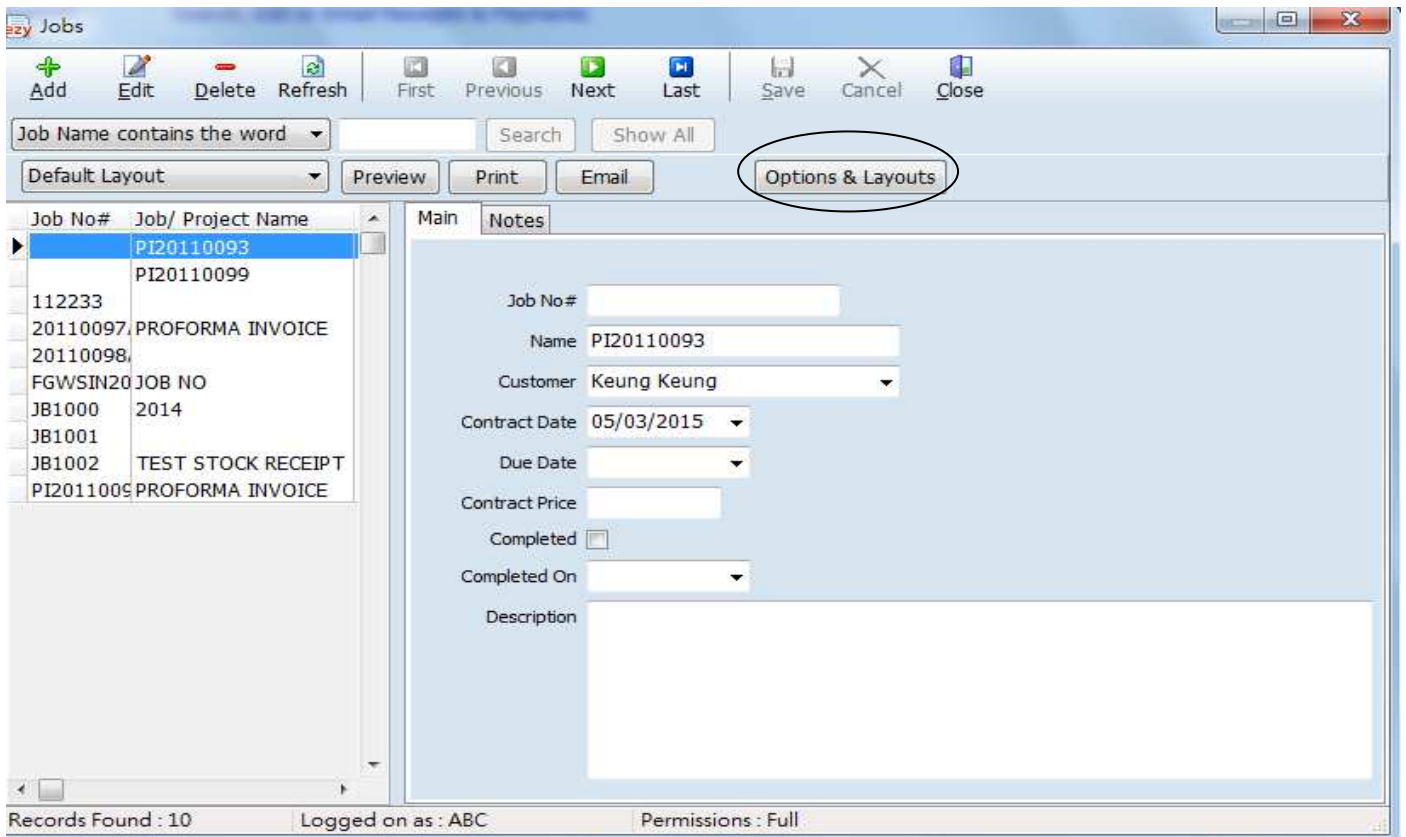
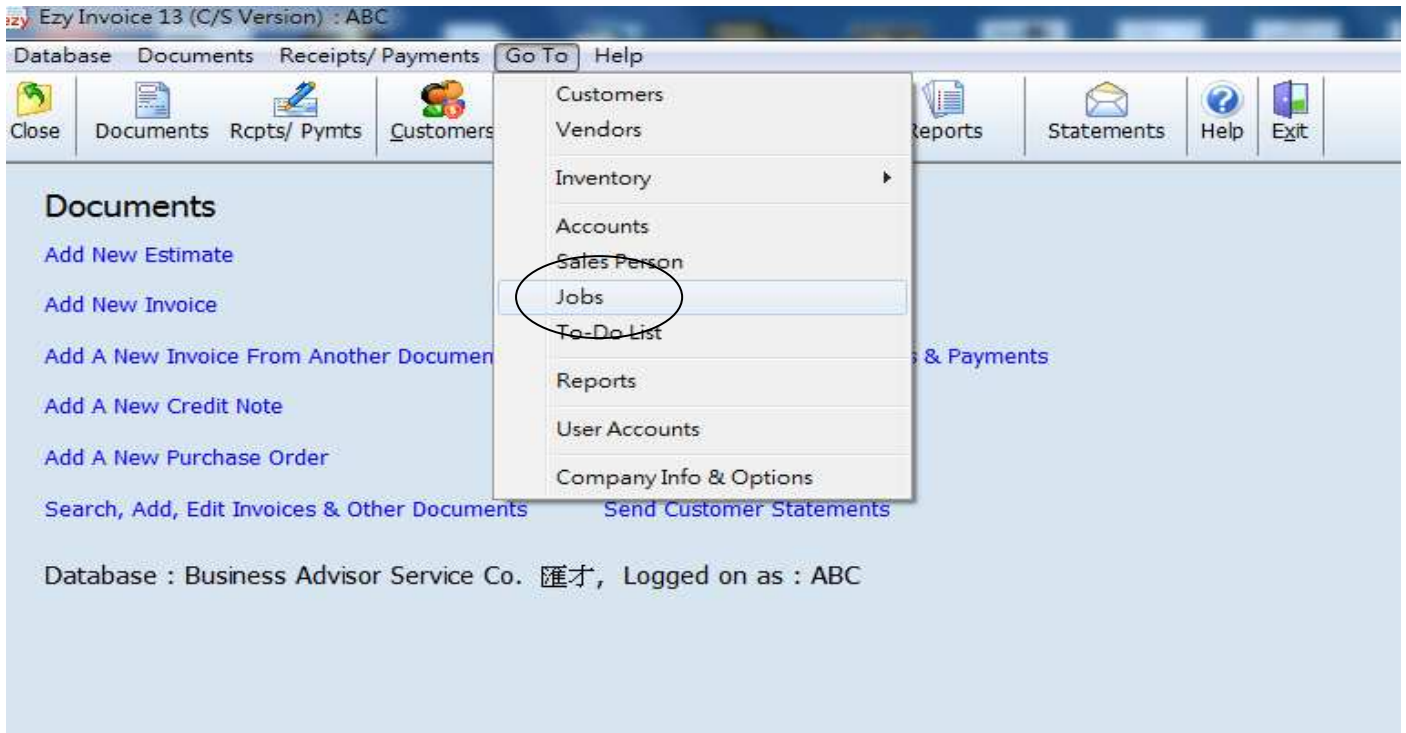
Salesperson  
Job No. 編號

SN #	Product ID	Description 貨品說明	Qty 單位	Unit Price	Discount	Amount
	C-1	Shirt	1 Ea	\$300.00		\$300.00
	C-2	Dress	1	\$250.00		\$250.00

Comments

**Total Amount \$550.00**

## Solution :



# EZY Invoice 13

Letterhead Logo **Job No#** Layouts/ Design Email

Maintain Auto-Serial for Job Number

Job Number Prefix JB-

Next Serial Number 1234567898

Job Number Suffix -1

Display JB-1234567898-1

每次新增 Job Code, [Next Serial Number] 自動跳至下一個數字; 如果不想系統自動跳, untick 格子

3 組加起不超 21 字元, Job No. Prefix 及 Job No. Suffix 可以加 - 或 /

Default Layout Preview **OK** Cancel Help

ozy Jobs

+ Add Edit Delete Refresh First Previous Next Last Save Cancel Close

Job Name contains the word Search Show All

Default Layout Preview Print Email Options & Layouts

Job No#	Job/ Project Name
* JB-123456	PI20110093
	PI20110099
11120140	
112233	
12345678	
12345678	
20110097	PROFORMA INVOICE
20110098	
FGWSIN20	JOB NO
JB-123456	
JB-123456	
JB-123456	
JB-123456	
JB/123456	
JB1000	2014
JB1001	
JB1002	TEST STOCK RECEIPT
JBQWERT	
PI2011009	PROFORMA INVOICE

Job No# JB-1234567897-1

Name

Customer

Contract Date 05/03/2015

Due Date

Contract Price

Completed

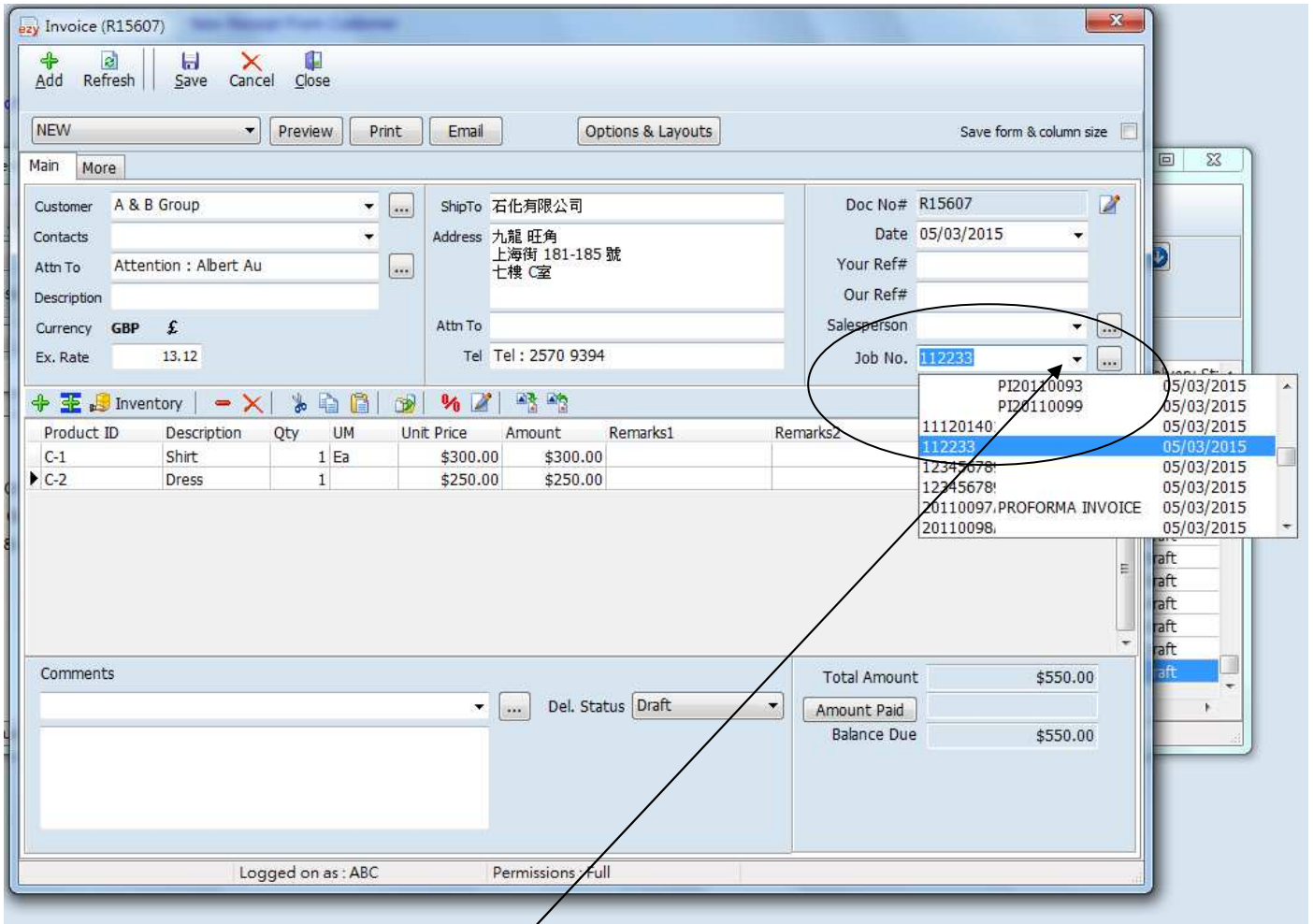
Completed On

Description

按 [Add] 新增一個新 Job Code, 填上需要用的資料, 最後按 [Save]

Records Found : 19 Logged on as : ABC Permissions : Full

# EZY Invoice 13



按 ▾ 選擇 Job Code, 如果是新的 Job Code, 可以按旁




邊鈕



# EZY Invoice 13

The screenshot displays two overlapping software windows. The top window, titled 'Invoice (R15607)', contains a form with the following fields: Customer (A & B Group), ShipTo (石化有限公司), Doc No# (R15607), Date (05/03/2015), Address (九龍 旺角 上海街 181-185 號 七樓 C室), Attn To (Attention : Albert Au), and Job No. (112233). The bottom window, titled 'Jobs', features a table with columns 'Job No#' and 'Job/ Project Name'. The table lists several job entries, with 'PI20110093' highlighted. To the right of the table is a detailed view for the selected job, showing fields for Job No#, Name (PI20110093), Customer (Keung Keung), Contract Date (05/03/2015), Due Date, Contract Price, Completed (checkbox), and Completed On. Two blue speech bubble icons with three dots are circled in the original image: one in the Job No. dropdown of the Invoice window and one in the Jobs window's toolbar.

按  跳至新增 Job Code 畫面

Result :

**Business Advisor Service Co.**

匯才

Unit 1104 Crawford House, 70 Queen's Road Central, Hong Kong  
Tel : 852-25032568 Fax : 2503 5568**BAS****Invoice 發票****A & B Group**1801 Wing On Centre,  
111 Connaught Road Central,  
Hong Kong**Attention : Albert Au**

Tel : 2570 9394

**Invoice No. R15607**

Date日期 05/03/2015

Your Ref#

Our Ref#

Credit Terms 7 Days

Delivery  
Schedule :

Salesperson

Job No. 編號 1314

SN #	Product ID	Description 貨品說明	Qty 單位	Unit Price	Discount	Amount
	C-1	Shirt	1 Ea	\$300.00		\$300.00
	C-2	Dress	1	\$250.00		\$250.00

Comments

**Total Amount \$550.00**

Amount Paid \$0.00

**Balance Due (HKD) \$550.00**

1 HKD = 13.12 GBP

**Balance Due (GBP) £7,216.00****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

For and on behalf of

Accepted by