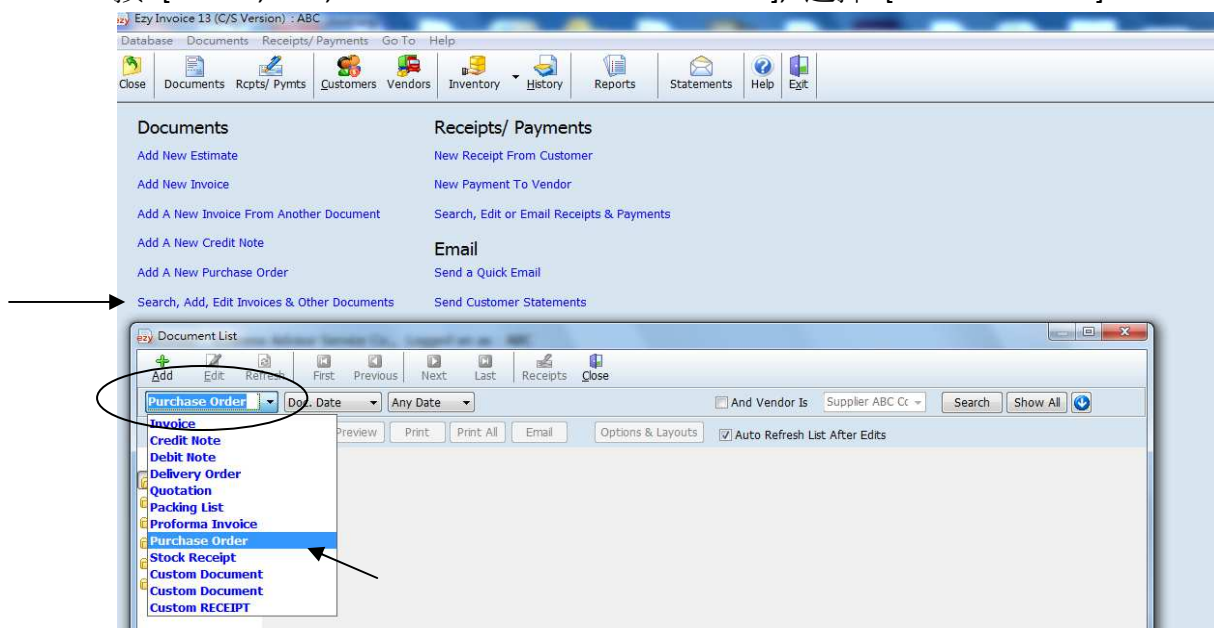


## EZY Invoice 13

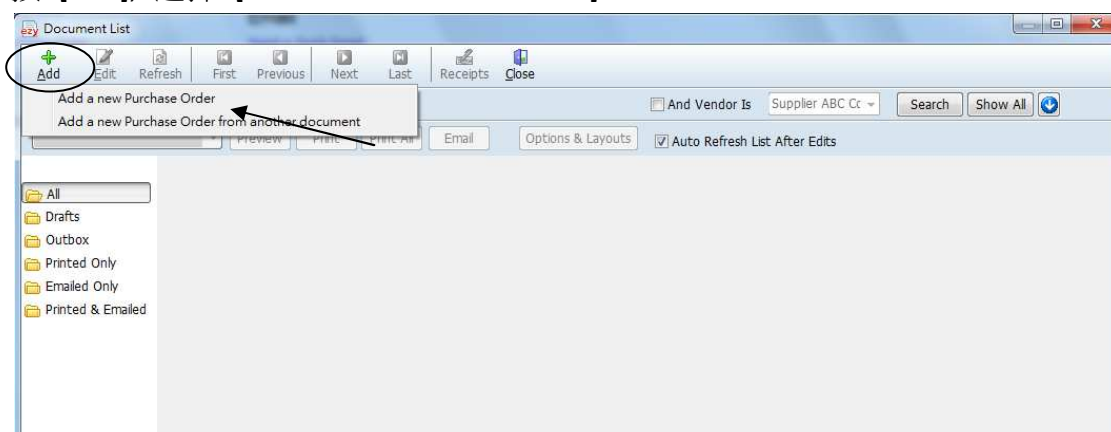
增加存貨

(例一) 出 Purchase Order 後才收貨

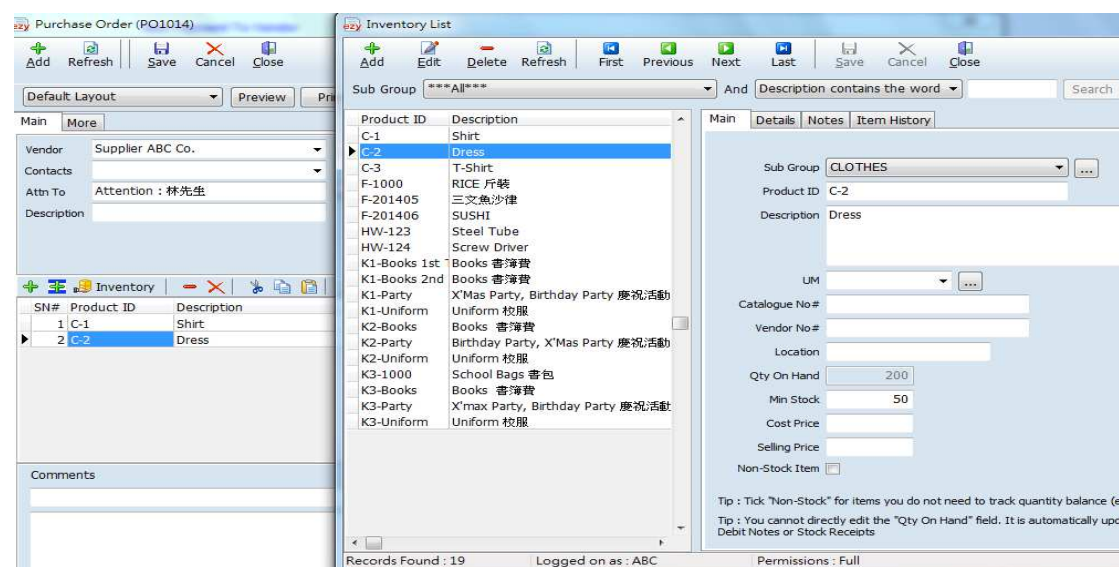
按 [Search, Add, Edit Invoices & Other Documents], 選擇 [Purchase Order]



按 [Add], 選擇 [Add a new Purchase Order]

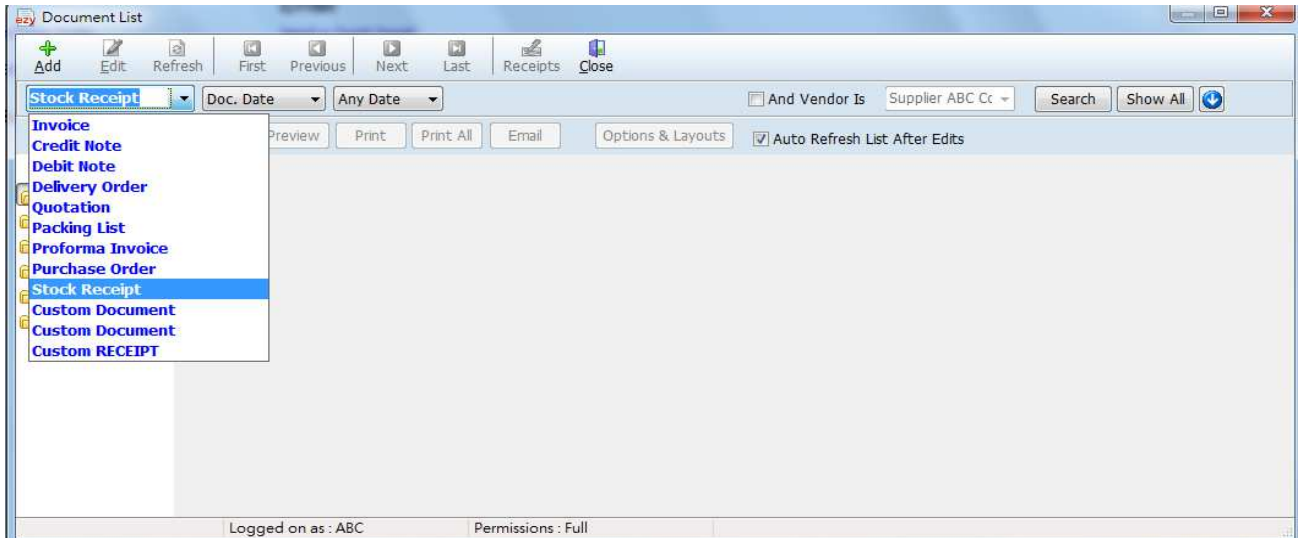


輸入資料並儲存

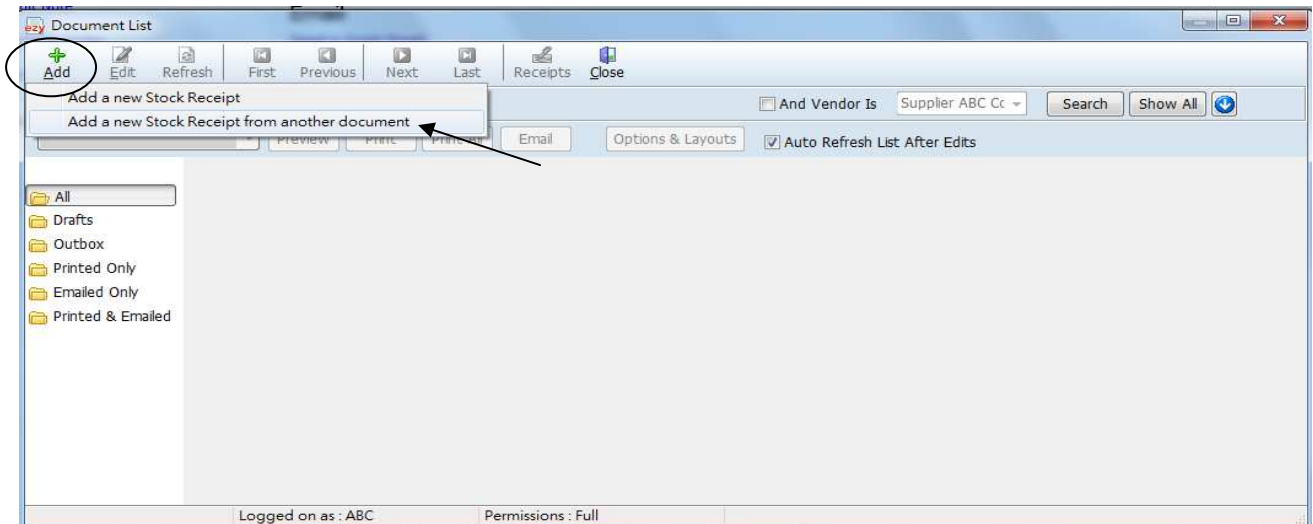


## EZY Invoice 13

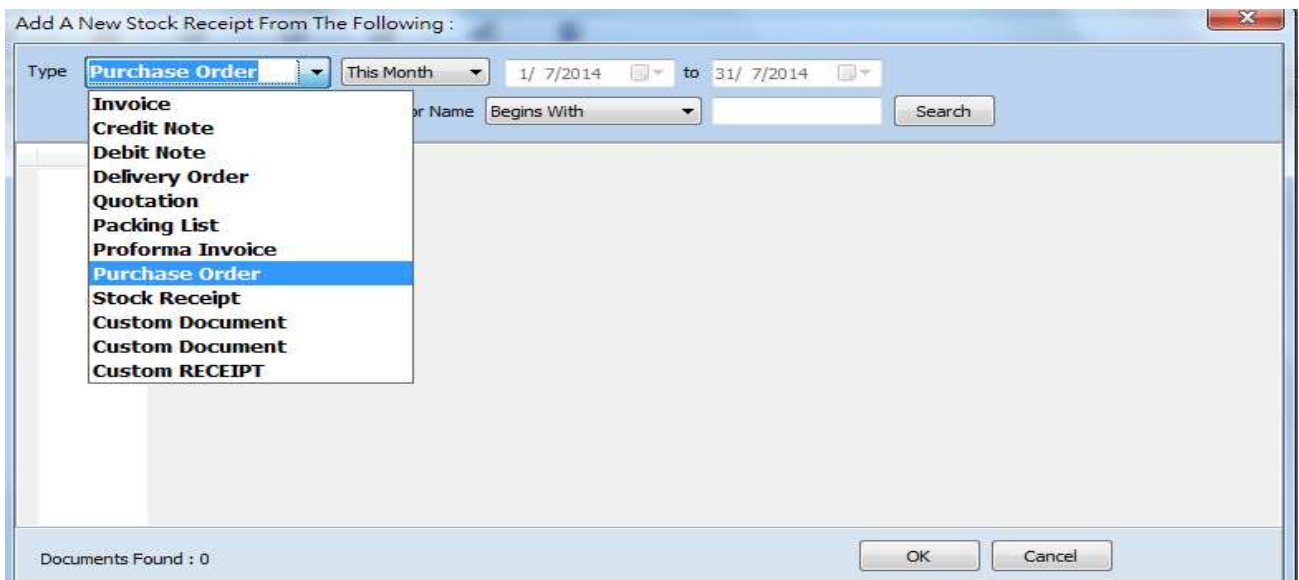
返回主畫面, 再按 [Search, Add, Edit Invoices & Other Documents], 選擇 [Stock Receipt]



按 [Add], 選擇 [Add a new Stock Receipt from another document]



[Type] 選擇 [Purchase Order], 設定日期, 按 [Search], 如有多張 PO 顯示, 選擇合適的按 [OK]

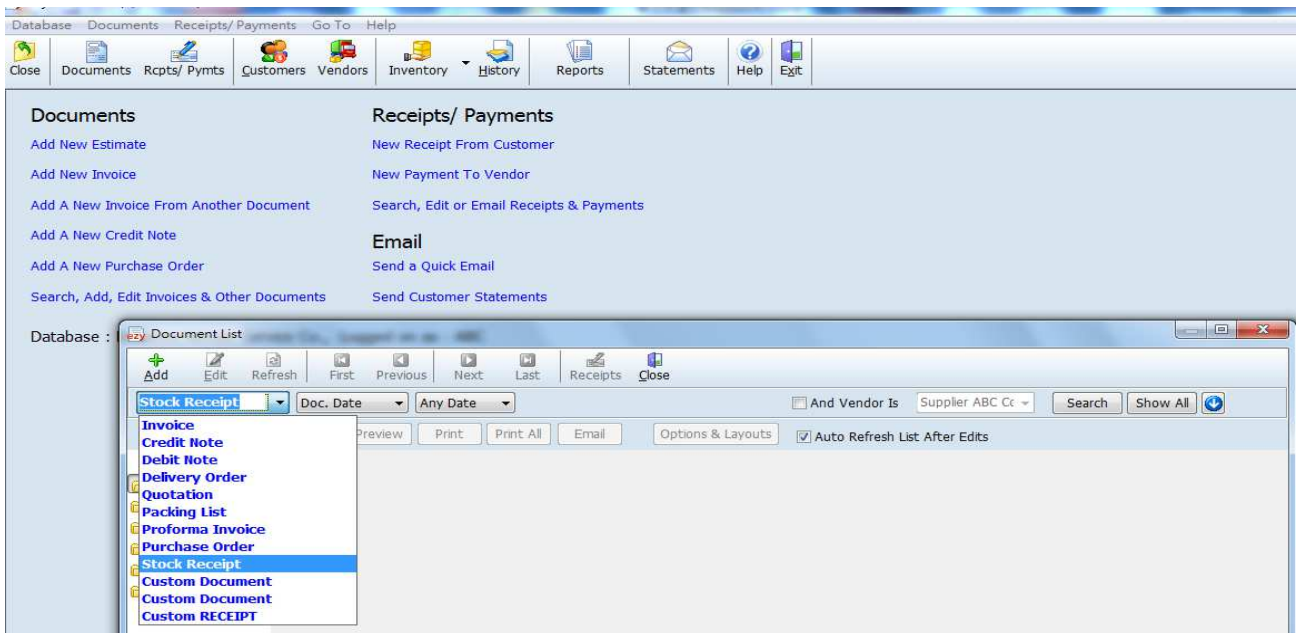


# EZY Invoice 13

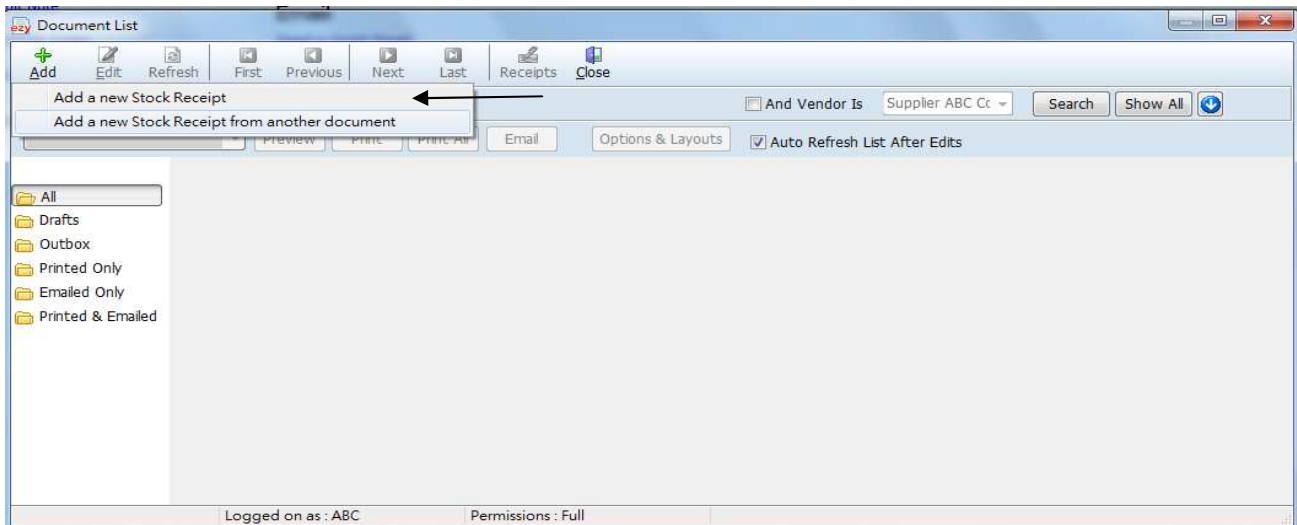
增加存貨

(例二) 直接收貨, 沒有 Purchase Order, Quotation, Invoice

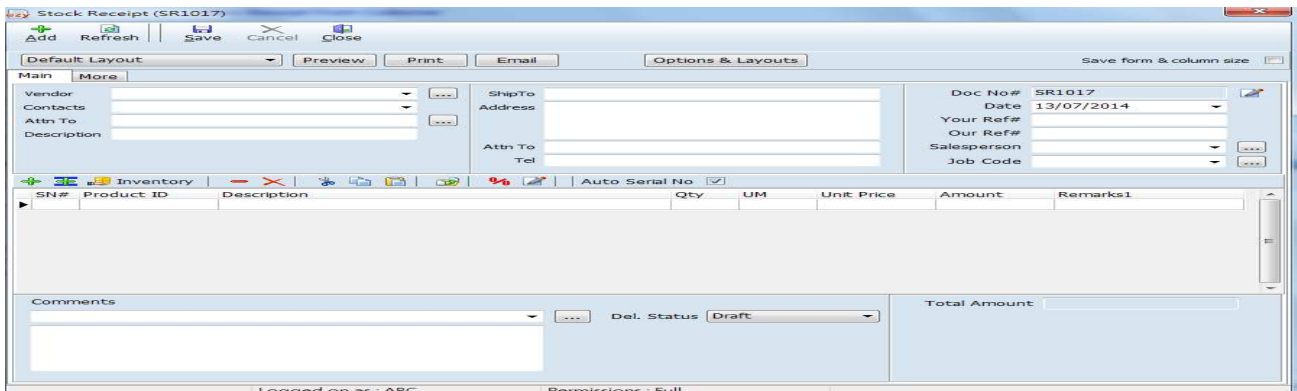
按 [Search, Add, Edit Invoices & Other Documents], 選擇 [Stock Receipt]



按 [Add], 選擇 [Add a new Stock Receipt]



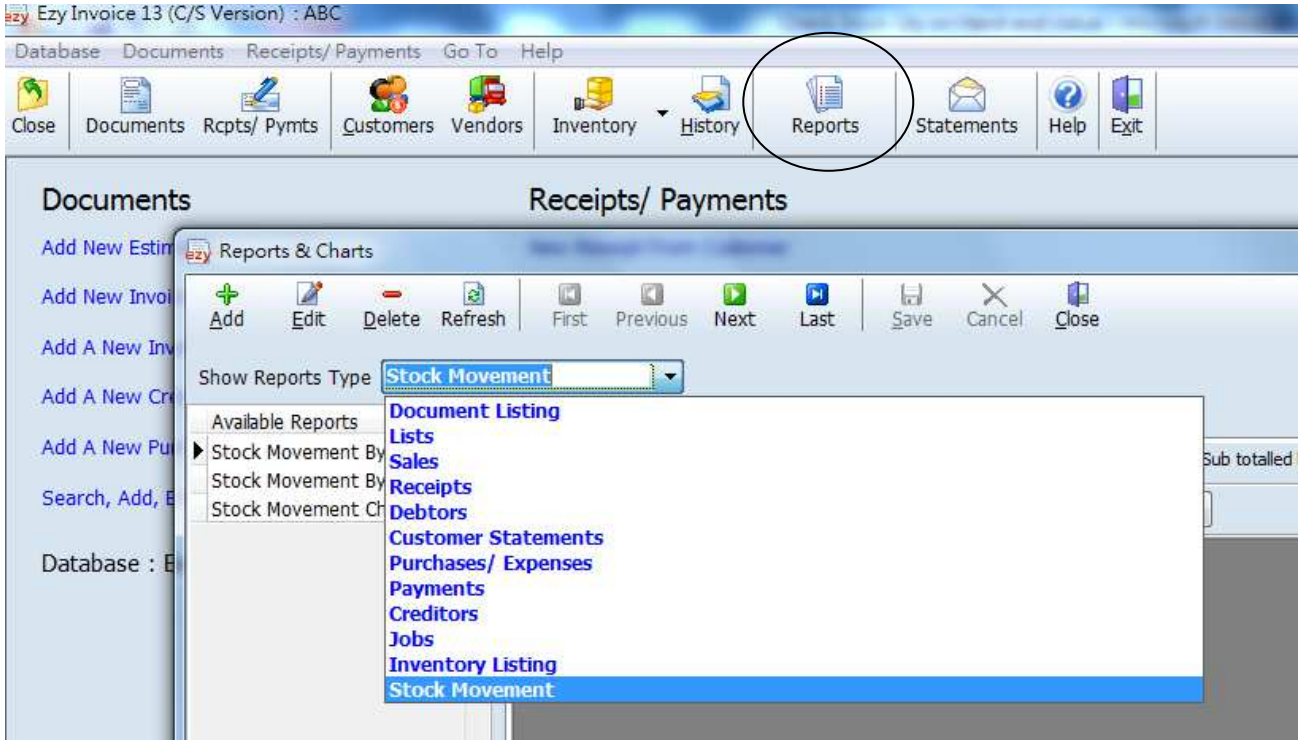
直接輸入資料



# EZY Invoice 13

查閱存貨量

按 [Reports], [Show Reports Type] 選擇 [Stock Movement]



選擇 [Stock Movement by Item]

