CONVERT DEBTOR PACKING SLIP ChreoS

TO INVOICES

Application	ChreosClient – Chreos 3
Module	Clients
Access	"Clients | Invoice"
Minimum service pack	SP32
This document	Convert Debtor Packing Slip to Invoice Ref 3.10b Published May 2004

Overview

"Convert debtor order to packing slip" allows you to covert an existing client order into a packing slip.

To Convert a Packing Slip to an Invoice

- Select either the "Client orders (3.15)", "Debtor packing slips (3.8)" or "Debtor invoices (3.2)" menu option.
- Select the required client.
- Change the 'Activity' to 'Packing slip to invoice'. The existing packing slip grid will display all of the packing slips that have been entered for the selected client that are incomplete.
- Select the required packing slip from the grid.
- Click the [Send to invoice] button. This will convert the selected packing slip into an invoice. The 'Activity' will chance to 'Invoice' and the "Debtor invoice" screen will display the details of the packing slip. Refer to "Debtor invoices (3.2)" for 'Details displayed' and all of the editing options.
- Edit the invoice as required.
- Select an option from 'Removed items' if items have been removed or a quantity has been decreased.
- Enter any discount or freight required.
- Tick the 'E-mail this document' checkbox if required and select the numbers of copies to be printed.
- Click the [Save] button.
- A confirmation message will appear asking if you want to process the invoice. Click the [Yes] button.

Related Issues

- It is possible to have separate and multiple instances of the "Convert debtor packing slip to invoice" screen open at one time for entering many transactions simultaneously. The caption of the screen will display the selected debtor.

- "Converting client transactions (15.17)" provides an overview of all client conversion transactions including alternatives for converting a packing slip to an invoice.