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<b>Application</b>	ChreosClient – Chreos 3
<b>Module</b>	Clients
<b>Access</b>	“Clients   Invoice”
<b>Minimum service pack</b>	SP37
<b>This document</b>	Debtor Invoices Ref 3.2 Published May 2004

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## Overview

“Debtor invoices” allows a client to be invoiced for purchases made.

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## Details Displayed

- **Client Code & Sort Code.** Select the required client. Note: Only clients that have been set up with a charge account in “Client management (3.1)” can be selected. An invoice can not be saved if a client has not been selected. Refer to “Client search (1.3)”.
- **Activity.** ‘Invoice’ will automatically be selected. However the transaction can be changed to ‘Packing slip’, ‘Order’ or ‘Packing slip to invoice’. Refer to “Debtor Invoices (3.2)”, “Debtor packing slips (3.8)” and “Convert packing slip to invoice (3.10b)”. Note: ‘Packing slip to invoice’ can only be selected when a client has been selected in ‘Client code’ and ‘Sort code’.
- **Date.** The current client date. This can be edited but can not be prior to the current client period.
- **Order #.** Enter the order number provided by the client.
- **Deliver By.** Enter the date that the goods are required by. This date can not be prior to the current client period.
- **1 x User-Defined Combo.** This can be defined in “Maintenance | Setup | System”, refer to “Setup (9.1)”. Options can be added to this field in “Maintenance | Support tables”, refer to “Support Table Maintenance (9.2)”.
- **Delivery Address.** Select the address that the goods are to be delivered to. This will default to the address set in “Setup (9.1)”. Each address can be edited. To clear the displayed address and manually enter one, click the [Delete] button.
- **Current.** The client’s current balance.
- **1 Month** – The 1 month balance (i.e. 1 month overdue).
- **2 Months** – The 2 months balance (i.e. 2 months overdue).

- **3 Months** – The 3(+) months balance (i.e. 3+ months overdue).
- **Warning.** Any warning or comment that has been entered about the client in “Client management (3.1)”. This will be displayed in red.
- **Removed items.** The options available for items that have been converted from a packing slip to an invoice but are removed from the invoice. Note: this field will only be available when ‘Packing slip to invoice’ is selected from ‘Activity’.
- **Discount %.** The prompt payment discount that the client can receive when the invoice is paid within the required time period. This is the same as the percentage in “Client management (3.1)” for the selected client. Refer to “Prompt payment discounting (15.18)”.
- **Payment Due.** The date that payment for the invoice is due. This is calculated using ‘Days credit’ in “Client management (3.1)”. If paid on by this date the client will receive the prompt payment discount specified in ‘Discount %’. Refer to “Prompt payment discounting (15.18)”.
- **Items.** As each item is selected the following details about each are displayed on the grid:
  - **Item Ref** – The unique identifier of the item.
  - **Item Code** – The item code of the item.
  - **Description** – The description of the item. This is usually the ‘Name’ however it can be edited and changed. Refer to ‘To edit an invoice item’ on this information sheet.
  - **Quantity** – The quantity of the item to be invoiced.
  - **Unit Amount** – The price per unit.
  - **Total Incl** – The total price including tax.
  - **Total Tax** – The total amount of tax.
- **GST Inclusive Price.** The total of the invoice including tax.
- **Total Qty.** The total quantity of all of the items that have been invoiced.
- **Total \$.** The total of the invoice. Note: Whether this is tax inclusive or exclusive will depend on how the company has been set up. Refer to “Setup (9.1)”.
- **Item Find.** Select the required item/s. Refer to “Item search (1.5)”.
- **Freight.** Click this button to enter freight onto the invoice. To activate the functionality of this button ensure that it is set up correctly in “Stock | Stock table maintenance | Stock linking”. Refer to “Linking in a freight item (15.4)”.
- **Discount.** Click this button to enter a discount for the invoice. This can be entered as a figure that will reduce the total price of the invoice by that dollar amount, or it can be entered as a percentage that will come off the total price of the invoice. To activate the functionality of this button ensure that it is set up correctly in “Stock | Stock table maintenance | Stock linking”. Refer to the ‘Manual discounting’ section of “Discounts (15.8)”.
- **E-mail this document.** Whether or not the invoice is e-mailed directly to the client. Refer to “E-Mailing Reports (15.19)” for setting up this functionality.

- **# To Print Now.** Select the number of copies of the invoice to be printed when the invoice is saved. This will default to the number setup in “Printing setup (9.3)”.

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### To Enter an Invoice

- Select the required client.
- Enter the invoice details.
- Select the item/s to be invoiced.
- 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.

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### To Change the Quantity of an Item

- Select the required item from the grid.
- Click the the [+] and [-] buttons or press the <+> and <-> keys.
- To enter a larger quantity, a fractional quantity or a negative quantity refer to ‘To edit an invoice item’ on this information sheet.

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### To Change the Order of the Items

- Select the item to be moved.
- Click the [UP] and [DN] buttons to change the item’s position on the invoice.

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### To Delete an Item

- Select the item to be deleted.
- Click the [Delete] button or the <Delete> key.

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### To Edit an Invoice Item

- Select the required item from the grid.
- Go to the “Edit invoice item details” screen by pressing the <Ctrl> and <Enter> keys together, double clicking the selected item or clicking the [Edit item] button.
- This screen will display various the ‘Item ref’, ‘Item code’, ‘Description’, ‘Quantity’, ‘Tax inclusive/exclusive unit price’, ‘Tax rate’, ‘Tax unit

amount', 'Total tax' and 'Tax inclusive/exclusive total', 'List price', 'Discount %'.

Only the 'Description', 'Quantity', 'Tax inclusive/exclusive unit price' and 'Tax rate' can be edited. Special editing options include:

- **Description** – This will initially display the name of the item. However, you can add more information about the item or change the description. This can be on one line or multiple lines. A spell check can be accessed for this field by right-clicking and selecting 'Spell check'. The spell check is based on the Microsoft Word dictionary and required a compatible version of MS Word to be installed on the client machine.
- **Tax Inclusive/Exclusive Unit price** – The price of the item can manually be changed in this field but it is also possible to give a percentage discount here. This is done by overwriting the unit price with a percentage discount. This can be used when an item, but not the entire invoice, requires a percentage discount. Once the [Save] button has been clicked the price of the item will be automatically adjusted.
- **Tax Rate** – The 'Auto-calc tax' check box must be ticked to display the 'Tax rate' entry field and allow editing.
- Edit the required details.
- Click the [Save] button.

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## To Show Only Total Lines

Under 'Description' on the invoice there is the ability to have multiple lines displayed. These can be entered in the 'Edit invoice item details' screen. Refer to 'To edit an invoice' on this information sheet. When an item is selected the invoice will automatically show all of the available lines. However, to view only one description line (the bottom line) click the [Show only total lines] button. This will only change while viewing the from within Chreos. Any copies of the invoice that are printed will show all of the lines.

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## Related Issues

- It is possible to have separate and multiple instances of the "Debtor Invoice" screen open at one time for entering many transactions simultaneously. The caption of the screen will display the selected debtor.
- This screen can also be accessed when converting a client order or packing slip into an invoice.

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