
Application	ChreosClient – Chreos 3
Module	Clients
Access	“Clients Summary invoice”
Minimum service pack	SP26
This document	Debtor Summary Invoice Ref 3.7 Published May 2004

Overview

“Debtor summary invoice” allows summary details about debtor invoices to be entered. .

Details Displayed

- **Date.** Enter the date of the invoice. This must be in the current client period.
- **Invoice #.** Enter the invoice reference number.
- **1 x User-Defined Combo.** This can be defined in “Maintenance | Setup | System”. Refer to “Setup (9.1)”.
- **Net.** The net value of the invoice.
- **Tax.** The tax value of the invoice. If the [\$\$\$] button is clicked the tax content will be automatically calculated based on the ‘Net’ value entered.
- **Gross.** The gross value of the invoice.
- **Use Net Amount Entry.** This provides the following two options:
 - **Ticked** – Enter the ‘Net’ and ‘Tax’ amounts and the ‘Gross’ amount will be calculated automatically. If the company is tax exclusive this check box will be automatically ticked when opening this screen.
 - **Unticked.** Enter the ‘Tax’ and ‘Gross’ amounts and the ‘Net’ amount will be calculated automatically. If the company is tax inclusive this check box will automatically not be ticked when opening this screen.
- **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)”. Once a client has been selected their address, balance for the current period and total balance will be displayed.

To Enter a Summary Invoice

- Click the [Add] button.
- Enter the summary invoice details.
- Click the [Save] button.

Examples of Use

- To enter debtor invoices into Chreos when setting up a company new company.
- For non-stock related invoices.
- If a head office controls the invoicing and documentation for a branch that does not use Chreos. For example the branch is too small to be computerised and invoices are hand written. They are then entered into Chreos at the head office as a summary invoice.

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