
Application	Chreos Client
Module	Clients
Access	“Clients Convert Packing Slip Completion”
Minimum service pack	SP44
This document	Packing Slip Completion Ref 3.33 Release 1 Published March 2009

Overview

“Packing Slip Completion” allows the bulk conversion of packing slips to individual client invoices. Each selected packing slip is converted into a separate invoice.

Details Displayed

Packing Slip. This grid displays all packing slips available for completion.

- **Client name.** Individual client name.
- **Amount.** Value of packing slip without freight.
- **Slip#.** Unique packing slip reference number.
- **Date.** Date of packing slip.

Invoice. This grid displays all packing slips selected for processing to invoice.

- **Client name.** Individual client name.
- **Amount.** Value of packing slip without freight.
- **Freight.** Field allowing the entry of freight if applicable.
- **Slip#.** Selected packing slip number.
- **Date.** Date of packing slip.

Selected packing slip details. This tab page shows a grid which displays all items on the packing slip selected on the “packing slip” grid.

- **Item code.** Item code of the item.
- **Description.** Item name of the item.
- **Quantity.** Quantity of the item.

- **Unit price.** Individual unit price of the item.
- **Total price.** Total line price of the item.

Selected invoice details. This tab page shows a grid which displays all items on the invoice selected on the “Invoice” grid.

- **Item code.** Item code of the item.
- **Description.** Item name of the item.
- **Quantity.** Quantity of the item.
- **Unit price.** Individual unit price of the item.
- **Total price.** Total line price of the item.

Options. This shows two options for packing slip prices and emailing. It also allows you to select the number of copies to print.

- **Keep existing p/slip prices.** Option to tick if you wish to keep the existing packing slip prices.
- **Email where possible.** Option to tick if you wish to email a copy of the packing slip or invoice where it is possible to do so.

To Process Packing Slip Completion.

- Select the packing slip(s) required for completion and transfer to the “Invoice” grid either by double clicking on the packing slip or using the [>] or [>>] buttons.
- Type directly into the ‘freight’ column of the “Invoice” grid to add freight to a specific invoice.
- Set the number of copies to be printed and optionally whether the invoices are to be emailed out.
- Click on the [Process] button to create invoices.

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