
Application	ChreosClient – Chreos 3
Module	Print
Access	“Print Transactions Invoice”
Minimum service pack	SP37
This document	Print Debtor Invoices Ref 8.4 Published May 2004

Overview

“Print debtor invoices” lists all invoices that have been processed in the current or future debtor periods and allows them to be reprinted and re-emailed.

Details Displayed

- **Available Invoices/Invoices to Print.** The ‘Available invoices’ grid displays all invoices from the current and future periods and the ‘Invoices to print’ grid displays the invoices that have been selected to be printed or emailed.

The following details are displayed on each grid:

- **Invoice #.** The reference number of the invoice.
- **Date.** The date that the invoice was entered.
- **Client Code.** The client code of the client.
- **Client Name.** The name of the client.
- **Amount.** The value of the invoice.
- **Sent.** Whether the invoice was printed, e-mailed, both or neither.
- **Future Invoices.** Whether or not only future invoices are displayed.
- **View.** Filter the invoices displayed in ‘Available invoices’ to ‘All’, ‘Printed’, ‘E-mailed’, ‘Both’, ‘Not printed’, ‘Not emailed’ or ‘Unsent’. This will default to ‘All’.
- **Invoices in List.** The number of invoices currently in ‘Available invoices’.
- **Method.** Select whether the invoices in ‘Invoices to print’ are to be printed, emailed or both once the [Process] button is clicked.
- **Invoices to Print.** The number of invoices currently in ‘Invoices to print’.

To Transfer an Invoice Between Grids

- To transfer an invoice from ‘Available invoices’ to ‘Invoices to print’ select it and click the [>] button.
- To transfer all of the invoices from ‘Available invoices’ to ‘Invoices to print’ click the [>>] button.
- To transfer an invoice back from ‘Invoices to print’ to ‘Available invoices’ select it and click the [<] button.
- To transfer all of the invoices back from ‘Invoices to print’ to ‘Available invoices’ click the [<<] button.
- To transfer all of the full invoices from ‘Available invoices’ to ‘Invoices to print’ click the [Full Invoices >>] button. Note: A ‘full’ invoice is processed through “Clients | Invoice”.
- To transfer all of the summary invoices from ‘Available invoices’ to ‘Invoices to print’ click the [Summary Invoices >>] button. Note: A ‘summary’ invoice is processed through “Clients | Summary invoice”.
- To transfer all of the credit notes from ‘Available invoices’ to ‘Invoices to print’ click the [Credit Note >>] button.

To Preview an Invoice

To Preview an Invoice Through Crystal Reports

- Select the required invoice from either ‘Available invoices’ or ‘Invoices to print’
- Click the [Preview] button.

To Preview an Invoice Through Adobe Acrobat

This option is useful because an invoice can be kept open while other screens in Chreos are being used and even when Chreos is closed.

- Select the required invoice from either ‘Available invoices’ or ‘Invoices to print’
- While clicking the [Preview] button hold down the <Ctrl> key.

Note: This option is only available for external invoices. If Chreos is set to use the default invoice it will not work.

To Print or Email an Invoice

- Transfer the required invoices to ‘Invoices to print’.
- Select the required option from ‘Method’.
- Click the [Process] button.

To Change the Status of an Invoice

There is the ability to change the status of an invoice from 'Printed' to 'Unprinted' or from 'Unprinted' to 'Printed' and to change the date on the invoice. To do this:

- Select the required invoice from either 'Available invoices' or 'Invoices to print', right click and select 'Properties'.
- Change the required details.
- Click the [Save] button.

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