

PRINT DEBTOR PACKING SLIPS Chreos

Application	ChreosClient – Chreos 3
Module	Print
Access	“Print Transactions Packing slips”
Minimum service pack	SP37
This document	Print Debtor Packing Slips Ref 8.5 Published May 2004

Overview

“Print debtor packing slips” lists all packing slips and allows them to be reprinted.

Details Displayed

- **Packing Slips/To Print.** The ‘Packing slips’ grid displays all packing slips and the ‘To print’ grid displays the packing slips that have been selected to be printed.

The following details are displayed on each grid:

- **Packing Slip #.** The reference number of the packing slip.
- **Date.** The date that the packing slip was entered.
- **Client Code.** The code of the client.
- **Client Name.** The name of the client.
- **Ptd.** Whether or not the packing slip has been printed.
- **Packing Slips in List.** Underneath both grids the number of packing slips currently listed is displayed.
- **View.** Select type of packing slips displayed in ‘Packing slips’. The options are ‘All packing slips’, ‘Uninvoiced packing slips’ or ‘Invoiced packing slips’.

To Transfer a Packing Slip Between Grids

- To transfer a packing slip from ‘Packing slips’ to ‘To print’ select it and click the [>] button.
- To transfer all of the packing slips from ‘Packing slips’ to ‘To print’ click the [>>] button.

- To transfer a packing slip back from 'To print' to 'Packing slips' select it and click the [<] button.
- To transfer all of the packing slips back from 'To print' to 'Packing slips' click the [<<] button.

To Preview a Packing Slip

To Preview a Packing Slip Through Crystal Reports

- Select the required packing slip from either 'Packing slips' or 'To print'
- Click the [Preview] button.

To Preview a Packing Slip Through Adobe Acrobat

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

- Select the required packing slip from either 'Packing slips' or 'To print'
- While clicking the [Preview] button hold down the <Ctrl> key.

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

To Print a Packing Slip

- Add the required packing slips to 'To Print'.
- Click the [Print] button.

To Change the Status of a Packing Slip

There is the ability to change the printed status of a packing slip from 'Printed' to 'Unprinted' or from 'Unprinted' to 'Printed'.

- Select the required packing slip from either 'Packing slips' or 'To print'.
- Right click and make the required change.

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