PRINT SUPPLIER ORDERS

Application	ChreosClient – Chreos 3
Module	Print
Access	"Print | Transactions | Supplier orders"
Minimum service pack	SP37
This document	Print Supplier Payments Ref 8.7 Published May 2004

Overview

"Print supplier orders' lists all orders and allows them to be reprinted and re-emailed.

Details Displayed

- **Available & Selected**. The 'Available' grid displays all order and the 'Selected' grid displays the orders that have been selected to be printed or emailed.

  The following details are displayed on each grid:

  - **Name**. The name of the creditor that received the order.
  - **Order Date**. The date of the order.
  - **Order #**. The reference number of the order.
  - **Sent**. Whether remittance advice for the payment was printed, e-mailed, both or neither.

- **View**. Filter the orders displayed in 'Available' to 'All', 'Printed', 'E-mailed', 'Both', 'Not printed', 'Not emailed' or 'Unsent (not printed or e-mailed)'. This will default to 'Unsent (not printed or e-mailed)'.

- **Orders in List**. Underneath both grids the number of orders currently listed is displayed.

- **Method**. Select whether the orders in 'Selected' are to 'Print', 'E-mail' or 'Print and e-mail'.

To Transfer a Payment Between Grids

- To transfer an order from 'Available' to 'Selected' select it and click the [>] button.
- To transfer all of the orders from 'Available' to 'Selected' click the [>>] button.

- To transfer a order back from 'Selected' to 'Available' select it and click the [<] button.
- To transfer all of the orders back from 'Selected' to 'Available' click the [<<] button.

To Print or Email a Payment

- Add the required orders to 'Selected'.
- Select the required option from 'Method'.
- Click the [Process] button.