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<b>Application</b>	ChreosClient – Chreos 3
<b>Module</b>	Print
<b>Access</b>	“Print   Transactions   Supplier orders”
<b>Minimum service pack</b>	SP37
<b>This document</b>	Print Supplier Payments Ref 8.7 Published May 2004

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## Overview

“Print supplier orders” lists all orders and allows them to be reprinted and re-emailed.

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## 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’.

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## 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.

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## To Print or Email a Payment

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

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