
Application	ChreosClient – Chreos 3
Module	Print
Access	“Print Transactions Supplier payments”
Minimum service pack	SP37
This document	Print Supplier Payments Ref 8.10 Published May 2004

Overview

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

Details Displayed

- **Available & Selected.** The ‘Available’ grid displays all payments and the ‘Selected’ grid displays the payments 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 payment.
- **Date.** The date of the payment.
- **Amount.** The value of the payment.
- **Their ref.** Their reference for you.
- **Sent.** Whether remittance advice for the payment was printed, e-mailed, both or neither.
- **View.** Filter the payments 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)’.
- **Payments in List.** Underneath both grids the number of payments currently listed is displayed.
- **Method.** Select whether the payments in ‘Selected’ are to ‘Print’, ‘E-mail’ or ‘Print and e-mail’.

To Transfer a Payment Between Grids

- To transfer a payment from ‘Available’ to ‘Selected’ select it and click the [>] button.

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

To Print or Email a Payment

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

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