

SINGLE DEBTOR CONVERSIONS Chreos

Application	Chreos Client
Module	Clients
Access	“Clients Client Orders” “Clients Packing Slip” “Clients Invoice”
Minimum service pack	SP44
This document	Single Debtor Conversions Ref 3.30 Published March 2009

Overview

“Convert debtor order to packing slip” allows you to convert an existing client order into a packing slip.

Details Displayed

Refer to “Client orders (3.15)”, “Debtor packing slips (3.8)” or “Debtor invoices (3.2)” for the majority of the details on these screens.

When one of the convert options is selected from the ‘Activity’ combo a grid will appear on the right-hand side. It will display all of the transactions (of the selected type) available to be converted and will display the following details for each:

- **Orderno/Pslipnum.** The reference number of the transaction.
- **Orderdate/Pslipdate.** The date of the transaction.
- **Cliorderno.** The client’s order number for the transaction. Note: This column is only displayed when ‘Order to Packing slip’ or ‘Order to invoice’ is selected.
- **Totalamt.** The total value of the transaction. Note: This column is only displayed when ‘Packing slip to invoice’ is selected.
- **Taxcontent.** The amount of tax in the transaction. Note: This column is only displayed when ‘Packing slip to invoice’ is selected.
- **Reqdate/Requiredate.** The date that the goods are required by.
- **[Send to Invoice/Slip].** Click to convert selected order or packing slip.

To Convert a Debtor Transaction

- Select either the “Client orders (3.15)”, “Debtor packing slips (3.8)” or “Debtor invoices (3.2)” menu option.
- Select the required client.

- Change the 'Activity' to 'Packing slip to invoice'. The existing packing slip grid will display all of the packing slips that have been entered for the selected client that are incomplete.
- Select the required packing slip from the grid.
- Click the [Send to invoice] button. This will convert the selected packing slip into an invoice. A 'Confirm' screen will appear to inform you if prices on the selected packing slip differ from current prices. Click OK if you will to keep the packing slip prices or Cancel to revert to the current prices. The 'Activity' will change to 'Invoice' and the "Debtor invoice" screen will display the details of the packing slip. Refer to "Debtor invoices (3.2)" for 'Details displayed' and all of the editing options.
- [X]. Click this button to Abort the action and the 'Activity' will change to 'Invoice' with no packing slip or order details.
- Edit the invoice as required.
- Select an option from 'Removed items' if items have been removed or a quantity has been decreased. The options are "Back Order", "Cancel" & "Leave on packing slip". The default setting for this can be changed in Maintenance | Setup | Stock | General 1 – Packing slips to invoice (un-invoiced items).
- Process the rest of the invoice as usual.

Related Issues

- It is possible to have separate and multiple instances of the "Convert debtor packing slip to invoice" screen open at one time for entering many transactions simultaneously. The caption of the screen will display the selected debtor.
- "Converting client transactions (15.17)" provides an overview of all client conversion transactions including alternatives for converting a packing slip to an invoice.

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