



General

- Assign multiple contacts, addresses and notes to each client.
- Eight user-definable fields.
- User-definable periods.
- Open item or balance forward .
- Processing into future periods.
- Integration with other modules.
- All GST options covered.
- Client orders / back orders system.
- Credit limits.
- Processing into future periods.
- Simple contact management.
- Debtors management.

Features

- Automating processing of prices, discounts and tax.
- Discount matrix
- Instant access to current and historic records.
- Updates account balances instantly.
- Park and retrieve transactions.
- Summarised data posted to GL.
- Extensive search engine.

Transactions

- Journal entries.
- View and (re)print current and historic invoices.
- Unique subscriptions management.
- Recurring invoices.
- Production of credit notes.
- Efficient client ordering process.
- Easy conversion of documents.
- Transaction drill down.
- Generates mail merge letters.
- View the status of orders.
- Client enquiries.
- Unique profile maintenance.

Reports

- Mailing labels.
- Statement production.
- Aged trial balance.
- Debtor transaction Summary.
- Standard and customisable reports.
- reporting.
- Reports on unpaid invoices by month due and due date.

Keeping track of client contact details is simple.

Streamlined transaction entry makes journal entry easy.

T	F	DATE	Trans #	Amount	Unallocated
*		25 Sep 2002	1008	84.38	84.38
*		07 Sep 2002	1007	93.52	93.52
*		14 Aug 2002	1005	479.25	479.25
J		30 Jul 2002	789	1,118.25	1,118.25
*		25 Jul 2002	1004	16.98	16.98
*		25 Jul 2002	1006	229.50	29.50
J		25 Jul 2002	123	50.00	0.00
R		25 Jul 2002	5002	-50.00	0.00
R		25 Jul 2002	5003	-200.00	0.00
J		13 Jul 2002	55792	263.00	263.00

View a selected client's transactions from one central location.

Profile maintenance provides a unique way of categorising clients.

Relationships are very important and by their nature each one is unique therefore, managing your clients effectively is good business. Chreos offers many features in the Clients module that enables you to efficiently keep track of your client data.

Transactions are all entered in a step-by-step process that is consistent throughout Chreos, making it simple to apply knowledge learnt in Clients to other modules in Chreos.

Fast and easy access to current and historic data is essential in the workplace of modern business. Chreos caters for this by providing a full and concise record of current and historic client transactions.

Unique features such as profiles, recurring invoices and trust accounts make Chreos really special.

