

## Moving to Universal Stationery for Prophet Invoicing



Attaché have standardised on the Universal stationery range for Prophet. This stationery can be used for most documents you print from Prophet, including Invoices, Statements, Packing Slips, Remittances, and Purchase Orders.

If you are currently using either PRO-INV/LASL or PRO-INV/LAS, we would recommend that you follow the steps below to move to using the PRO-A4UNI universal stationery.

### Step One – Checklist before you start

Before you print the documents, there are few things that you will need to be aware of:

1. Make sure that you are NOT using a customised invoice layout designed by a Prophet Report Designer. If you are then you may need to get this report modified. Please check with the developer of your custom Invoice.
2. Ensure that you have universal stationery, check that the reorder code printed on the side is PRO-A4UNI.
3. Choose which printer you will use print.
4. For the printer you have selected, check the printer settings for paper size are set to A4. You can do this in MS Windows using: Control Panel | Printers | Printing Preferences.
5. When printing documents from Prophet to pre-printed stationery you need to tell Prophet that you want to use Prophet style reports as these have been designed to use the universal stationery.

*Please also note that if you if you print first to the screen and then to the printer, the document may not align as accurately as when it is sent directly to the printer, this is normal and is due to the way that Windows draws objects for screen or printer.*

We always recommend that you are using the latest version of Prophet Business Software, you can check this by opening Prophet and selecting: Help | About Prophet Business Software. The current version of the software is v2.6.x

## Step Two – Choosing the Universal Stationery in your preferences

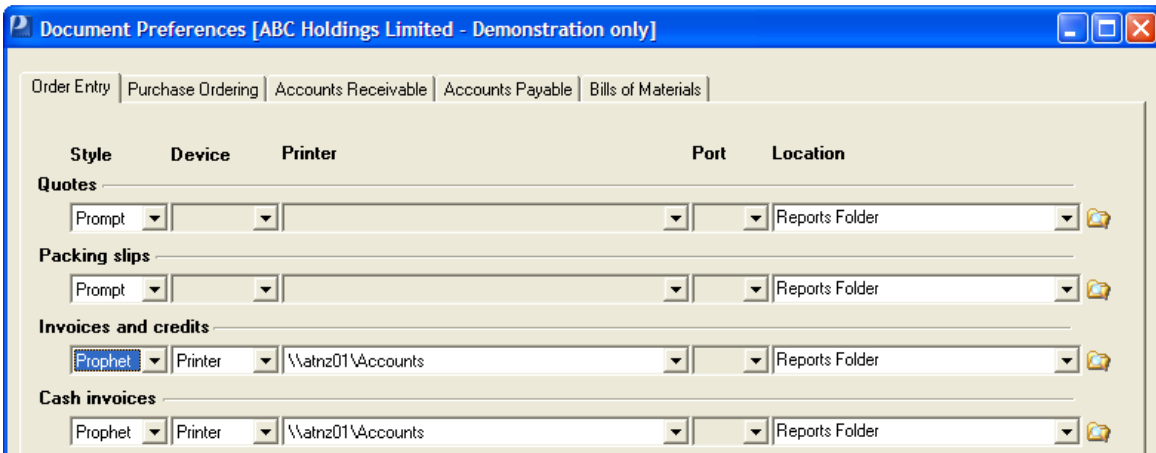
In order to print invoices on the A4 Universal Stationery (PRO-A4UNI), you will need to change your User Document Preferences to automatically use the Prophet style invoice layout.

1. Log in to Prophet and select System | User Document Preferences



*These settings are **per user and per company**. For each user that prints invoices you will need to change these settings in each company they use.*

2. Select the Order Entry tab and select the following settings for 'Invoices and Credits', and 'Cash Invoices' (see the example below):
  - a. Type = Prophet
  - b. Device = Printer or Prompt (if you want to choose at time of print)
  - c. Printer = Choose the printer that contains the universal stationery
  - d. Location = The location of the report (usually this will be the Reports folder)



Style	Device	Printer	Port	Location
<b>Quotes</b>				
Prompt				Reports Folder
<b>Packing slips</b>				
Prompt				Reports Folder
<b>Invoices and credits</b>				
Prophet	Printer	\\atnz01\Accounts		Reports Folder
<b>Cash invoices</b>				
Prophet	Printer	\\atnz01\Accounts		Reports Folder

3. When you have finished choose OK



**If you experience any problems moving to using the PRO-A4UNI stationery when using these instructions, please do not hesitate to contact us on 09 302 9390**