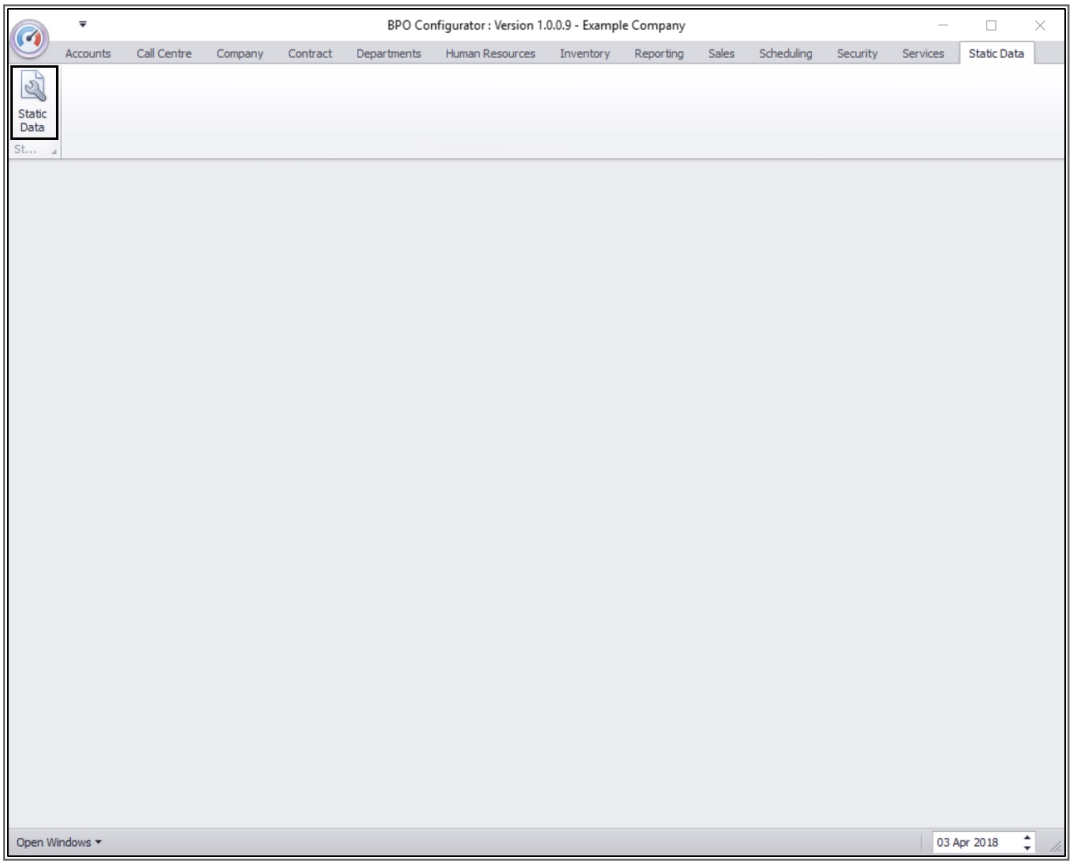
STATIC DATA

STATIC DATA - SALES: CREDIT NOTE REASON

Ribbon Access: *Configurator > Static Data> Static Data*

STATIC DATA LISTING SCREEN



- The ***Static Data*** listing screen will be displayed.
- Use the ***filter row*** or ***scroll down*** the list until you find the ***Sales:***

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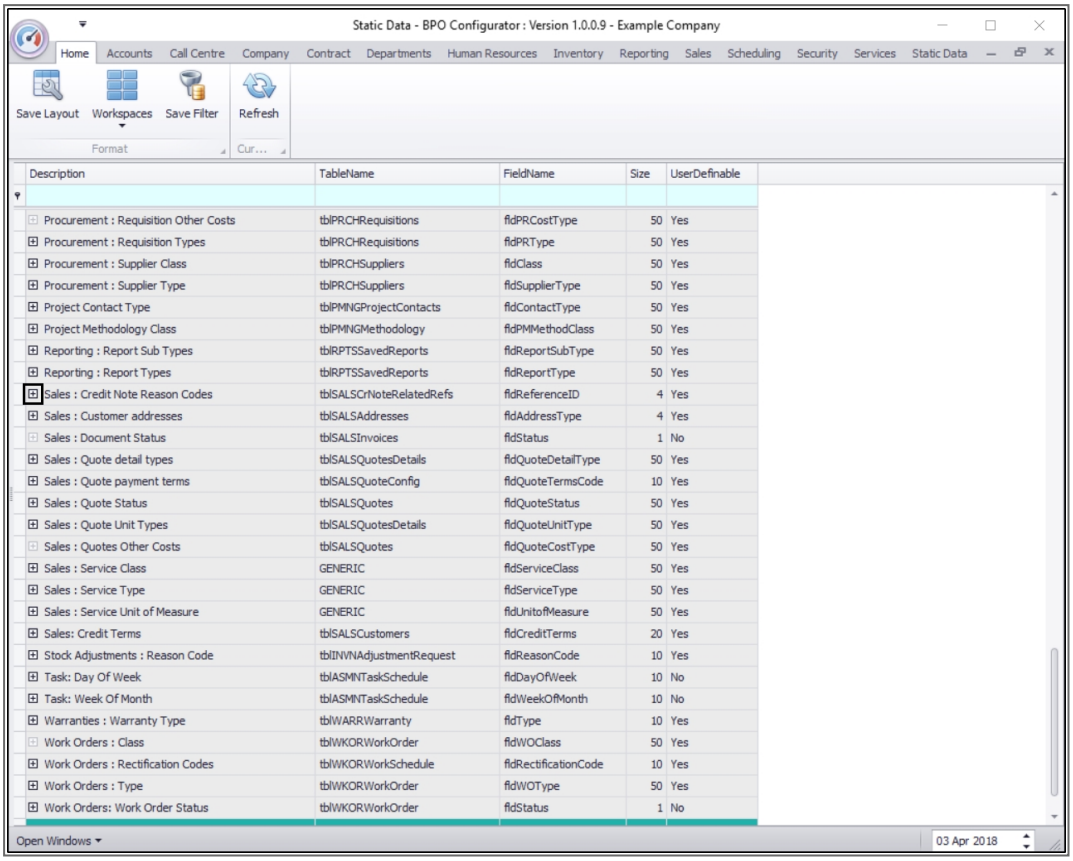
Credit Note Reason Codes row.

- Click on the ***expand*** icon in this row.



CREDIT NOTE REASON CODES FRAME

- The Sales: Credit Note Reason ***Codes*** frame will be expanded.
- Here you can view a list of ***Sales Credit Note Reason Codes*** currently on the system.

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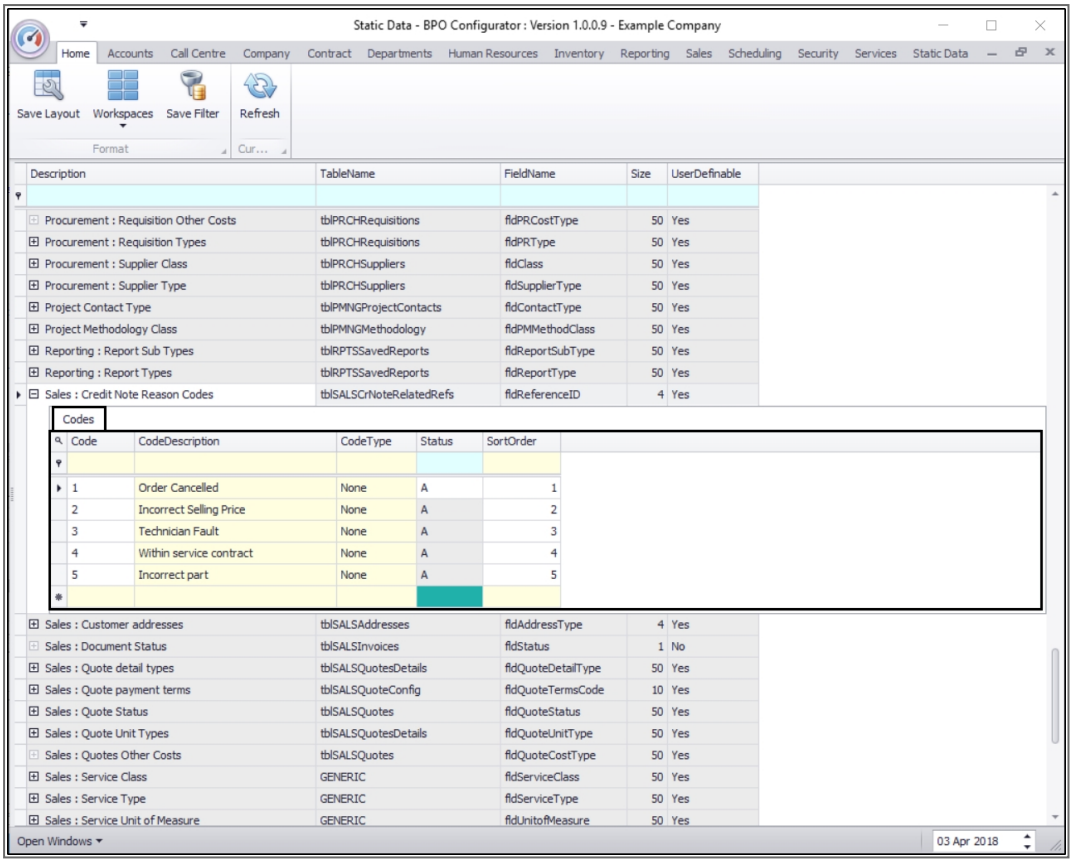

ADD NEW REASON CODE

- ***Right click*** anywhere in a ***row*** of the ***Codes*** data grid.
- A ***Process*** menu will pop up.
- Click on ***Add*** - Add New Code.

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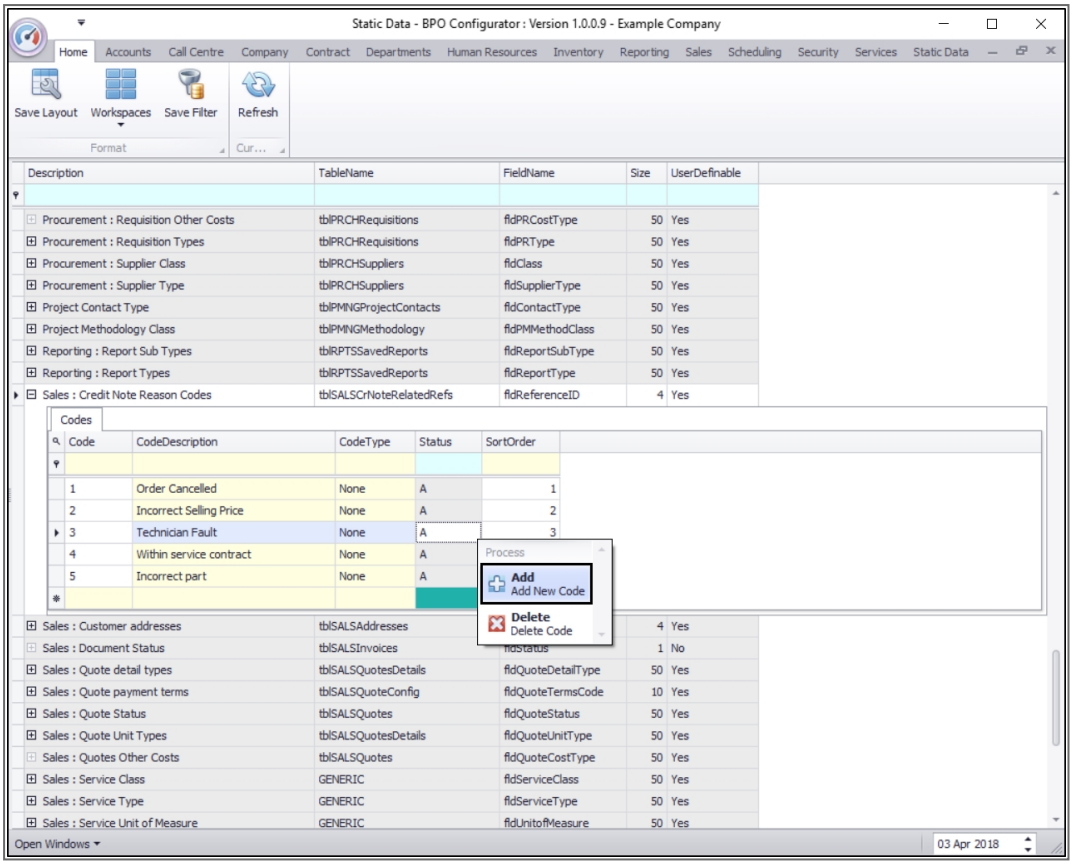

- The ***final row*** in the ***Codes*** data grid will now be ***'activated'***.
    - The ***Code Type***, ***Status*** and ***Sort Order*** columns will now be populated.

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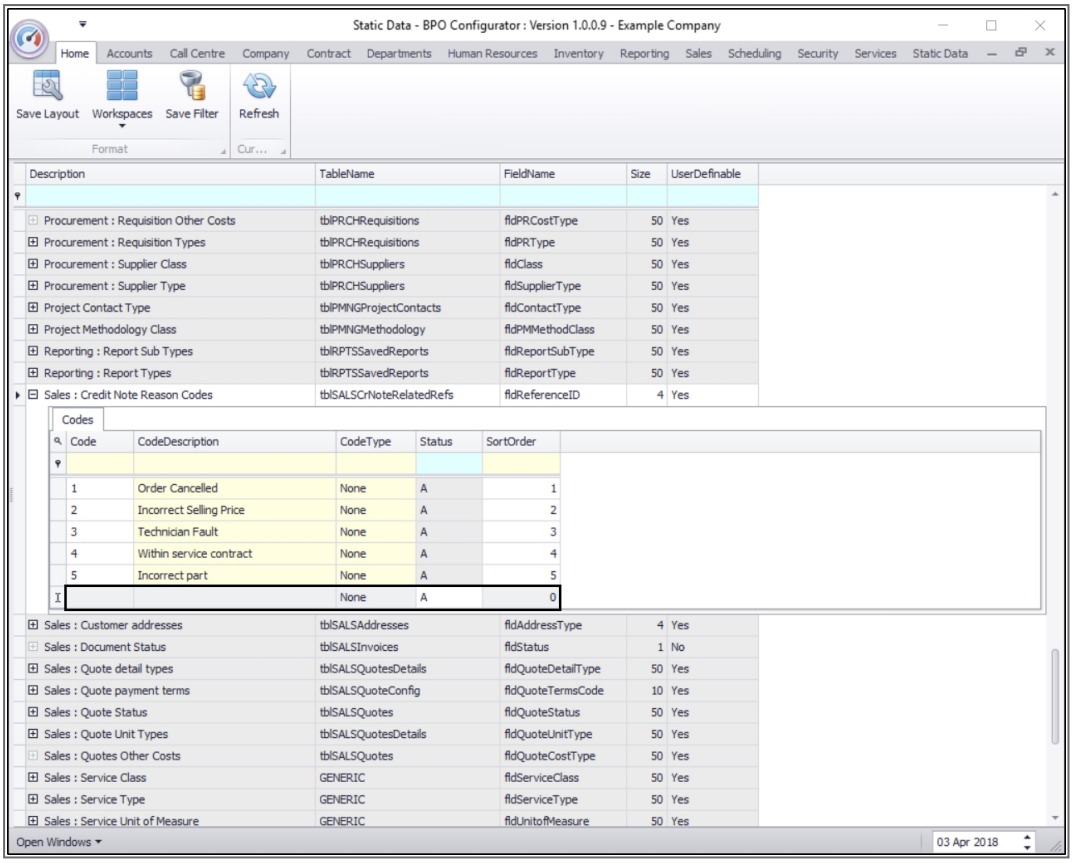

- **Code:** Click in this text box and type in a code specific for this sales credit note reason.
- **Code Description:** Click in this text box and type in a description for this new sales credit note reason code.

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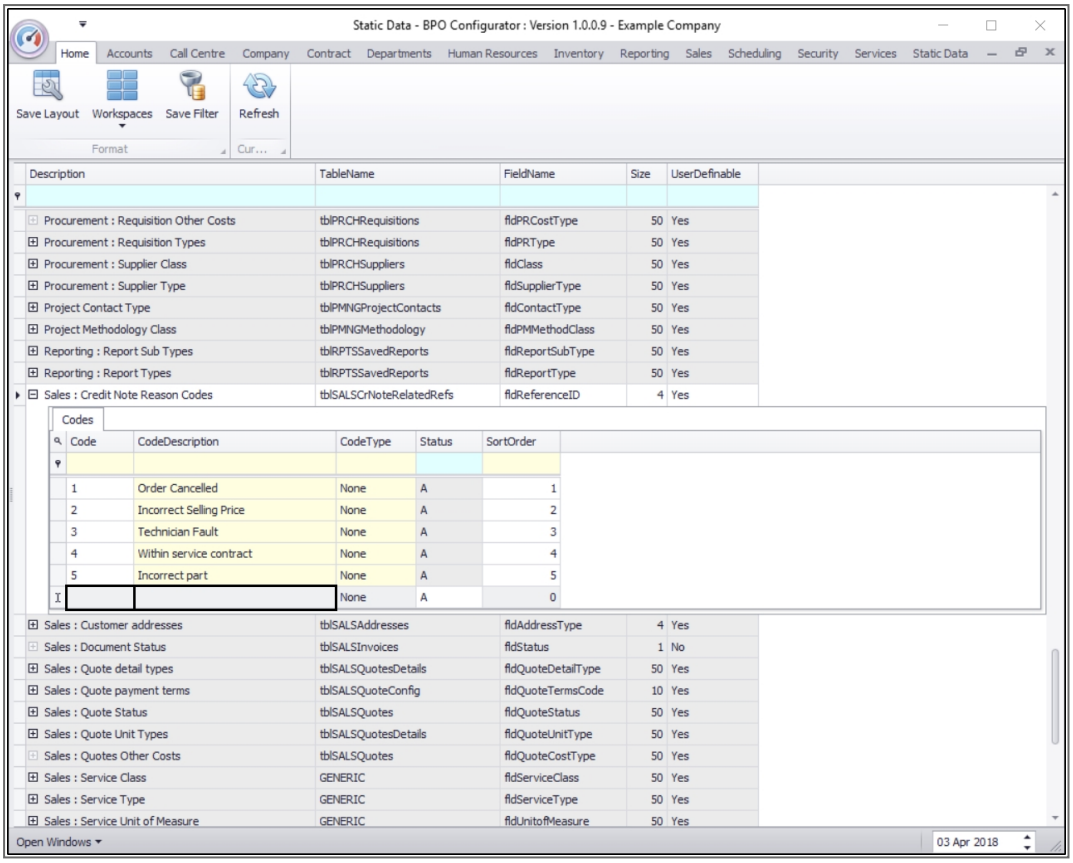

- **Code Type:** This can remain as ***None***.
- **Status:** This will auto populate with ***A*** - Active.
- **Sort Order:** Click in this text box and either type in or use the arrow indicators to select the sort order for this new sales credit note reason code.
    - **Note:** The ***sort order*** is the order in which this will appear in the sales credit note reason code drop-down list in BPO2. If each sales credit note reason code has the number **1**, then the drop-down list will usually default to an alphabetical order in BPO. If, for example, it is numbered **6**, then it will appear **6th** in the drop-down list in BPO2.

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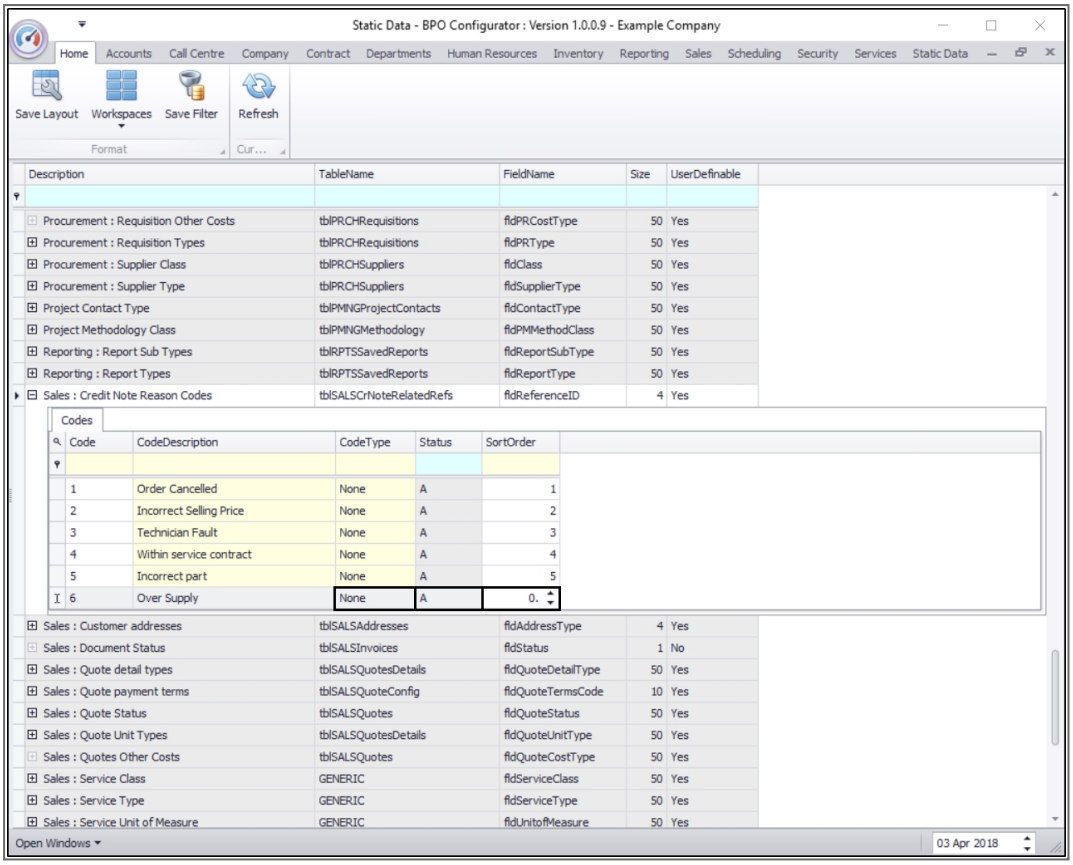

SAVE NEW REASON CODE

- When you have finished adding the new sales credit note reason code details, press ***Enter***.
- An ***Update*** message box will appear, asking;
    - ***Are you sure you want to save changes to this code?***

- Click on ***Yes***.

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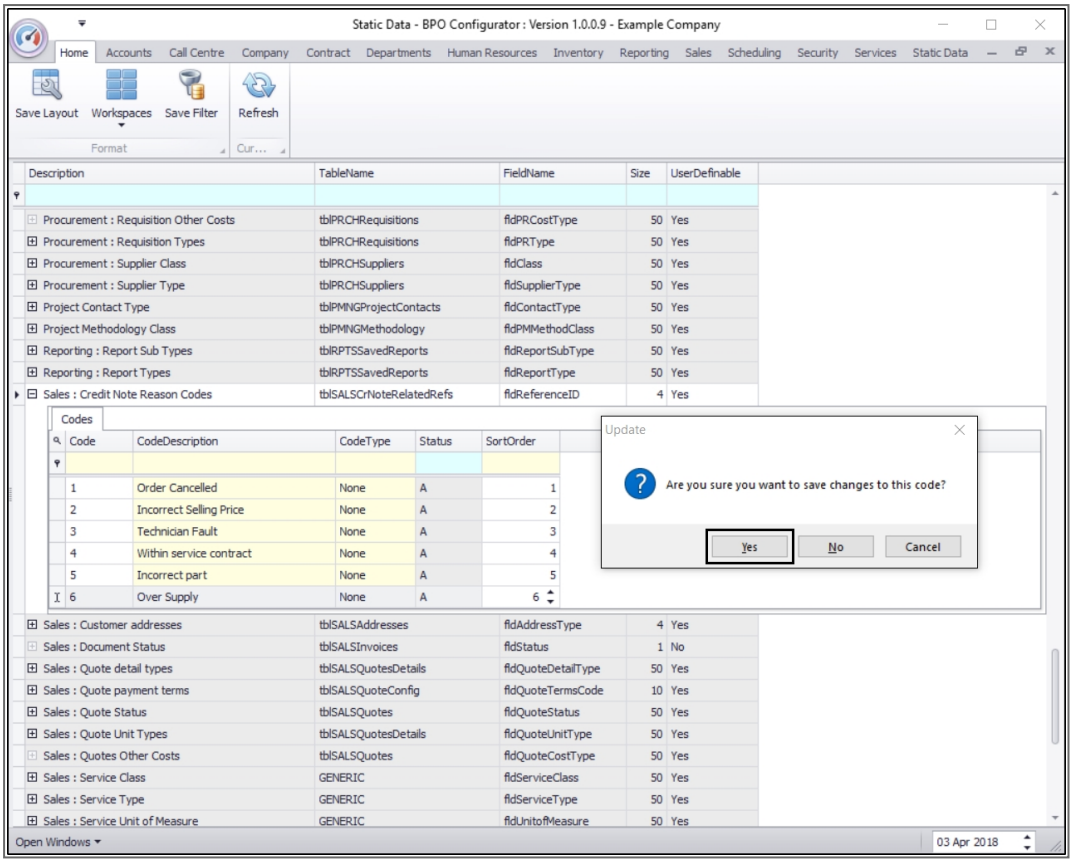

- The new sales credit note reason code details will be ***saved*** and a ***new row*** will be added to the ***Codes*** data grid.
- ***Collapse*** the Codes frame.

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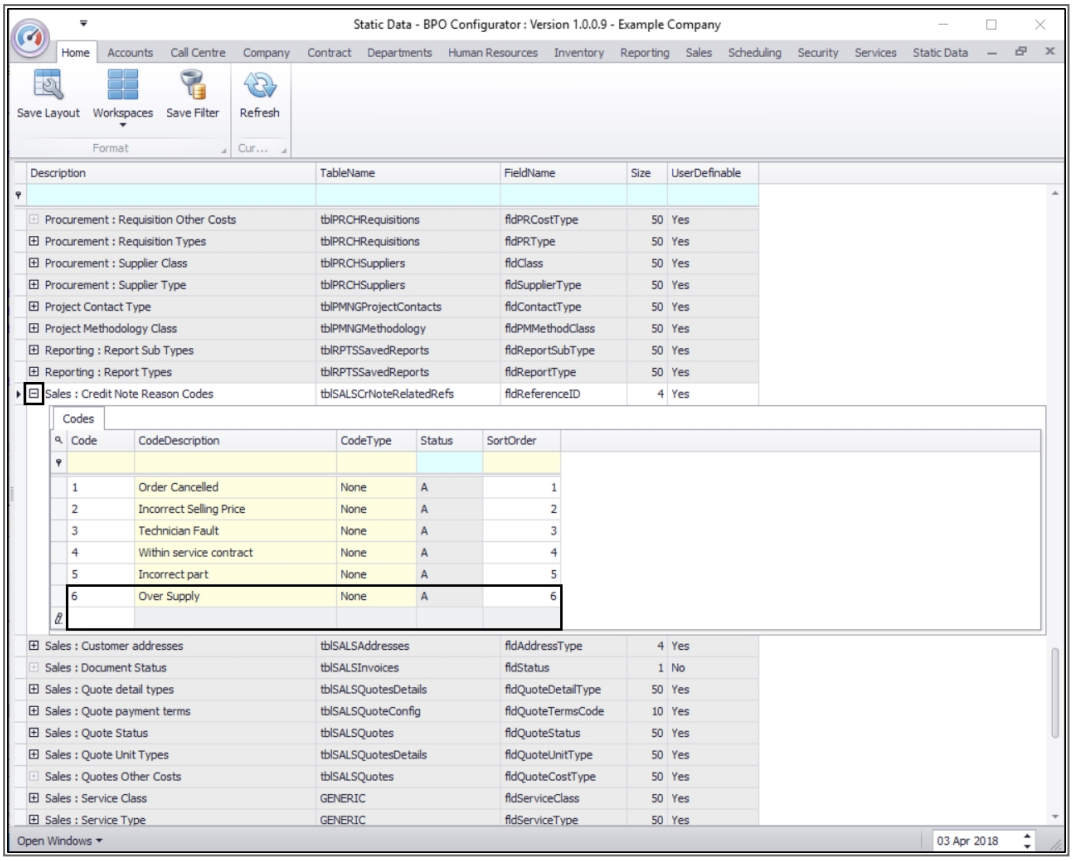

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