

PROCUREMENT

SUPPLIER DEBIT NOTE

Debit notes are used in transactions when a debit entry adjustment is required in a case where money is owed. Debit notes reflect adjustments or returns on transactions that have already taken place.

For example, a Debit Note can be raised if your company has purchased goods from a supplier and would like to return the goods for a valid reason or the supplier has sent an invoice to your company for a lower amount than the actual cost.

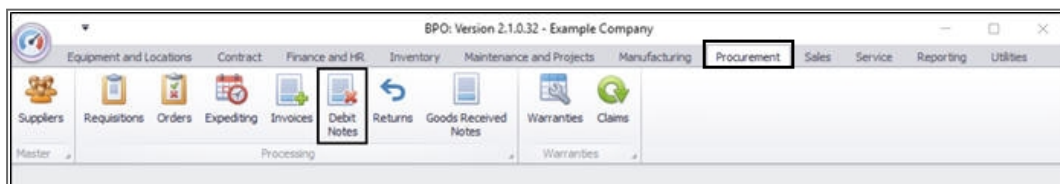
The Debit Note will include the total anticipated credit and an inventory of the returned items.

A **Stock Supplier Return** / **Non Stock Supplier Return** must be raised before the supplier Debit Note can be added.

A Supplier Debit Note reverses a Supplier Invoice.

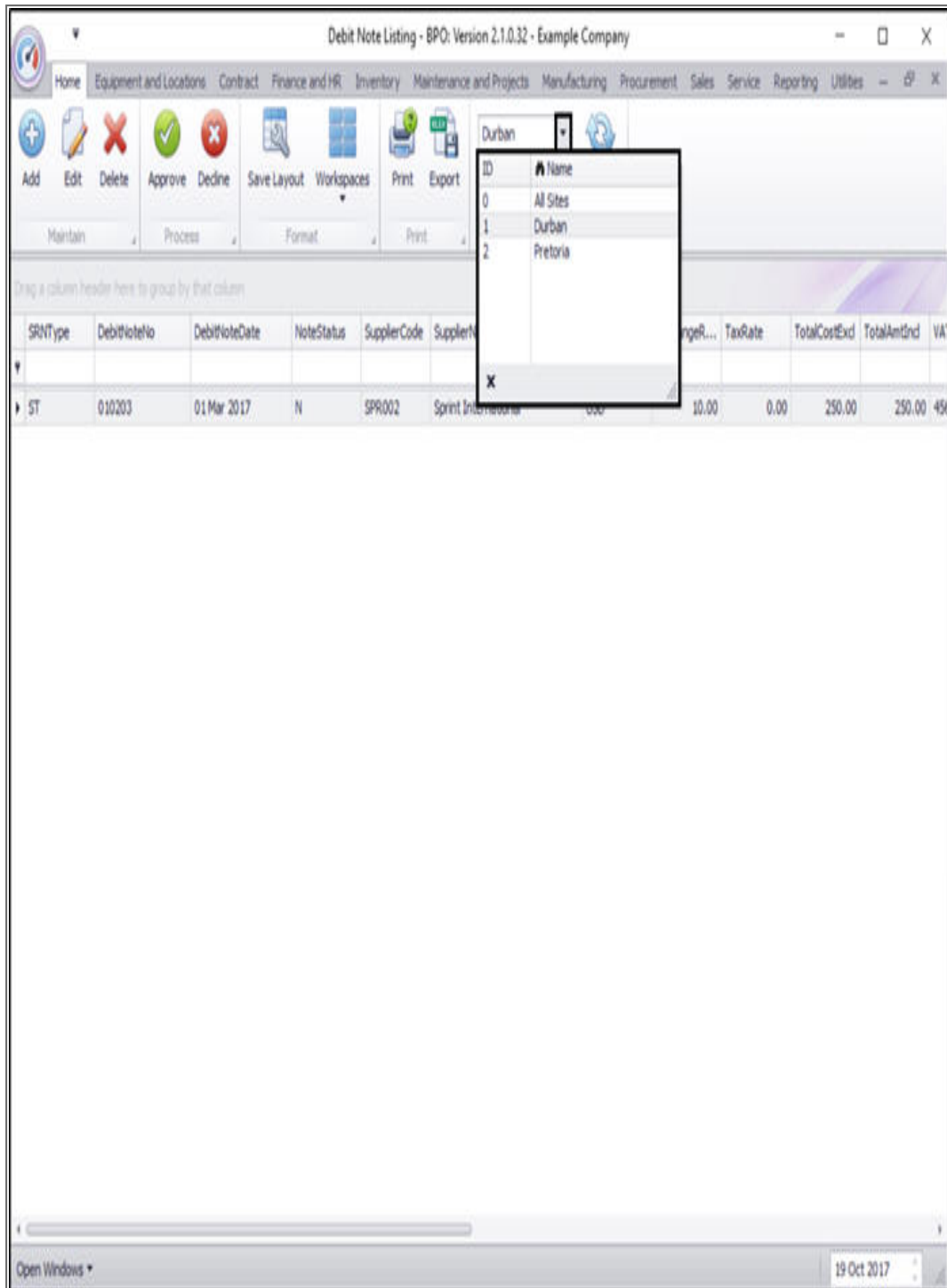
Only once the Supplier Debit Note is **Accepted**, will the relevant accounting transactions post.

Ribbon Access: *Procurement > Debit Notes*



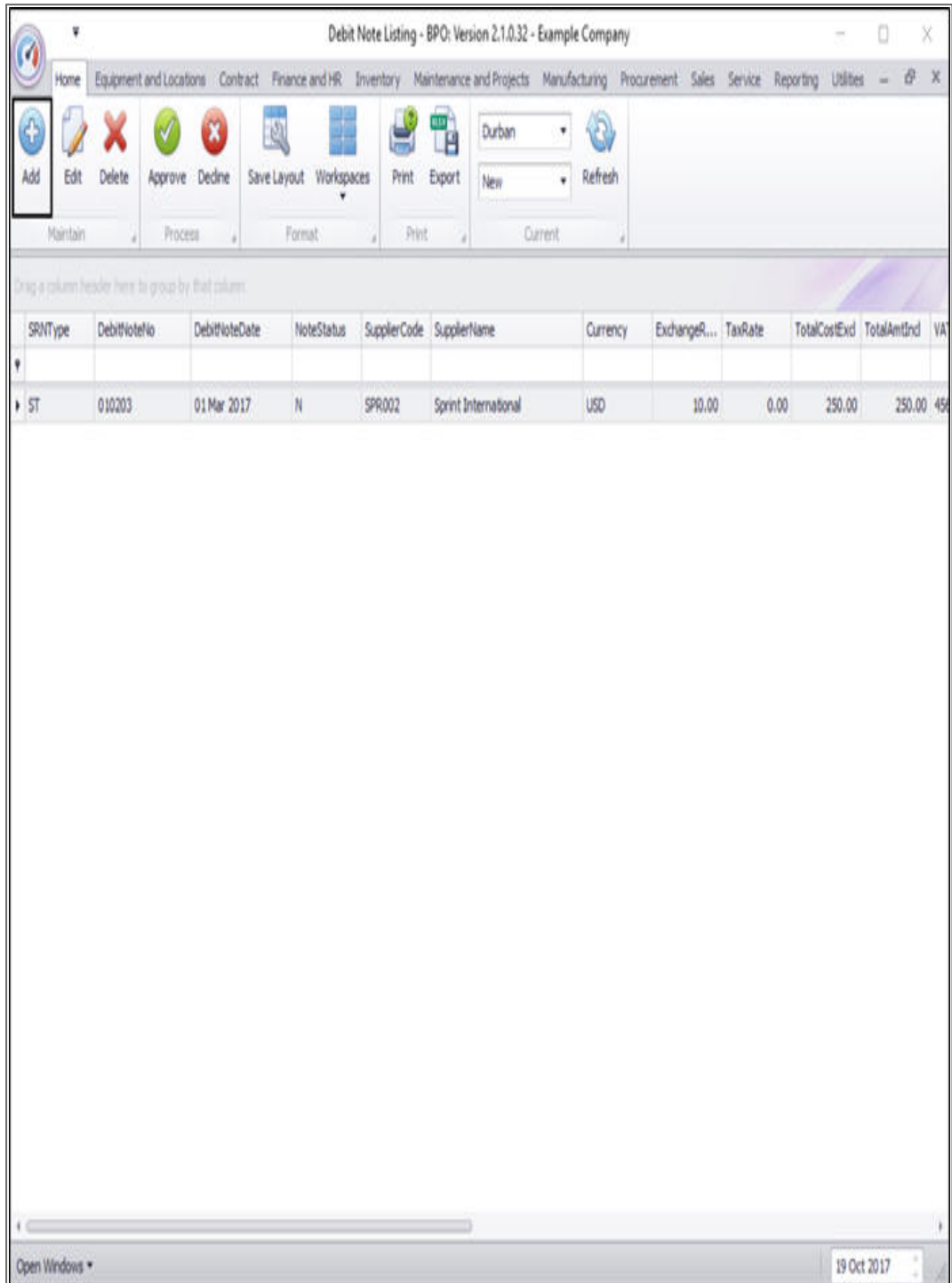
The ***Debit Note Listing*** screen will be displayed.

- Select the **Site**.
- In this image **Durban** has been selected.












CREATE SUPPLIER DEBIT NOTE

- Click on **Add**.



Debit Note Listing - BPO: Version 2.1.0.32 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities










Durban
New
Refresh

Maintain Process Format Print Current

Drag a column header here to group by that column

SRNType	DebitNoteNo	DebitNoteDate	NoteStatus	SupplierCode	SupplierName	Currency	ExchangeR...	TaxRate	TotalCostExd	TotalAmtInd	VAT
ST	010203	01 Mar 2017	N	SPR002	Sprint International	USD	10.00	0.00	250.00	250.00	450.00

Open Windows 19 Oct 2017

The **Add new Debit Note** screen will be displayed.

Supplier Details

- **Supplier:** Search for and select the Supplier.
- **SRN No:** Search for and select the Supplier Return Note Number.
- **GRN No:** This will auto populate as the SRN No. is selected.
- **Debit Note Date:** Will auto populate with the current date. You can either type in or click on the drop-down arrow and use the calendar function to select an alternative date, if required.
- **Debit Note No:** Type in the Debit Note Number.
- **Billing Address, Postal Code, Currency, Exchange, Phone, Email, Contact Name, VAT No, Tax Rate** will all auto populate as the Supplier is selected.
- **Reference:** Type in a reference, if required.

Add new Debit Note - BPO: Version 2.1.0.32 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Supplier
Debit Note Date 22 Oct 2017
Debit Note No.
Billing Address

Postal Code

Currency Exchange

SRN No.
GRN No.
Supplier Invoice No.
Phone
Email
Contact Name
VAT No.
Reference
Tax Rate

Item Type	Item Code	Item Description	Quantity	Unit Cost	Tax Code	Tax Rate	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt

Sub Total 0.00
VAT 0.00
Grand Total 0.00

Open Windows 19 Oct 2017

DEBIT NOTE ITEMS

- **Items:** The Debit Note items will pull through from the Supplier Invoice details.

SAVE DEBIT NOTE

- When you have finished adding the details to this screen, click on **Save**.

Add new Debit Note - BPO: Version 2.1.0.32 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Supplier: SPR002 SRN No.: SR00000012

Debit Note Date: 01 Mar 2017 GRN No.: GR00000024

Debit Note No.: 11111 Supplier Invoice No.: SDN147258369

Billing Address: 287 Lavender Road Phone: 031 741 1234

Forest Hills Email: george@gmail.co.za

Postal Code: 1234 Contact Name: George Matthews

VAT No.: 456258741

Reference: Damaged

Currency: USD Exchange: 10.0000 Tax Rate: 0.00

Item Type	Item Code	Item Description	Quantity	Unit Cost	Tax Code	Tax Rate	Line Cost	Foreign Cost	Line Total Amt	Total Foreign Amt
INVN	SP19-147C	Cyan Toner - SP1919	2.00	450.00	0	0.00	900.00	45.00	900.00	90.00

Sub Total: 900.00

VAT: 0.00

Grand Total: 900.00

Open Windows 19 Oct 2017

PRINT DEBIT NOTE

- A **Report Generation** message box will pop up asking;
 - *Do you want to print the debit note []?*
- Click on **Yes**.

Add new Debit Note - BPO; Version 2.1.0.32 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Supplier: SPR002 SRN No: SR00000012

Debit Note Date: 01 Mar 2017 GRN No: GR00000024

Debit Note No: 11111 Supplier Invoice No: SDN147258369

Billing Address: 287 Lavender Road Phone: 031 741 1234

Forest Hills Email: george@gmail.co.za

Postal Code: 1234 Contact Name: George Matthews

Currency: USD Exchange: 10.0000 VAT No: 456258741

Reference: Damaged Tax Rate: 0.00

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxCode	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt
DVN	SP19-147C	Cyan Toner - SP1919	2.00	450.00	0	0.00	900.00	45.00	900.00	90.00

Report Generation

Do you want to print the debit note 11111?

Yes No

Sub Total 900.00

VAT 0.00

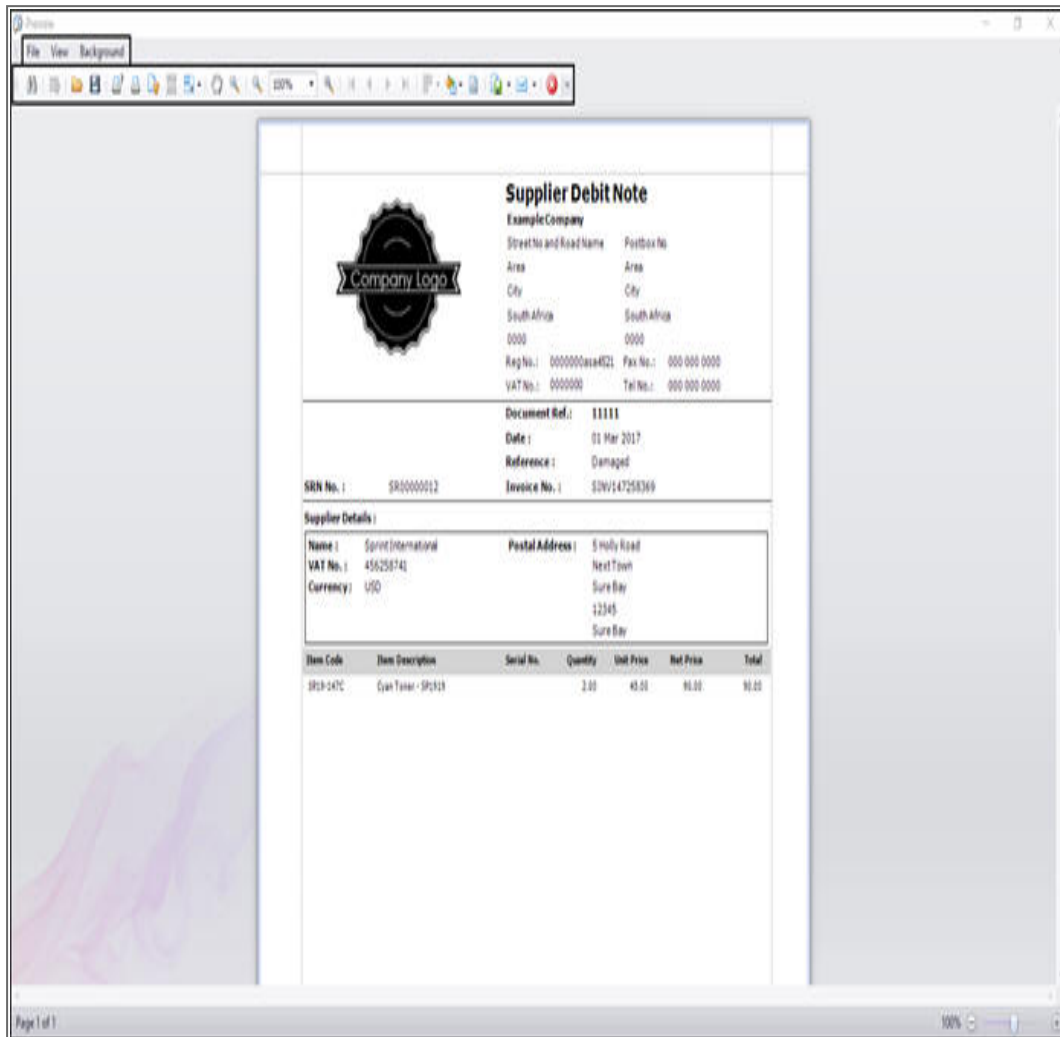
Grand Total 900.00

Open Windows 19 Oct 2017

REPORT PREVIEW

The **Report Preview** screen will be displayed.

- From here you can **View**, **Print**, **Export** or **Email**.
- **Close** the Report Preview screen when done.



Supplier Debit Note

Example Company

Street No and Road Name Postbox No
Area Area
City City
South Africa South Africa
0000 0000
Reg No.: 0000000000000000 Fax No.: 000 000 0000
VAT No.: 0000000 Tel No.: 000 000 0000

Document Ref.: 11111
Date: 01 Mar 2017
Reference: Damaged
Invoice No.: 0000000000000000

SRN No.: SR000000012

Supplier Details:

Name	Postal Address
Sprint International	5 Holly Road
VAT No.: 456256742	Next Town
Currency: USD	Sure Bay
	12345
	Sure Bay

Item Code	Item Description	Serial No.	Quantity	Unit Price	Net Price	Total
SP29-247C	Cyan Toner - SP2928		2.00	45.00	90.00	90.00

Page 1 of 1

You will return to the **Debit Note Listing** screen.

- A **Debit Note Processing** message box will pop up informing you that;
 - **Debit Note No. [] saved successfully.**
- Click on **OK**.

Debit Note Listing - BPO: Version 2.1.0.32 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Approve Decline Save Layout Workspaces Print Export Durban New Refresh

Maintain Process Format Print Current

Drag a column header here to group by that column

SRNTType	DebitNoteNo	DebitNoteDate	NoteStatus	SupplierCode	SupplierName	Currency	ExchangeR...	TaxRate	TotalCostExd	TotalAmtInd	VA
ST	010203	01 Mar 2017	N	SPR002	Sprint International	USD	10.00	0.00	250.00	250.00	454
ST	111111	01 Mar 2017	N	SPR002	Sprint International	USD	10.00	0.00	90.00	90.00	454

Debit Note Processing

Debit Note No. 111111 saved successfully.

OK

Open Windows 19 Oct 2017

VIEW DEBIT NOTE

- The newly created **Debit Note** can now be **viewed** in the **Debit Note Listing** screen.

Debit Note Listing - BPO: Version 2.1.0.32 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Approve Decline Save Layout Workspaces Print Export

Durban New Refresh

Maintain Process Format Print Current

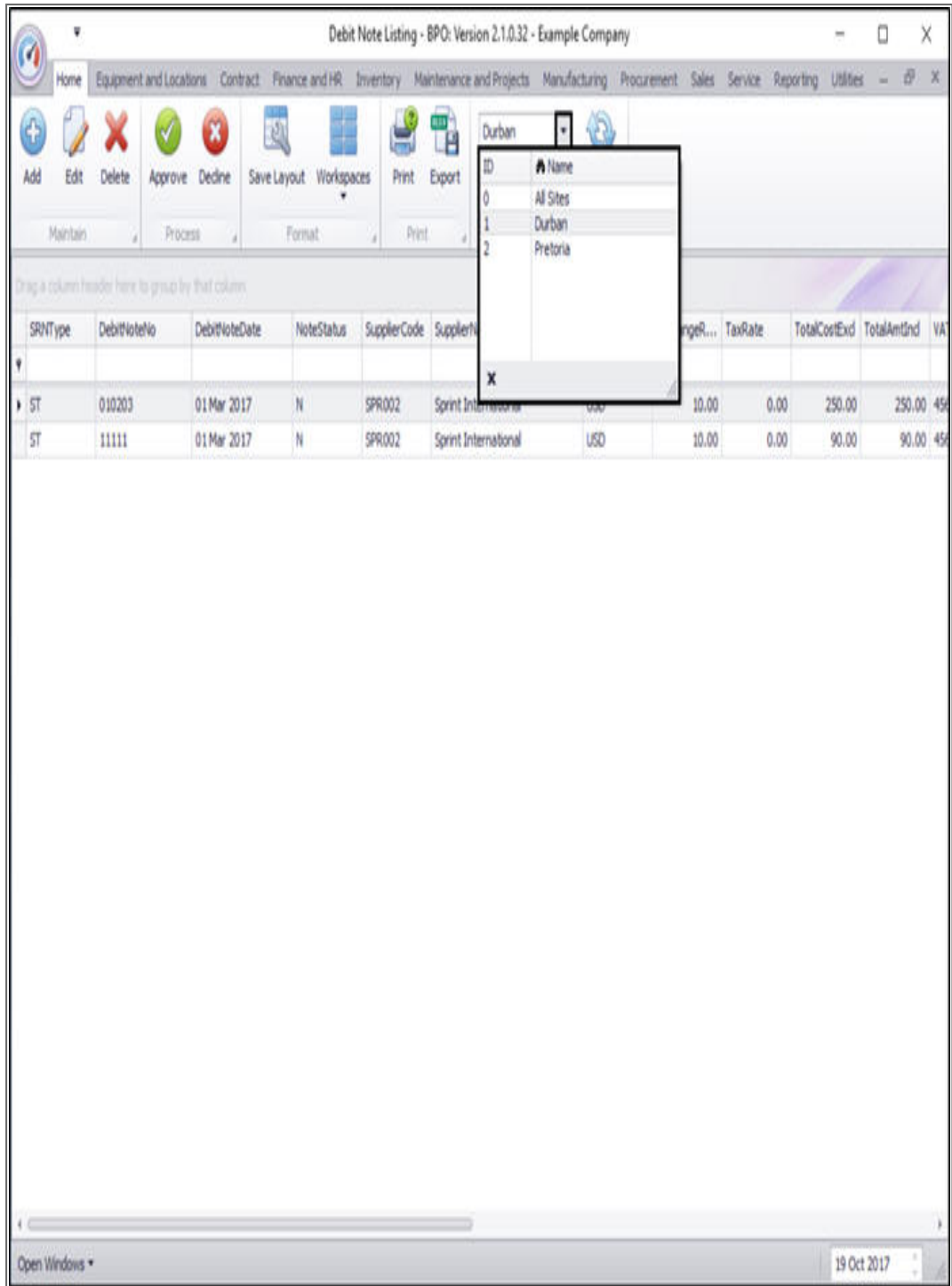
Drag a column header here to group by that column

SPRType	DebitNoteId	DebitNoteDate	NoteStatus	SupplierCode	SupplierName	Currency	ExchangeR...	TaxRate	TotalCostExd	TotalAmtInd	VA
ST	010203	01 Mar 2017	N	SPR002	Sprint International	USD	10.00	0.00	250.00	250.00	45
ST	11111	01 Mar 2017	N	SPR002	Sprint International	USD	10.00	0.00	90.00	90.00	45

Open Windows 19 Oct 2017

APPROVE SUPPLIER DEBIT NOTE

- In the *Debit Note Listing* screen,
- Select the *Site*.



- Click on the **row selector** in front of the **Supplier Debit Note** to be **approved**.
- Click on **Approve**.

Debit Note Listing - BPO: Version 2.1.0.33 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View **Approve** Decline Save Layout Workspaces Print Export

Durban New Refresh

Maintain Process Format Print Current

Drag a column header here to group by that column

SRNTType	DebitNoteNo	DebitNoteDate	NoteStatus	SupplierCode	SupplierName	Currency	ExchangeRate	TaxRate	TotalCostExcl	TotalAmtIncl	VATNo	Address1	Address2
ST	010203	01 Mar 2017	N	SPR002	Sprint International	USD	10.00	0.00	250.00	250.00	456258741	5 Holly Road	Next Town
ST	111111	01 Mar 2017	N	SPR002	Sprint International	USD	10.00	0.00	90.00	90.00	456258741	5 Holly Road	Next Town

Open Windows 23 Oct 2017

- A **Process Validation** message box will pop up asking;
 - **Are you sure you want to approve this debit note?**

- Click on **Yes**.

Debit Note Listing - BPO: Version 2.1.0.33 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Approve Decline Save Layout Workspaces Print Export Durban New Refresh

Maintain Process Format Print Current

Drag a column header here to group by that column

SRVType	DebitNoteNo	DebitNoteDate	NoteStatus	SupplierCode	SupplierName	Currency	ExchangeRate	TaxRate	TotalCostExd	TotalAmtInd	VATNo	Address1	Address2
ST	010203	01 Mar 2017	N	SPR002	Sprint International	USD	10.00	0.00	250.00	250.00	456258741	5 Holly Road	Next Town
ST	11111	01 Mar 2017	N	SPR002	Sprint International	USD	10.00	0.00	90.00	90.00	456258741	5 Holly Road	Next Town

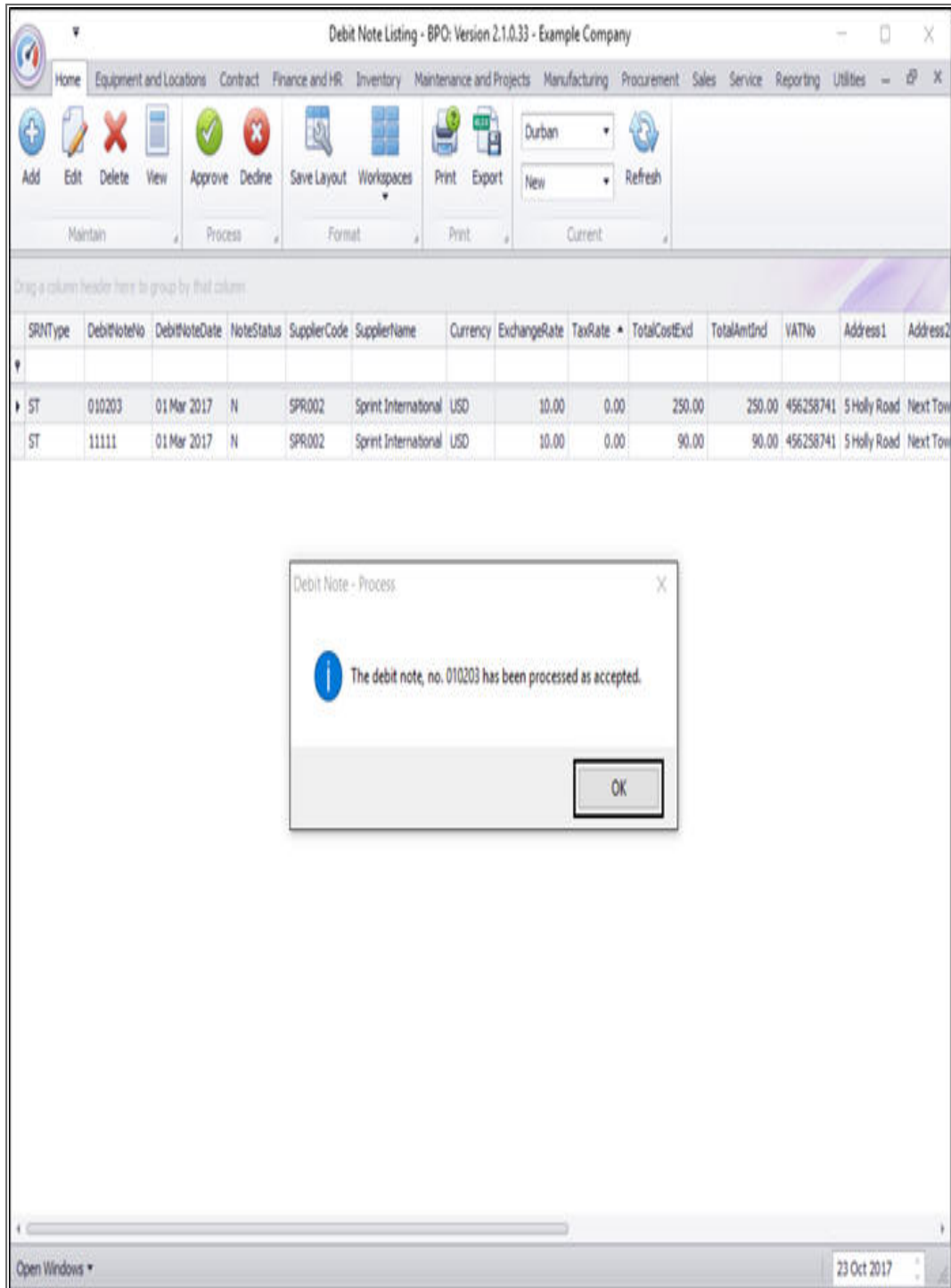
Process Validation

Are you sure you want to approve this debit note?

Yes No

Open Windows 23 Oct 2017

- A **Debit Note - Process** message box will pop up informing you that;
 - *The supplier debit note, no [] has been processed as accepted.*
- Click on **OK**.



The screenshot shows the 'Debit Note Listing - BPO: Version 2.1.0.33 - Example Company' application. The interface includes a menu bar with options like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a toolbar with icons for Add, Edit, Delete, View, Approve, Decline, Save Layout, Workspaces, Print, Export, and Refresh. The main area displays a table of debit notes with columns: SRNType, DebitNoteNo, DebitNoteDate, NoteStatus, SupplierCode, SupplierName, Currency, ExchangeRate, TaxRate, TotalCostExcl, TotalAmtIncl, VATNo, Address1, and Address2. Two rows are visible, both with a status of 'N'. A modal dialog box titled 'Debit Note - Process' is open, displaying an information icon and the message: 'The debit note, no. 010203 has been processed as accepted.' with an 'OK' button.

SRNType	DebitNoteNo	DebitNoteDate	NoteStatus	SupplierCode	SupplierName	Currency	ExchangeRate	TaxRate	TotalCostExcl	TotalAmtIncl	VATNo	Address1	Address2
ST	010203	01 Mar 2017	N	SPR002	Sprint International	USD	10.00	0.00	250.00	250.00	456258741	5 Holly Road	Next Town
ST	11111	01 Mar 2017	N	SPR002	Sprint International	USD	10.00	0.00	90.00	90.00	456258741	5 Holly Road	Next Town

- You can now **view** the **Approved** debit note in the **Debit Note Listing** screen where the **status** has been set to **Updated**.

Debit Note Listing - BPO: Version 2.1.0.33 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Approve Decline Save Layout Workspaces Print Export Durban Updated Refresh

Maintain Process Format Print Current

Drag a column header here to group by that column

SRNType	DebitNoteId	DebitNoteDate	NoteStatus	SupplierCode	SupplierName	Currency	ExchangeR...	TaxRate	TotalCostExd	TotalAmtInd	VA
ST	IND8NT1234	26 Sep 2014	U	SPR002	Sprint International	USD	10.00	0.00	175.00	175.00	
ST	010203	01 Mar 2017	U	SPR002	Sprint International	USD	10.00	0.00	250.00	250.00	
ST	DN123	08 Apr 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	3 500.00	3 990.00	
ST	SDN45521	08 Apr 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	350.00	399.00	
ST	dn741	09 Apr 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	500.00	570.00	
ST	DN127845	09 Apr 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	800.00	912.00	
ST	SDN445123	23 Apr 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	8 000.00	9 120.00	
ST	DN855214	09 May 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	450.00	513.00	
NS	DN5123325	09 May 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	1 000.00	1 140.00	
NS	DN45111447	09 May 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	1 000.00	1 140.00	
ST	DN5411225544	17 Jun 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	79 500.00	90 630.00	
ST	PSRNTtest	24 Jul 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	250.00	285.00	
ST	testPSRNTtest	02 Jun 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	300.00	342.00	
ST	finaltestpm	14 May 2014	U	TON001	Tonys Copy Shop	ZAR	1.00	14.00	1 300.00	1 482.00	
ST	TestPartialDN	31 Jul 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	900.00	1 026.00	
ST	DNNT1458852	23 Sep 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	350.00	399.00	
NS	DN774411	23 Sep 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	550.00	627.00	
ST	DN114477	25 Sep 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	1 750.00	1 995.00	
NS	DN473858	26 Sep 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	850.00	969.00	
ST	DN12345	26 Sep 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	2 500.00	2 850.00	
ST	T123	26 Sep 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	350.00	399.00	
NS	DN1234546	19 Feb 2015	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	1 250.00	1 425.00	
ST	DB145288	10 Nov 2015	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	450.00	513.00	

Open Windows 23 Oct 2017

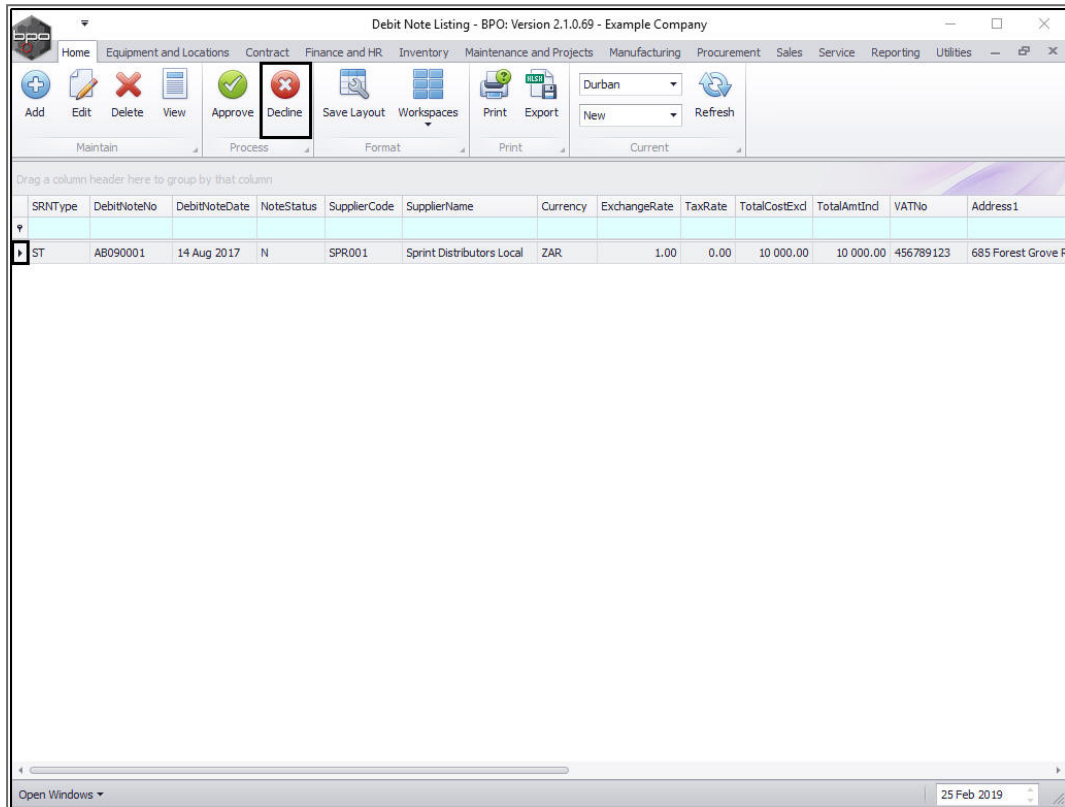
REJECT/DECLINE SUPPLIER DEBIT NOTE

- In the *Debit Note Listing* screen,
- Select the *Site*.

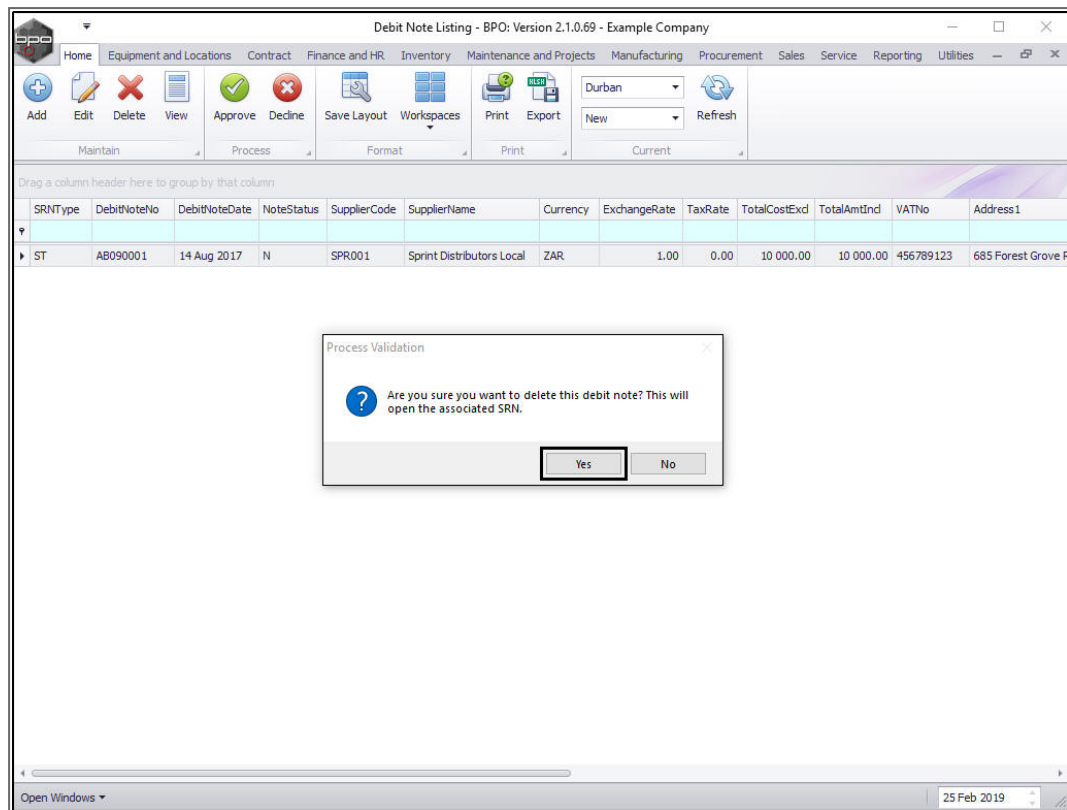
Help v2.5.1.4 - Pg 22 - Printed: 27/06/2024

SELECT DEBIT NOTE TO DECLINE

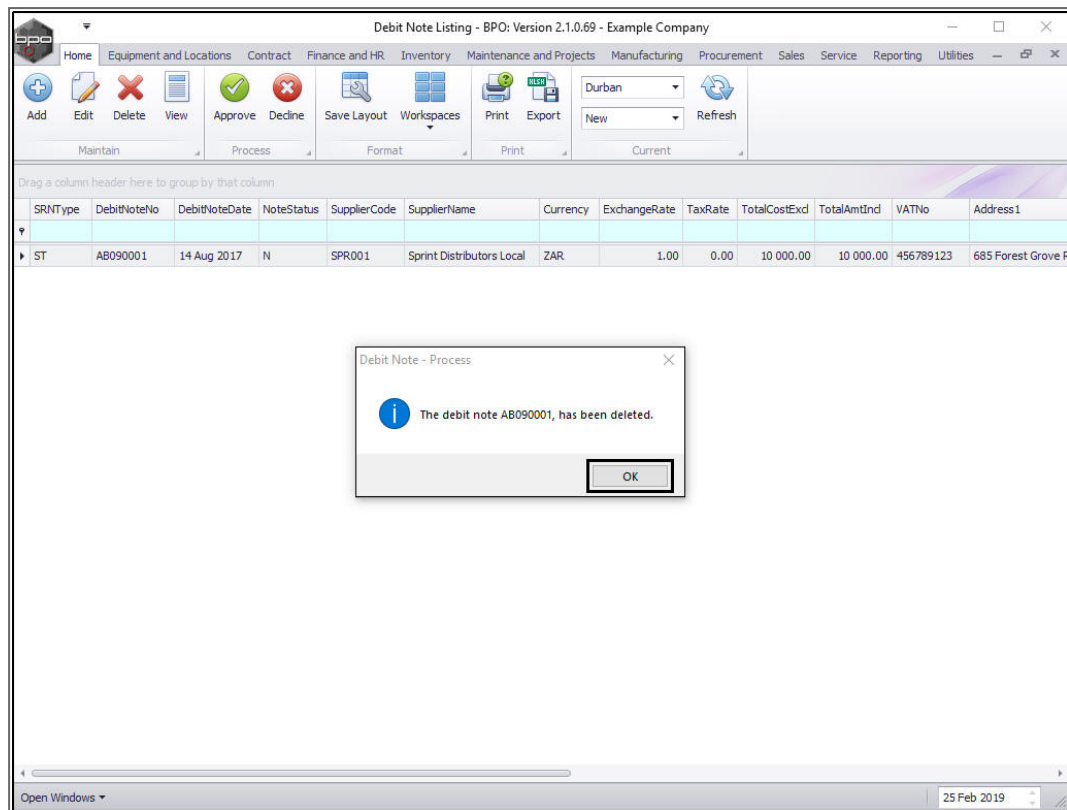
- Click on the **row selector** in front of the **Supplier Debit Note** to be **rejected/declined**.
- Click on **Decline**.



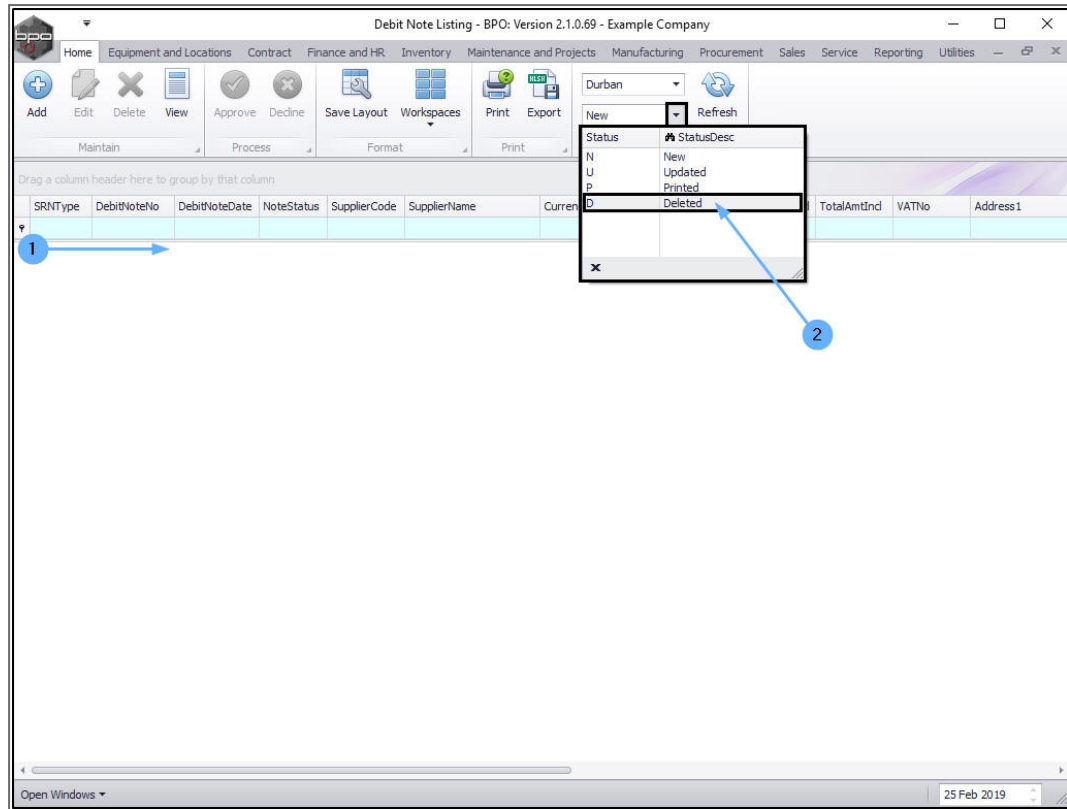
- A **Process Validation** message box will pop up asking;
 - **Are you sure you want to delete this debit note?**
This will open the associated SRN.
- Click on **Yes**.



- A **Debit - Process** message box will pop up informing you that;
 - **The debit note [], has been deleted.**
- Click on **OK**.



1. The Debit Note will be **removed** from the Debit Note Listing screen where the status is set to **New**.
2. Change the screen status to **Deleted**.



1. The Debit Note can now be found in the **Debit Note Listing** screen,
2. where the status is set to **Deleted**.

Debit Note Listing - BPO: Version 2.1.0.69 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Approve Dedine Save Layout Workspaces Print Export

Durban Deleted Refresh

Current

Drag a column header here to group by that column

SRNType	DebitNoteNo	DebitNoteDate	NoteStatus	SupplierCode	SupplierName	Currency	ExchangeRate	TaxRate	TotalCostExd	TotalAmtInd	VATNo	Address1
NS	test12:55:45	12 May 2014	D	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	250.00	285.00	456789123	685 Forest Grove R
ST	testPsmTes...	02 Jun 2014	D	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	250.00	285.00	456789123	685 Forest Grove R
ST	DB123410:4...	22 Jun 2015	D	SPR002	Sprint International	USD	10.00	0.00	250.00	250.00	456258741	5 Holly Road
NS	gr240215:1...	18 Nov 2015	D	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	1 000.00	1 140.00	456789123	685 Forest Grove R
ST	AB0900011...	14 Aug 2017	D	SPR001	Sprint Distributors Local	ZAR	1.00	0.00	10 000.00	10 000.00	456789123	685 Forest Grove R

Open Windows 25 Feb 2019

BPO.MNU.036

