

SALES

CREDIT NOTES - ISSUE A CREDIT NOTE

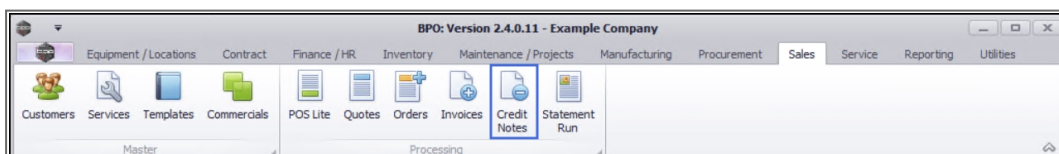
A Sales Credit Note is the reversal, in part or in full, of a Sales Invoice and should therefore be linked to that invoice.

"Unlinked" Sales Credit Notes should only be created in special circumstances such as crediting an invoice that was created prior the use of BPO, where only the balance against the debtor was brought in.

When linked Credit Notes are raised, remember the following:

- i. Partial credit notes can be raised.
- ii. Select whether or not to **return the stock to store**, and whether replacement is required.
- iii. If you select to return to store, you must complete a return request in order to move your stock back to the warehouse.
- iv. When a Credit Note is raised to adjust incorrect pricing on an invoice, then there is no need to return the stock to store.

Ribbon Access: *Sales > Credit Notes*



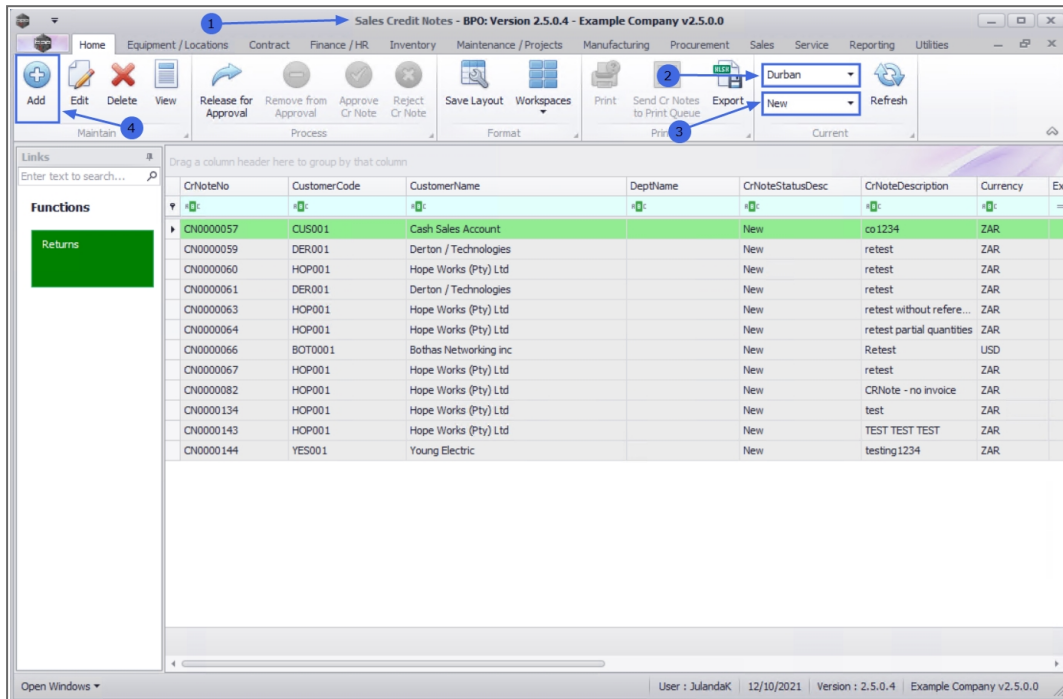
1. The **Sales Credit Notes** listing screen will be displayed.
2. Select the **Site** where the credit note needs to be created.
 - The example has **Durban** selected.
3. You can create a Credit Note in any **Status**, but it will display in the **New** status list after it has been saved.

- The example has **New** selected.

4. Click on **Add**.



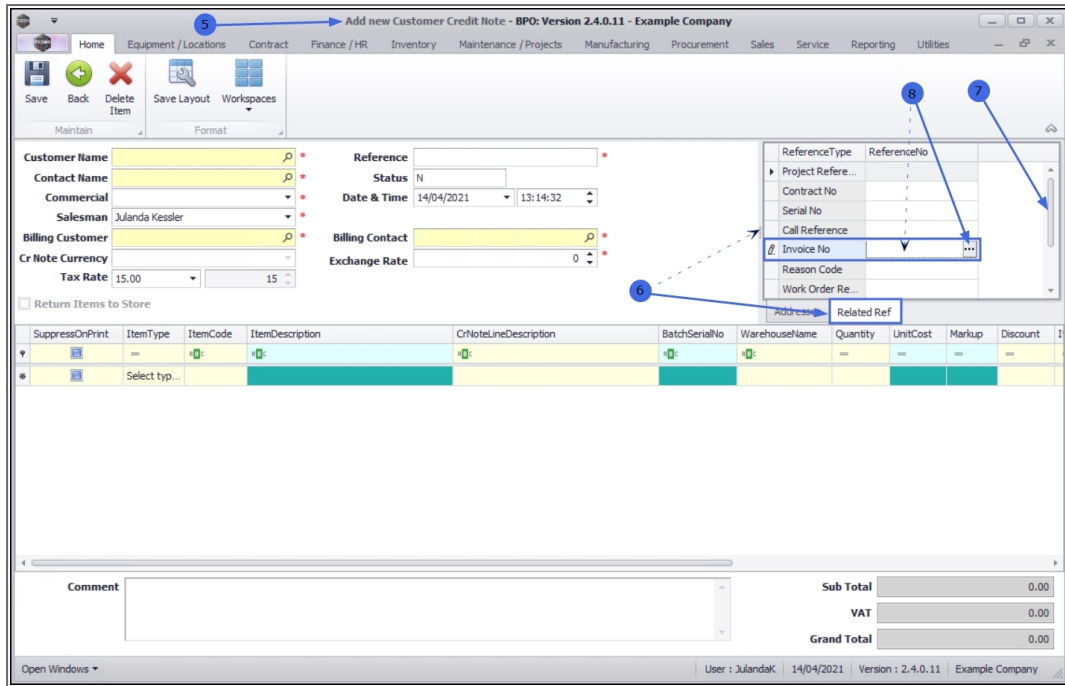
Short cut key: **Right click** to display the **All groups** menu list. Click on **Add**.



5. The **Add new Customer Credit Note** screen will be displayed.

RELATED REFERENCES TAB

- Click on the **Related Ref** tab to display the Related References panel.
- Scroll down until you can view the **Invoice No** reference type.
- Click in the **Reference No** text box to display the **ellipsis** button.



5. Add new Customer Credit Note - BPO: Version 2.4.0.11 - Example Company

6. Invoice No

7. ReferenceNo

8. Project Refere...

9. Contract No

10. Serial No

11. Call Reference

12. Reason Code

13. Work Order Re...

14. Related Ref

15. Address

16. Quantity

17. UnitCost

18. Markup

19. Discount

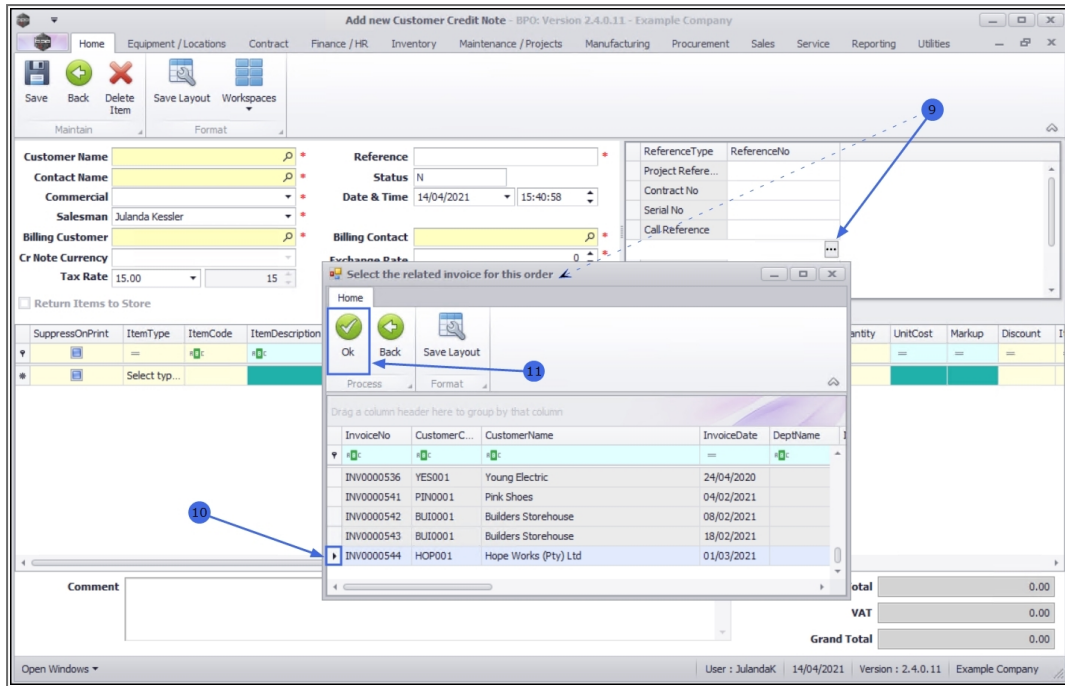
20. Sub Total 0.00

21. VAT 0.00

22. Grand Total 0.00

LINK AN INVOICE

9. Click on the **ellipsis** button to display the *Select the related invoice for this order* screen.
10. Click on the **row** of the *invoice* you wish to **link** to this credit note.
11. Click on **OK**.



12. When you receive the **Parts Processing** message to confirm;

- **Do you wish to return the items to the store?**

13. Select **Yes** if:

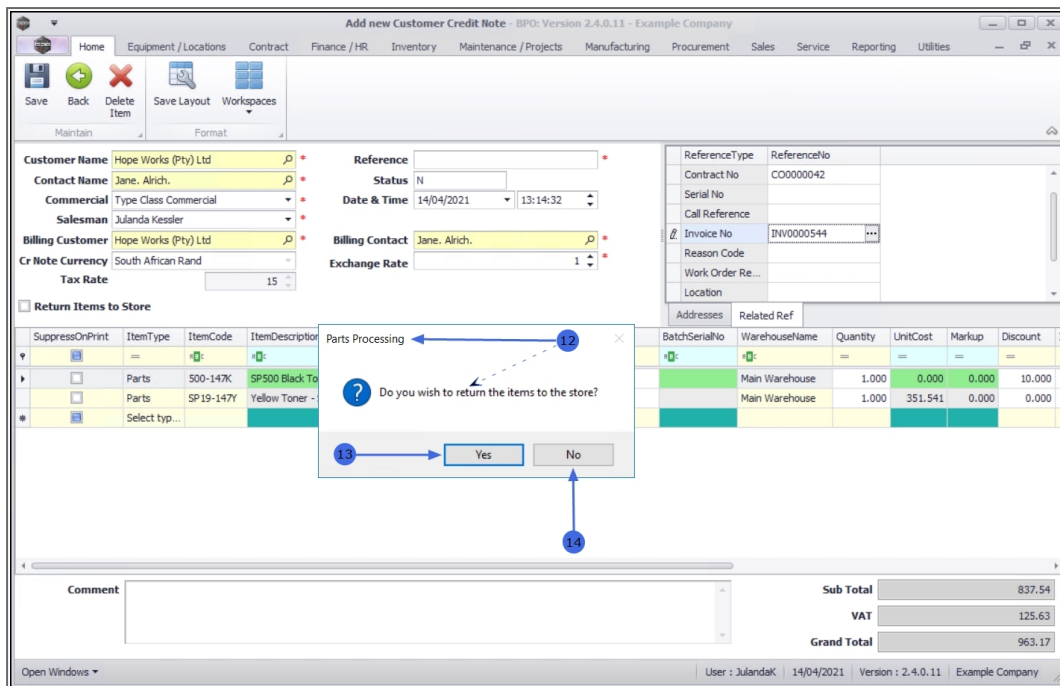
- You are crediting a cancelled order, an over-supply or an incorrect part.
- This will raise a **return request** to return the items to store.

14. Select **No** if:

- You are crediting the selling price or to re-invoice the correct selling price.



The option you choose will be applied to all items with **Item Type - Parts**.



Add new Customer Credit Note - BPD: Version 2.4.0.11 - Example Company

Customer Name: Hope Works (Pty) Ltd
 Contact Name: Jane. Alrich.
 Commercial: Type Class Commercial
 Salesman: Julanda Kessler
 Billing Customer: Hope Works (Pty) Ltd
 Cr Note Currency: South African Rand
 Tax Rate: 15

Reference:
 Status: N
 Date & Time: 14/04/2021 13:14:32
 Billing Contact: Jane. Alrich.
 Exchange Rate: 1

ReferenceType: ReferenceNo
 Contract No: CO0000042
 Serial No:
 Call Reference:
 Invoice No: INV0000544
 Reason Code:
 Work Order Re...
 Location:

☒ Return Items to Store

SuppressOnPrint	ItemType	ItemCode	ItemDescription
<input type="checkbox"/>	Parts	500-147K	SP500 Black To
<input type="checkbox"/>	Parts	SP19-147Y	Yellow Toner -
<input type="checkbox"/>	Select typ...		

Do you wish to return the items to the store?

Yes No

Sub Total: 837.54
 VAT: 125.63
 Grand Total: 963.17

ITEMS DATA GRID

- The **Items** data grid will be populated with the selected invoice details.
- You may now proceed to **"Delete Line Item"** on page 8(s) or **"Add Additional Line Item"** on page 9(s) to the document.
- If you have selected to return items to store, then the **Return Items to Store** check box will be marked.

- If you selected the incorrect option on the Return Item message box, then you can always change the selection by marking / un-marking the **Return Items to Store** check box.

- The option you choose will be applied on all items with **Item Type - Parts**. (We will be explaining how to return individual items further down the manual.)

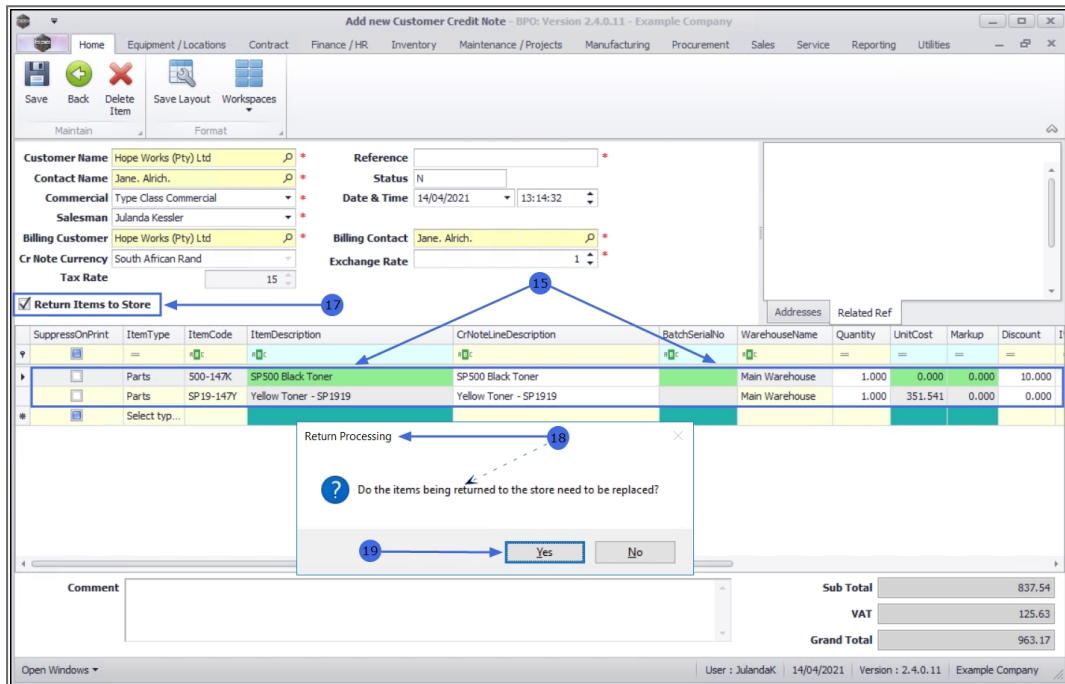
- If you have selected to **Return the Items to Store**, then the **Return Processing** message will prompt:

- *Do the items being returned to the store need to be replaced?*



For POS or OTC Credit Notes, you will always select **NO**. If a replacement is required, a new POS Invoice must be raised. The Item / Part can be viewed from the [Credit Note Returns Tab](#).

19. Click on **Yes**.



The screenshot shows the 'Add new Customer Credit Note' window. The 'Return Items to Store' checkbox is checked. A dialog box titled 'Return Processing' is open, asking 'Do the items being returned to the store need to be replaced?'. The 'Yes' button is highlighted with a blue arrow. The background table shows items being returned, including 'SP500 Black Toner' and 'Yellow Toner - SP 1919'.

SuppressOnPrint	ItemType	ItemCode	ItemDescription	CrNoteLineDescription	BatchSerialNo	WarehouseName	Quantity	UnitCost	Markup	Discount
	Parts	500-147K	SP500 Black Toner	SP500 Black Toner		Main Warehouse	1.000	0.000	0.000	10.000
	Parts	SP 19-147Y	Yellow Toner - SP 1919	Yellow Toner - SP 1919		Main Warehouse	1.000	351.541	0.000	0.000

Add Reason Code

20. On the **Related References** panel, scroll down until you can view the **Reason Code** reference type.
21. Click in the **Reference No** text box in the Reason Code row to display the **ellipsis** button.
22. Click on the ellipsis button to display the **Select the reason for this credit note** screen.

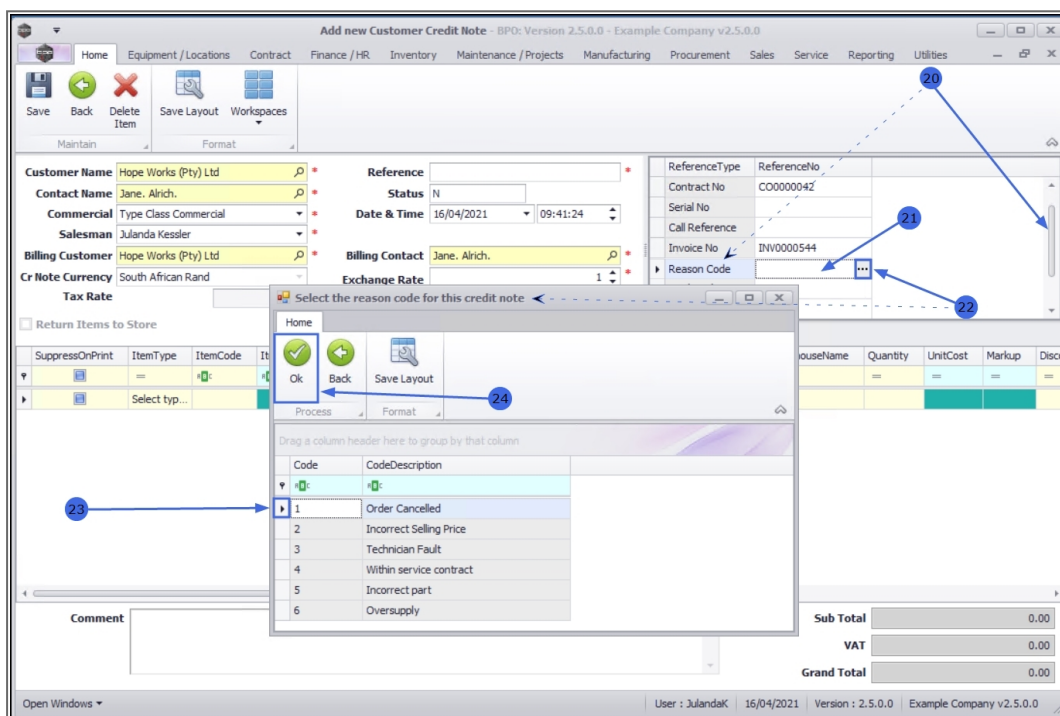
- If the codes have not yet been configured, or the code you need to use has not yet been set up, then it needs to be added in **Sales Credit Note Reason**.

- You can also do a partial credit note

23. Click on the **row** of the reason for this credit note.

24. Click on **OK**.

- The Reason Code will be recorded in the Related References panel.

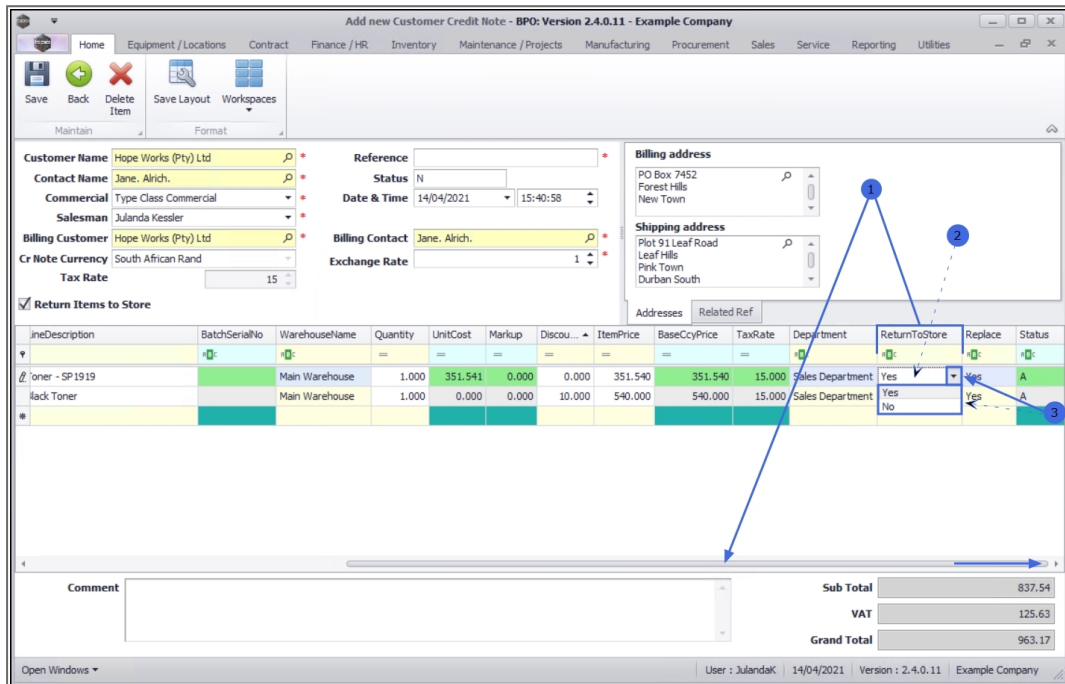


The screenshot displays the 'Add new Customer Credit Note' window. The main form includes fields for Customer Name, Contact Name, Commercial, Salesman, Billing Customer, Cr Note Currency, Tax Rate, Reference, Status, Date & Time, Billing Contact, and Exchange Rate. A 'Related References' panel on the right shows details for Contract No, Serial No, Call Reference, Invoice No, and Reason Code. A modal dialog titled 'Select the reason code for this credit note' is open, showing a list of reasons with '1 Order Cancelled' selected. Numbered callouts 20 through 24 indicate specific actions and elements within the interface.

Return an individual item

From the Item Data Grid, you have an option to choose whether to return an individual item to store and to replace it or not. The choice you make will only apply to the selected item.

1. Use the scroll bar at the bottom of the screen to scroll until the **Return To Store** column is visible on the screen.
2. Click in the **Return To Store** column on the text box of the item that needs to be returned to store.
3. Click on the down **arrow** to select the relevant option from the drop-down **menu**.



Add new Customer Credit Note - BPO: Version 2.4.0.11 - Example Company

Customer Name: Hope Works (Pty) Ltd
 Contact Name: Jane. Alrich
 Commercial: Type Class Commercial
 Salesman: Julanda Kessler
 Billing Customer: Hope Works (Pty) Ltd
 Cr Note Currency: South African Rand
 Tax Rate: 15

Reference:
 Status: N
 Date & Time: 14/04/2021 15:40:58
 Billing Contact: Jane. Alrich
 Exchange Rate: 1

Billing address: PO Box 7452, Forest Hills, New Town
 Shipping address: Plot 91 Leaf Road, Leaf Hills, Pink Town, Durban South

☒ Return Items to Store

LineDescription	BatchSerialNo	WarehouseName	Quantity	UnitCost	Markup	Discou...	ItemPrice	BaseCcyPrice	TaxRate	Department	ReturnToStore	Replace	Status
Printer - SP1919		Main Warehouse	1.000	351.541	0.000	0.000	351.540	351.540	15.000	Sales Department	Yes	Yes	A
Black Toner		Main Warehouse	1.000	0.000	0.000	10.000	540.000	540.000	15.000	Sales Department	Yes	Yes	A

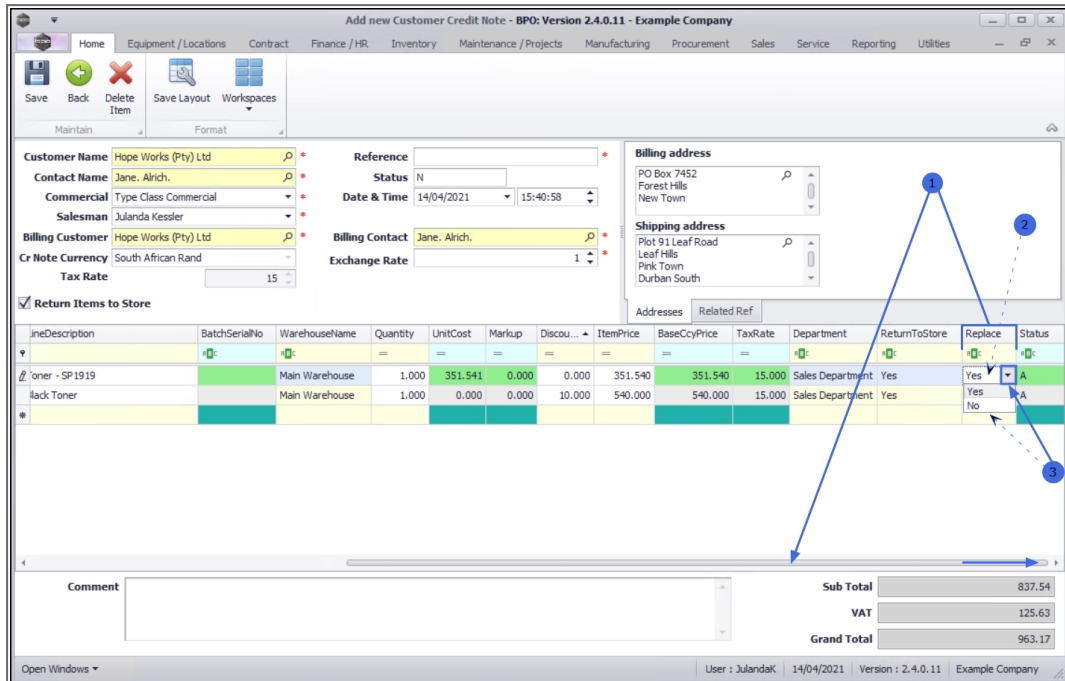
Sub Total: 837.54
 VAT: 125.63
 Grand Total: 963.17

Replace an item

After choosing to return an item to store, you can choose whether to replace the item or not. The choice you make will apply to the selected item only.

1. Use the scroll bar at the bottom of the screen to scroll until the **Return To Store** column is visible on the screen.
2. Click in the **Replace** column in the text box of the item that needs to be replaced.

- Click on the down **arrow** to select the relevant option from the drop-down **menu**.



Each line item will show whether;

- a **return request** will be raised to stores for return of the part and / or
- whether a replacement part is required.

SUPPRESS ON PRINT

- You have an option to suppress items on print by clicking on the ***Suppress On Print*** check box.
- Only click on this check box in the row of the items that you do not want visible on the printed credit note



The **Sub/Grand Total** will not be affected, but the selling prices that are visible will not match up with the credit note total.

Add new Customer Credit Note - BPO: Version 2.4.0.11 - Example Company

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

Save Back Delete Item Save Layout Workspaces

Maintain Format

Customer Name: Hope Works (Pty) Ltd
 Contact Name: Jane. Alrich
 Commercial: Type Class Commercial
 Salesman: Julanda Kessler
 Billing Customer: Hope Works (Pty) Ltd
 Cr Note Currency: South African Rand
 Tax Rate: 15

Reference: HW001111
 Status: N
 Date & Time: 15/04/2021 10:10:06
 Billing Contact: Jane. Alrich
 Exchange Rate: 1

Billing address: PO Box 7452, Forest Hills, New Town
 Shipping address: Plot 91 Leaf Road, Leaf Hills, Pink Town, Durban South

Return Items to Store: ☒

SuppressOnPrint	ItemType	ItemCode	ItemDescription	CrNoteLineDescription	BatchSerialNo	WarehouseName	Quantity	UnitCost	Markup	Discount
<input type="checkbox"/>	Parts	500-147K	SP500 Black Toner	SP500 Black Toner		Main Warehouse	1.000	0.000	0.000	10.000
<input type="checkbox"/>	Parts	SP19-147Y	Yellow Toner - SP1919	Yellow Toner - SP1919		Main Warehouse	1.000	351.541	0.000	0.000
Select typ...										

Comment: Incorrect toner cartridges were ordered - Replaced with correct toner cartridges

Sub Total: 837.54
 VAT: 125.63
 Grand Total: 963.17

Open Windows User: JulandaK 15/04/2021 Version: 2.4.0.11 Example Company

ADD REFERENCE AND COMMENT

1. Click on the **Reference number** text box to type a reference number for the Credit Note.

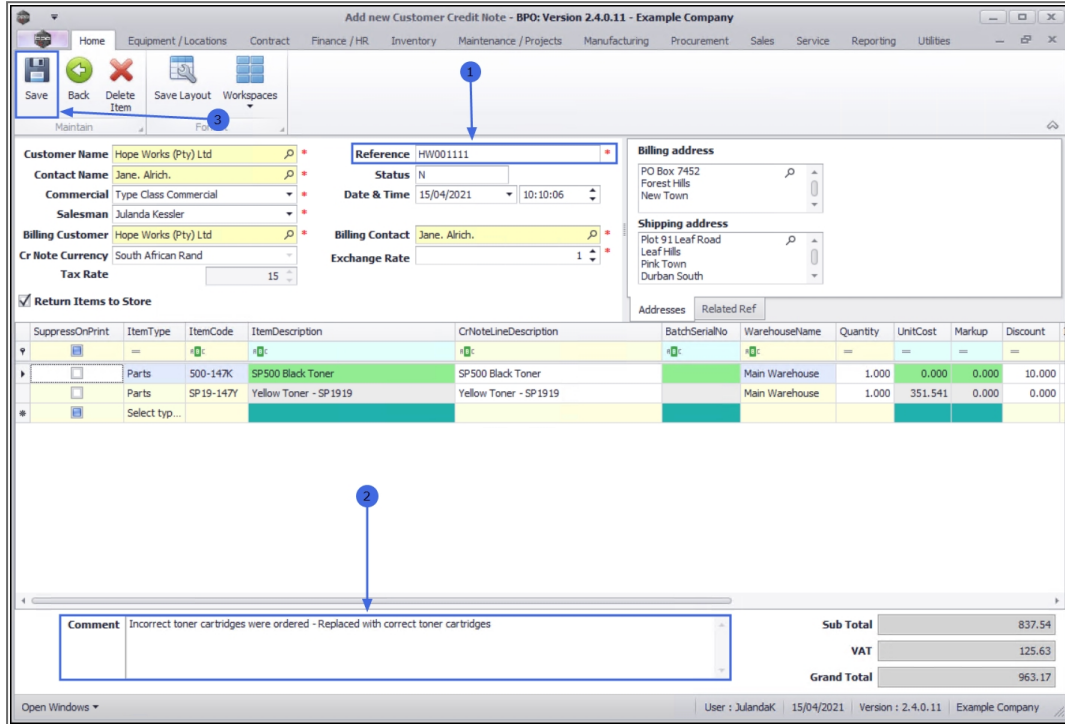


The reference number is a compulsory field and you will not be able to save the Credit Note without a reference number.

2. Click in the **Comments** text box to type a comment relating to the reason for the Credit Note. The comment will display on the Credit Note.

SAVE CREDIT NOTE

- When you have completed all the required information for the Credit Note, click on **Save**.



Add new Customer Credit Note - BPO: Version 2.4.0.11 - Example Company

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

Save Back Delete Item Save Layout Workspaces

1

Customer Name: Hope Works (Pty) Ltd
 Contact Name: Jane. Alrich.
 Commercial: Type Class Commercial
 Salesman: Julanda Kessler
 Billing Customer: Hope Works (Pty) Ltd
 Cr Note Currency: South African Rand
 Tax Rate: 15

Reference: HW001111
 Status: N
 Date & Time: 15/04/2021 10:10:06
 Billing Contact: Jane. Alrich.
 Exchange Rate: 1

Billing address: PO Box 7452, Forest Hills, New Town
 Shipping address: Plot 91 Leaf Road, Leaf Hills, Pink Town, Durban South

☒ Return Items to Store

SuppressOnPrint	ItemType	ItemCode	ItemDescription	CrNoteLineDescription	BatchSerialNo	WarehouseName	Quantity	UnitCost	Markup	Discount
	Parts	500-147K	SP500 Black Toner	SP500 Black Toner		Main Warehouse	1.000	0.000	0.000	10.000
	Parts	SP19-147Y	Yellow Toner - SP1919	Yellow Toner - SP1919		Main Warehouse	1.000	351.541	0.000	0.000


2

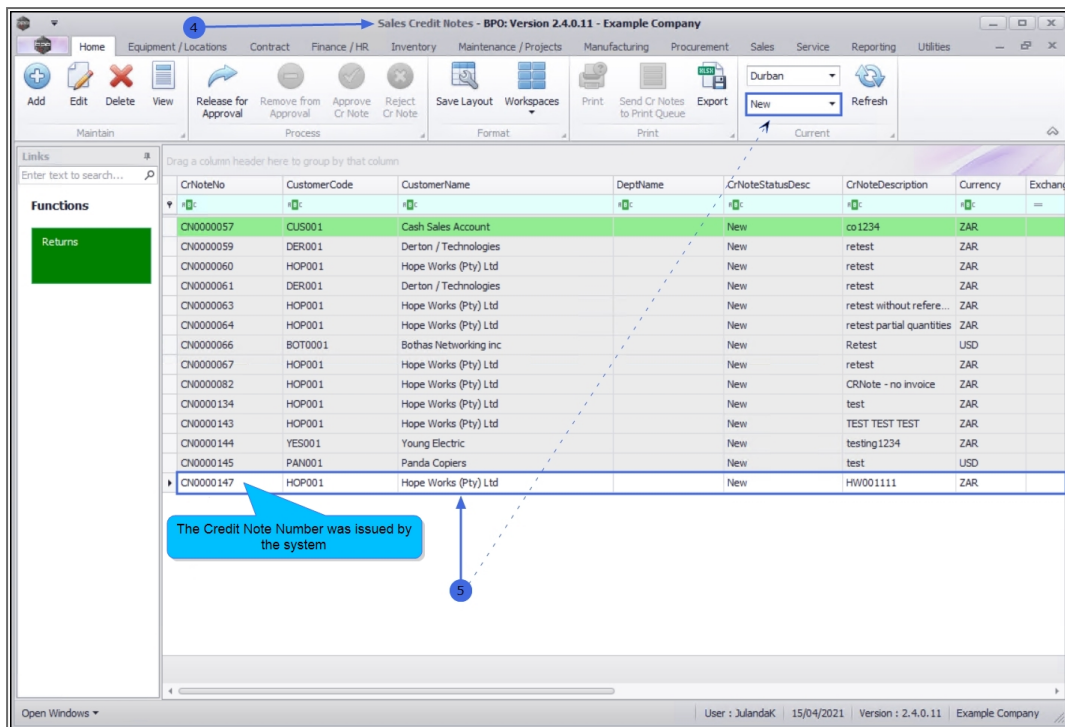
Comment: Incorrect toner cartridges were ordered - Replaced with correct toner cartridges

Sub Total: 837.54
 VAT: 125.63
 Grand Total: 963.17

Open Windows User: JulandaK 15/04/2021 Version: 2.4.0.11 Example Company

- You will return to the **Sales Credit Notes** listing screen.
- The screen will be updated with the new Credit Note you have created in the **New** status list.

 The **Credit Note Number** has automatically been issued by the system.



CrNoteNo	CustomerCode	CustomerName	DeptName	CrNoteStatusDesc	CrNoteDescription	Currency	Exchange
CN0000057	CUS001	Cash Sales Account		New	co1234	ZAR	
CN0000059	DER001	Derton / Technologies		New	retest	ZAR	
CN0000060	HOP001	Hope Works (Pty) Ltd		New	retest	ZAR	
CN0000061	DER001	Derton / Technologies		New	retest	ZAR	
CN0000063	HOP001	Hope Works (Pty) Ltd		New	retest without refere...	ZAR	
CN0000064	HOP001	Hope Works (Pty) Ltd		New	retest partial quantities	ZAR	
CN0000066	BOT0001	Bothas Networking Inc		New	Retest	USD	
CN0000067	HOP001	Hope Works (Pty) Ltd		New	retest	ZAR	
CN0000082	HOP001	Hope Works (Pty) Ltd		New	CRNote - no invoice	ZAR	
CN0000134	HOP001	Hope Works (Pty) Ltd		New	test	ZAR	
CN0000143	HOP001	Hope Works (Pty) Ltd		New	TEST TEST TEST	ZAR	
CN0000144	YES001	Young Electric		New	testing1234	ZAR	
CN0000145	PAN001	Panda Copiers		New	test	USD	
CN0000147	HOP001	Hope Works (Pty) Ltd		New	HW001111	ZAR	

Related Topics

- [Raise a Credit Note from a Project](#)
- [Raise a Credit Note from a Call](#)

MNU.064.001