

SALES

CREDIT NOTES - CANCEL A CREDIT NOTE

Deleting a Sales Credit Note will not remove it from the system, but the Status will changed to Cancelled.

Ribbon Access: Sales > Credit Notes



- 1. The *Sales Credit Notes* listing screen will be displayed.
- 2. Select the *Site* where the credit note was created.
 - The example has *Durban* selected.
- 3. Change the *Status* to New.
 - A Credit Note can only be cancelled when it appears in the *New* status.
- 4. Click on the *row* of the credit note you wish to cancel.
- 5. Click on *Delete*.

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



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- 6. When you receive the *Confirm delete Credit Note* message to confirm;
 - Are you sure you want to delete this Credit Note?
- 7. Click on **Yes** if you a certain about your selection.
 - Click on *No*, to ignore the request and to leave the Credit Note in the New status.



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8. You will return to the *Sales Credit Notes* listing screen.



- 9. Change the *Status* to **Cancelled**,
- 10. To view the *Cancelled* Credit Note in the data grid list.



Credit Notes - Cancel a Credit Note

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