

SALES

CREDIT NOTES - REJECT CREDIT NOTE

Ribbon Access: Sales > Credit Notes



- 1. The *Sales Credit Notes* listing screen will be displayed.
- 2. Select the *Site* where the credit note can be located.
 - The example has *Durban* selected.
- 3. Change the *Status* to **Released**.
- 4. Click on the *row* of the credit note you wish to reject.
- 5. Click on *Reject Cr Note*.

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



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	CN0000086	HOP001	Hope Works (Pty) Ltd		Released	quick part return	ZAR
	CN0000107	HOP001	Hope Works (Pty) Ltd		Released	test	ZAR
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Open Windows 🕶				User : JulandaK	21/04/2021 Version	· 2 5 0 0 Example Com	pany v2.5.0.0

- 6. When you receive the *Input Validation* message to confirm;
 - Are you sure you want to Reject cr note no. CN[credit note number]?
- 7. Click on Yes to proceed, or
 - Click on *No* to ignore the request .



				Sales C	redit Notes - BPO: Version 2.5.0.0 - Example	Company v2.5.0.0			
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CREDIT NOTE REJECTION COMMENTS

? If you did not enter a rejection comment for the credit note, then BPO

will prompt you to do so.

- 8. When you receive the message requesting;
 - Please add the rejection comment against this credit note?
- 9. Click on **OK** to proceed.



			Sal	es Credit No	es - BPO: Version 2.5.0.0 -	Example	Company v2.5.0.0			
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		CN0000109	HOPO	-				Released	test	ZAR
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- 10. The comment *text box* will display, allowing you to type the rejection comment.
- 11. When you have completed the comment, click on *Save*.



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	CN0000109							ed	test	ZAR
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- 12. When you receive the *Credit Note Authorisation* message to confirm that;
 - The Credit Note no., CN[credit note number] has been declined successfully.
- 13. Click on *OK*.



					Sales Cre	dit Note	s - BPO: Version 2.5.0.0 -	Example (Company v2.5.0.0				
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The rejected credit note can now be viewed in the *Sales Credit Notes* listing screen, where the *Status* is set to *Declined*.

MNU.064.010