

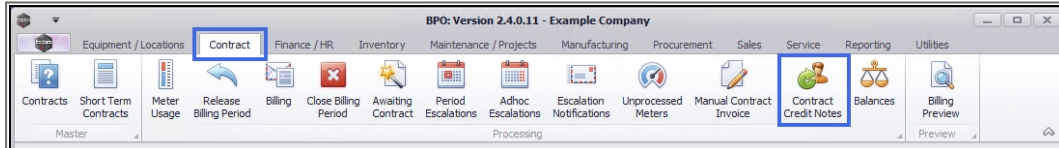
CONTRACTS

RELEASE / REMOVE / APPROVE / REJECT PROCESSES

After a credit note has been created, it has to go through an approval process which includes:

- Releasing the Credit Note for Approval or Removing the Credit Note from Approval
- Approving or Rejecting the Credit Note
- Printing the Credit Note (this step will post the transaction to Pastel)

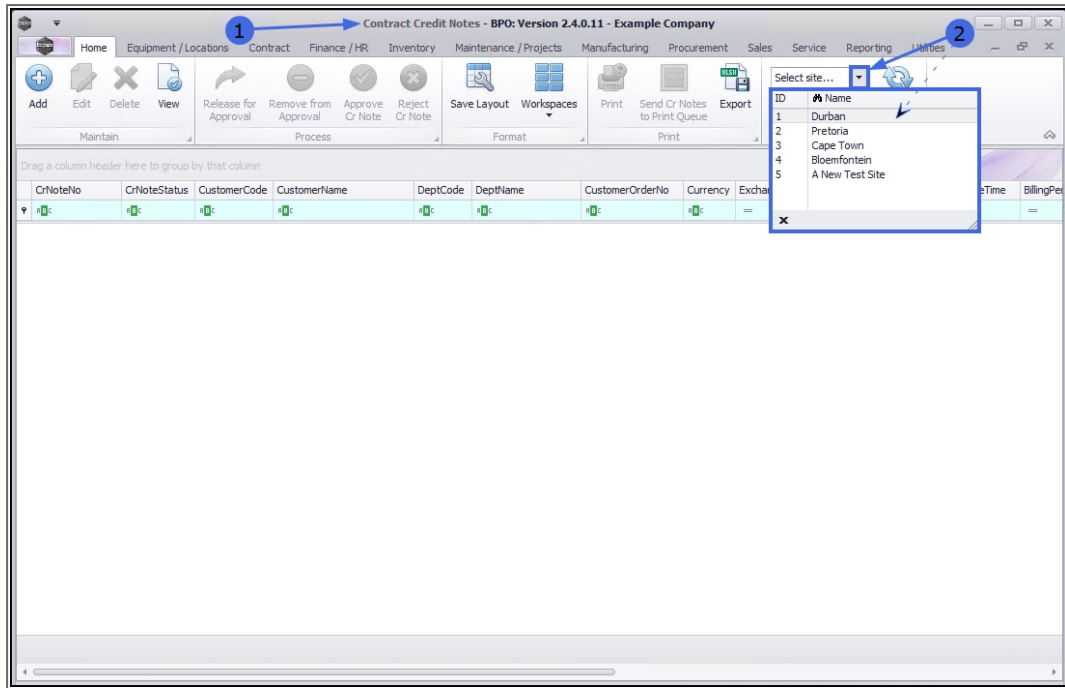
Ribbon Access: *Contract* > *Contract Credit Notes*



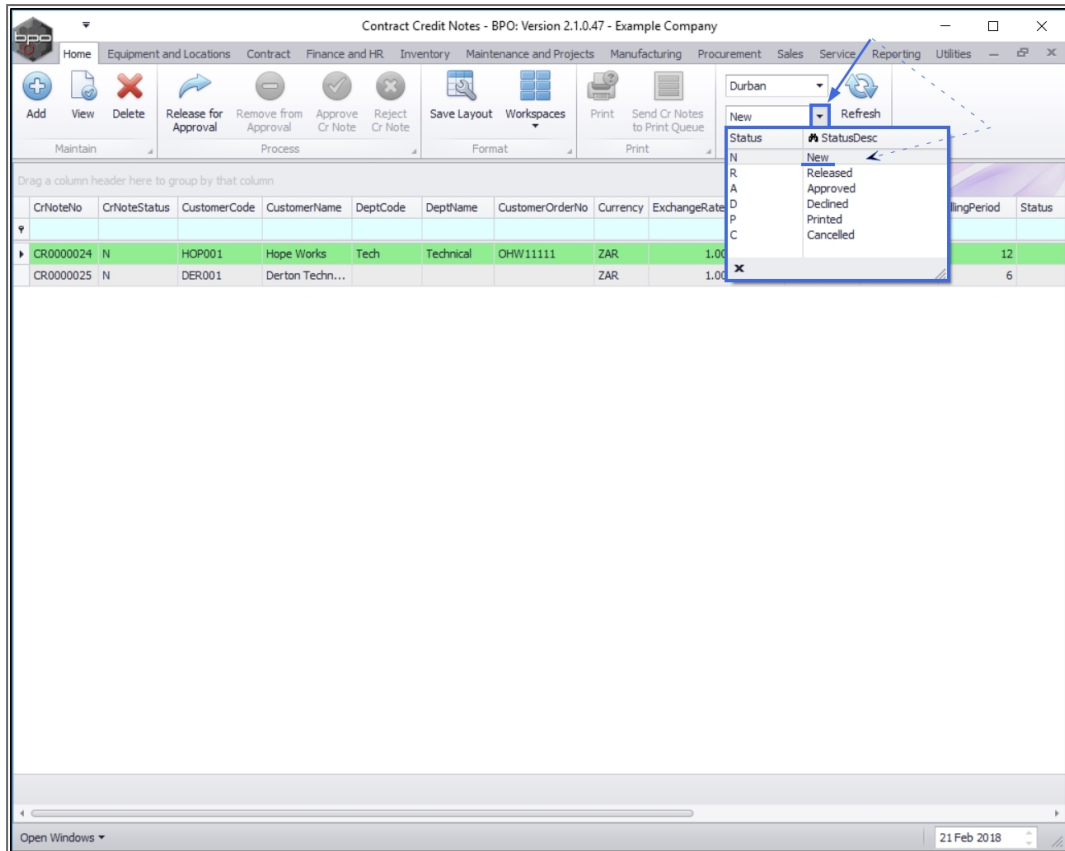
1. The **Contract Credit Notes** screen will be displayed.

RELEASE CONTRACT CREDIT NOTE FOR APPROVAL

2. Click on the drop-down **arrow** in the **Site** field and select from the list, the Site in which you wish to work.
 - In this example, **Durban** is selected.



- This screen will open by default with the **Status** set to **New**. This does not need to be changed, in order to release a Contract Credit Note.

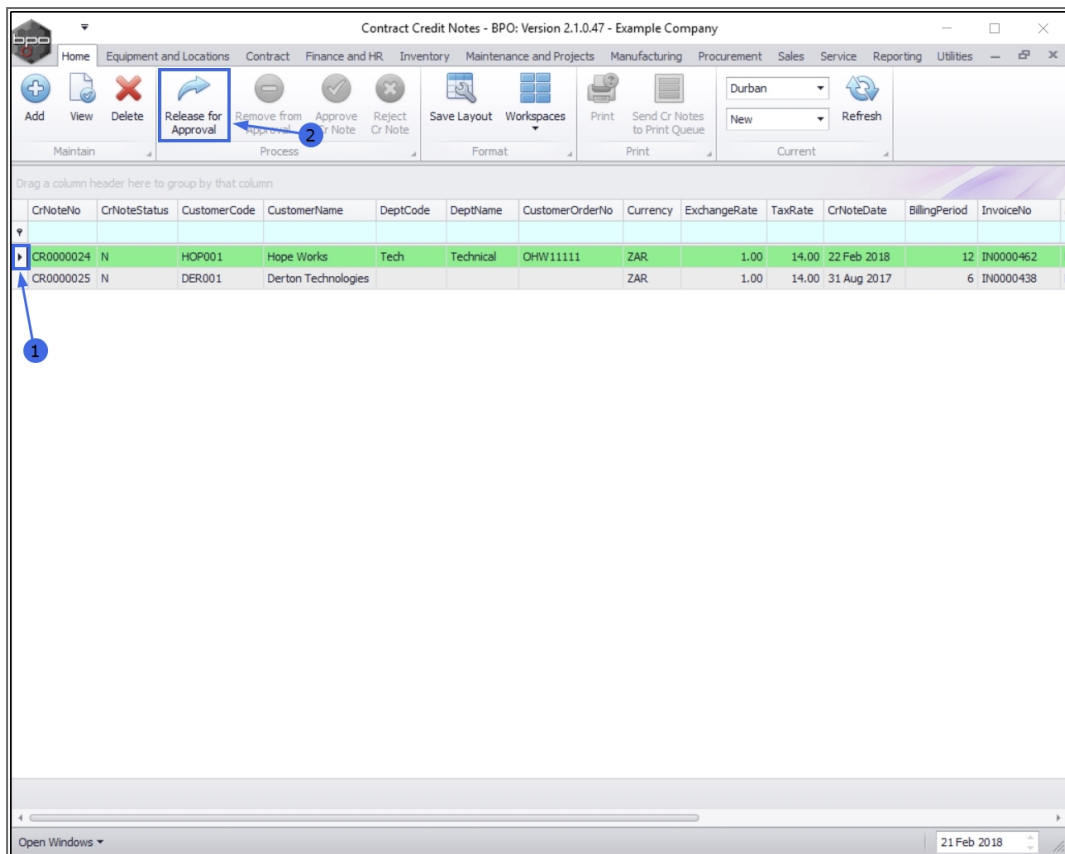


SELECT CREDIT NOTE

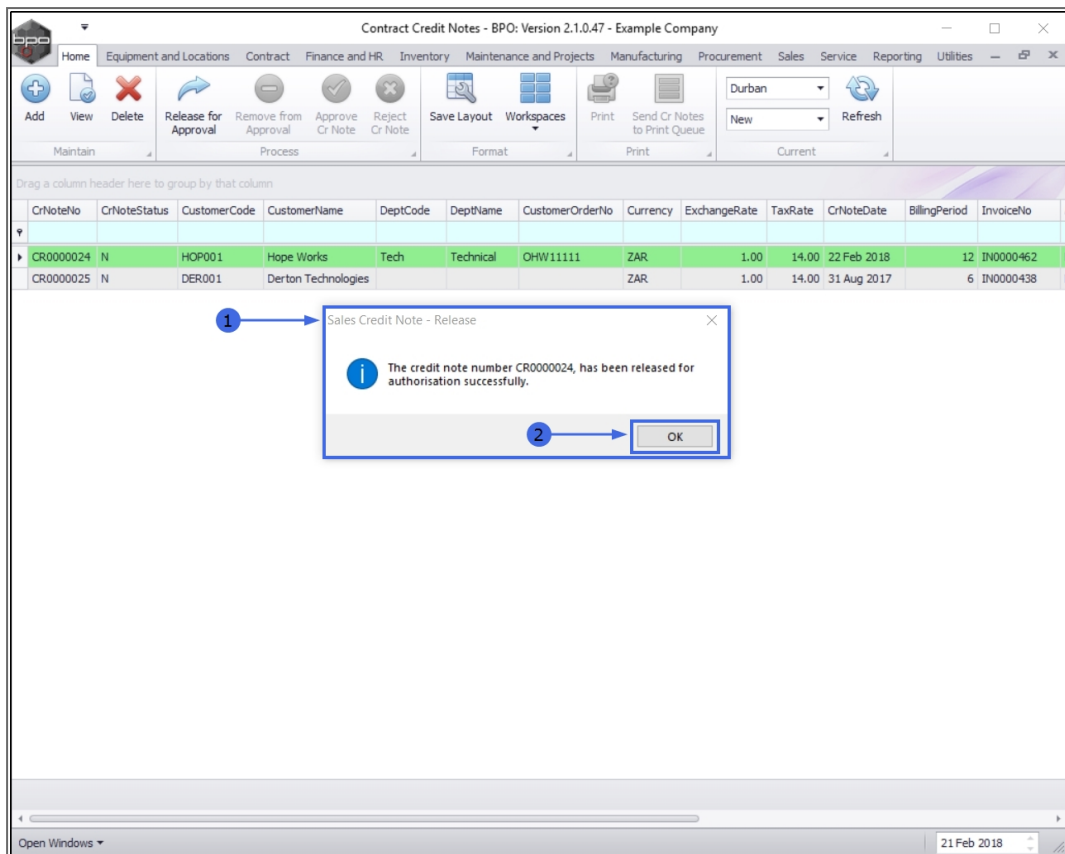
1. Select the **row** of the **contract credit note** that you wish to **release** for **approval**.

RELEASE CREDIT NOTE

2. Click on **Release for Approval**.



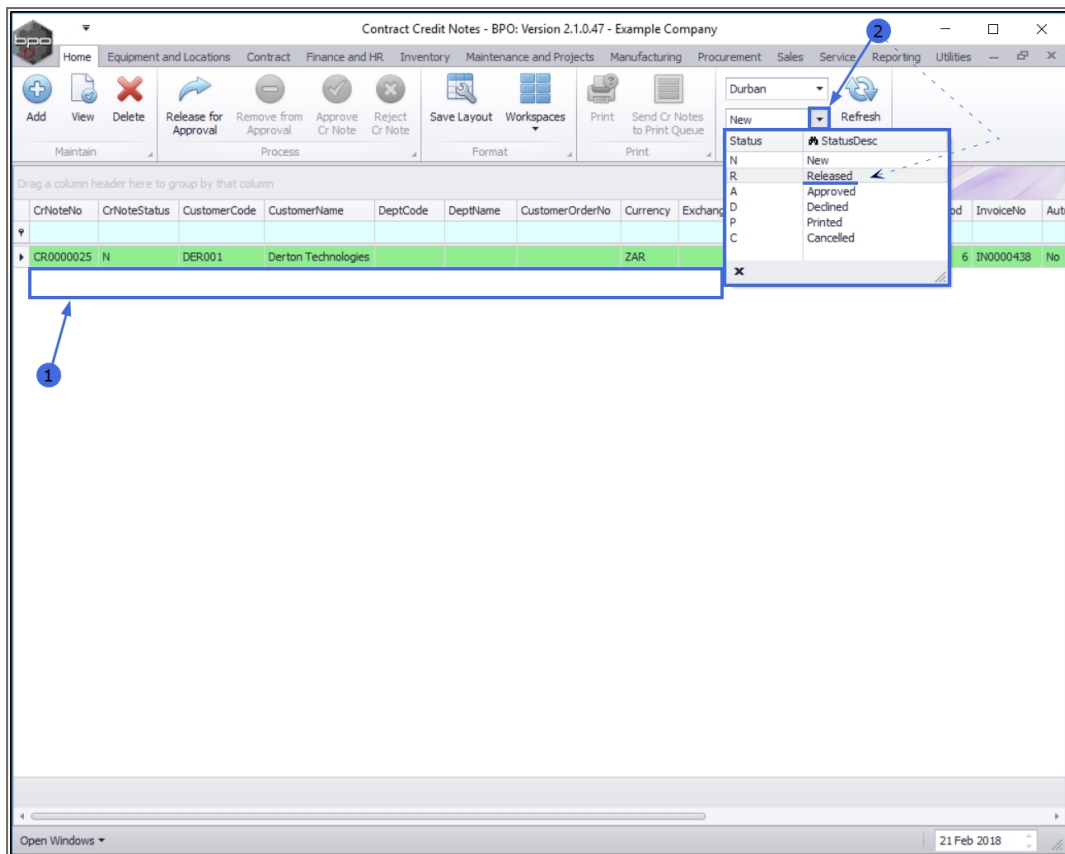
1. A **Sales Credit Note - Release** message box will pop up informing you that;
 - **The Credit Note number [] has been released for authorisation successfully.**
2. Click on **Ok**.



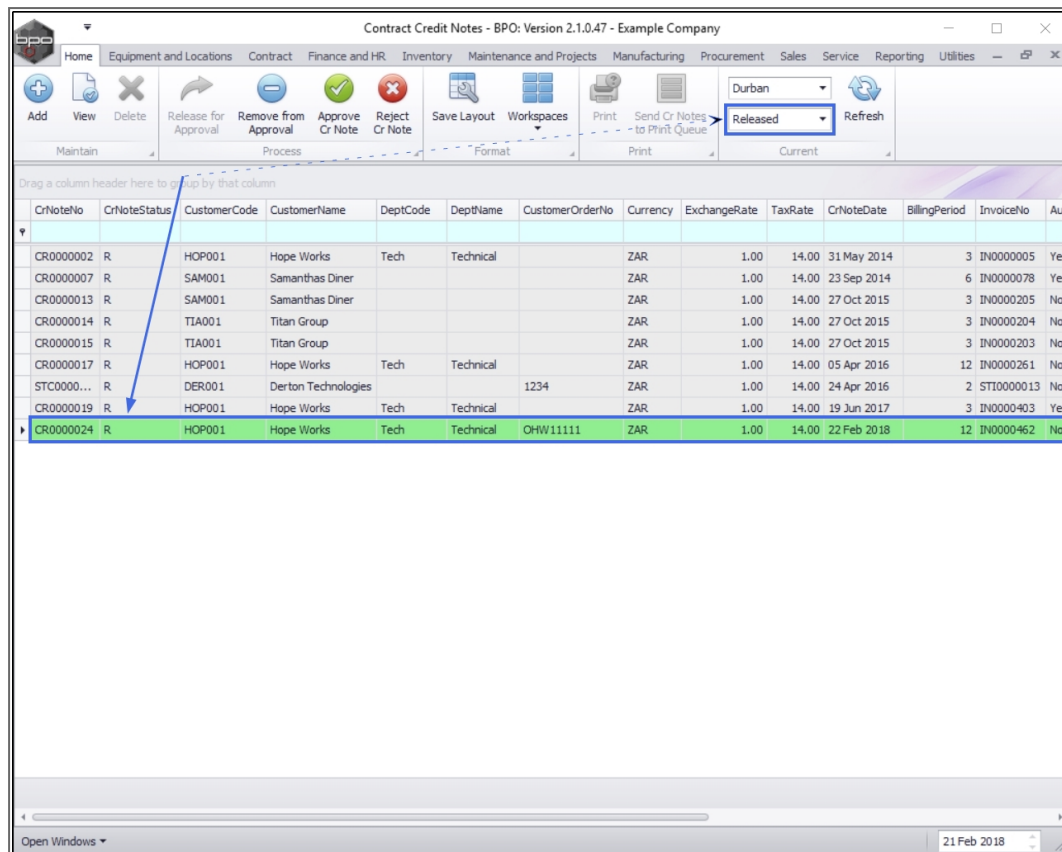
1. The selected contract credit note will be **removed** from the **Contract Credit Notes** listing screen where the status is set to **New**.

VIEW CREDIT NOTE IN THE RELEASED STATUS

2. Select the **Released** status.



- The selected contract credit note has been ***moved*** to the ***Contract Credit Notes*** listing screen where the status is set to ***Released***.

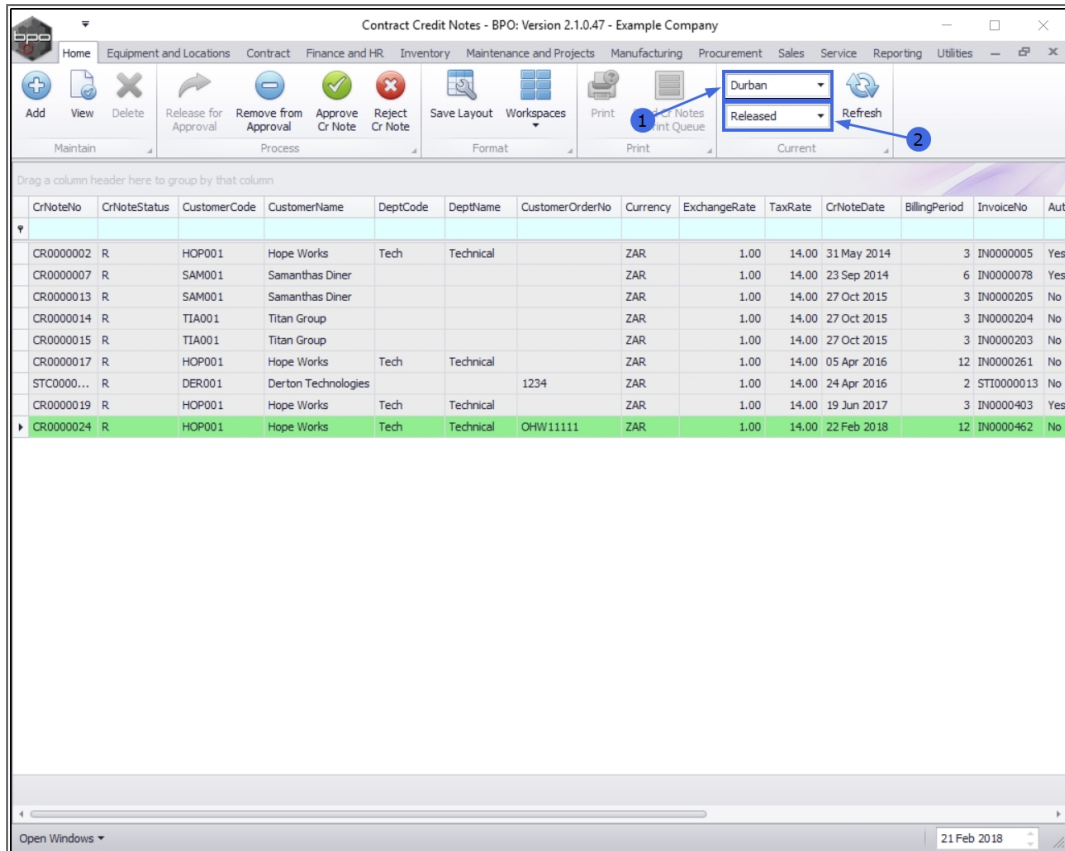


REMOVE CONTRACT CREDIT NOTE FROM APPROVAL

You will need to follow this process is used in order to **delete** a contract credit note and subsequently raise a **new credit note**, if required, as you can not delete the credit note in the **Released** status.

Select the Site and Status

1. In the Contract Credit Notes listing screen, select the **Site**.
 - In this image **Durban** has been selected.
2. Select the **Status**.
 - This must be set to **Released**.



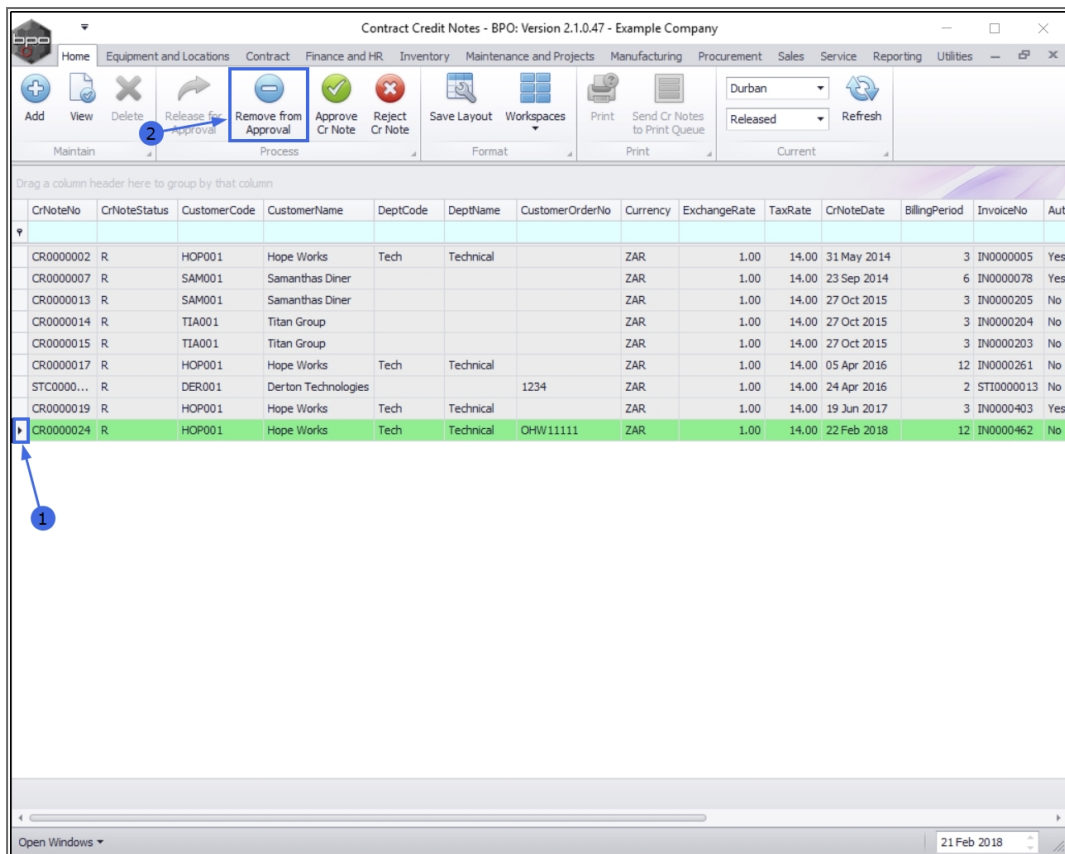
CrNoteNo	CrNoteStatus	CustomerCode	CustomerName	DeptCode	DeptName	CustomerOrderNo	Currency	ExchangeRate	TaxRate	CrNoteDate	BillingPeriod	InvoiceNo	Aut
CR0000002	R	HOP001	Hope Works	Tech	Technical		ZAR	1.00	14.00	31 May 2014	3	IN0000005	Yes
CR0000007	R	SAM001	Samanthas Diner				ZAR	1.00	14.00	23 Sep 2014	6	IN0000078	Yes
CR0000013	R	SAM001	Samanthas Diner				ZAR	1.00	14.00	27 Oct 2015	3	IN0000205	No
CR0000014	R	TIA001	Titan Group				ZAR	1.00	14.00	27 Oct 2015	3	IN0000204	No
CR0000015	R	TIA001	Titan Group				ZAR	1.00	14.00	27 Oct 2015	3	IN0000203	No
CR0000017	R	HOP001	Hope Works	Tech	Technical		ZAR	1.00	14.00	05 Apr 2016	12	IN0000261	No
STC0000...	R	DER001	Derton Technologies			1234	ZAR	1.00	14.00	24 Apr 2016	2	STI0000013	No
CR0000019	R	HOP001	Hope Works	Tech	Technical		ZAR	1.00	14.00	19 Jun 2017	3	IN0000403	Yes
CR0000024	R	HOP001	Hope Works	Tech	Technical	OHW11111	ZAR	1.00	14.00	22 Feb 2018	12	IN0000462	No

Select Credit Note

1. Select the **row** of the **contract credit note** that you wish to **remove** from **approval**.

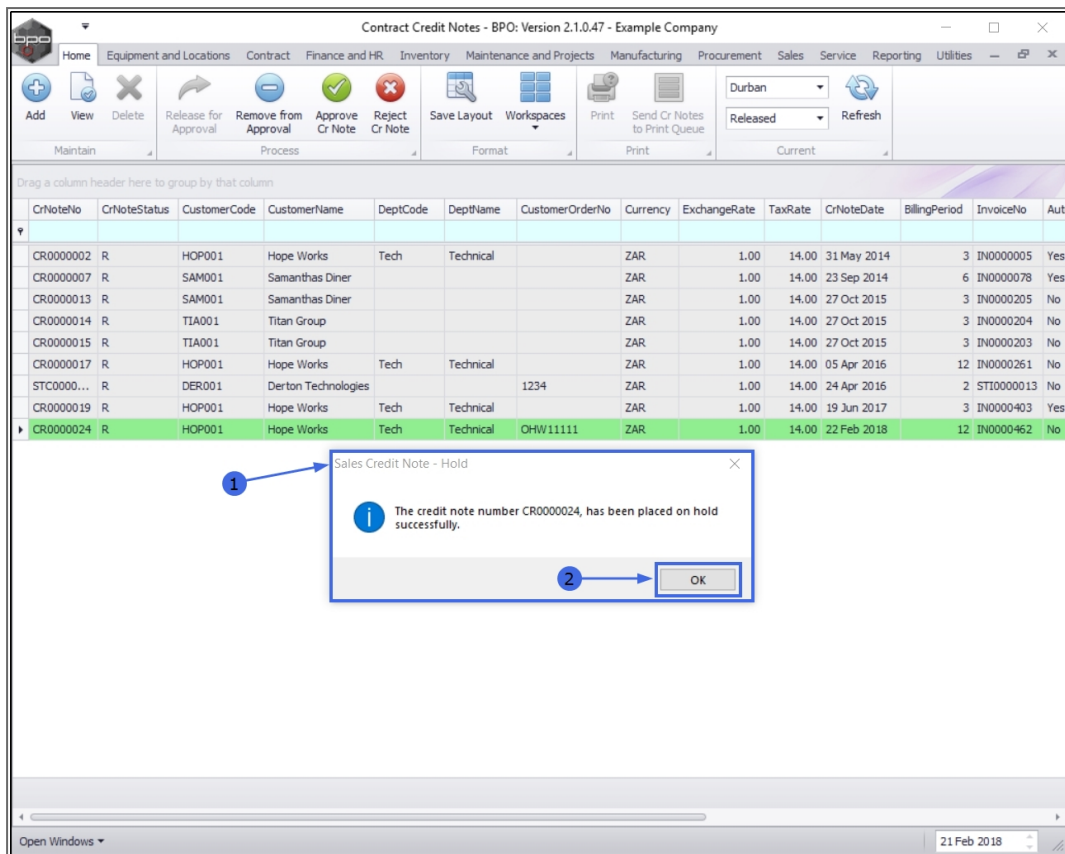
REMOVE CREDIT NOTE

2. Click on **Remove from Approval**.



CREDIT NOTE PLACED 'ON HOLD'

1. A **Sales Credit Note - Hold** message box will pop up informing you that;
 - *The credit note number [], has been placed on hold successfully.*
2. Click on **Ok**.



Contract Credit Notes - BPO: Version 2.1.0.47 - Example Company

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

Add View Delete Release for Approval Remove from Approval Approve Cr Note Reject Cr Note Save Layout Workspaces Print Send Cr Notes to Print Queue

Released Refresh

Drag a column header here to group by that column

CrNoteNo	CrNoteStatus	CustomerCode	CustomerName	DeptCode	DeptName	CustomerOrderNo	Currency	ExchangeRate	TaxRate	CrNoteDate	BillingPeriod	InvoiceNo	Aut
CR0000002	R	HOP001	Hope Works	Tech	Technical		ZAR	1.00	14.00	31 May 2014	3	IN0000005	Yes
CR0000007	R	SAM001	Samanthas Diner				ZAR	1.00	14.00	23 Sep 2014	6	IN0000078	Yes
CR0000013	R	SAM001	Samanthas Diner				ZAR	1.00	14.00	27 Oct 2015	3	IN0000205	No
CR0000014	R	TIA001	Titan Group				ZAR	1.00	14.00	27 Oct 2015	3	IN0000204	No
CR0000015	R	TIA001	Titan Group				ZAR	1.00	14.00	27 Oct 2015	3	IN0000203	No
CR0000017	R	HOP001	Hope Works	Tech	Technical		ZAR	1.00	14.00	05 Apr 2016	12	IN0000261	No
STC0000...	R	DER001	Derton Technologies			1234	ZAR	1.00	14.00	24 Apr 2016	2	STI0000013	No
CR0000019	R	HOP001	Hope Works	Tech	Technical		ZAR	1.00	14.00	19 Jun 2017	3	IN0000403	Yes
CR0000024	R	HOP001	Hope Works	Tech	Technical	OHW11111	ZAR	1.00	14.00	22 Feb 2018	12	IN0000462	No

Sales Credit Note - Hold

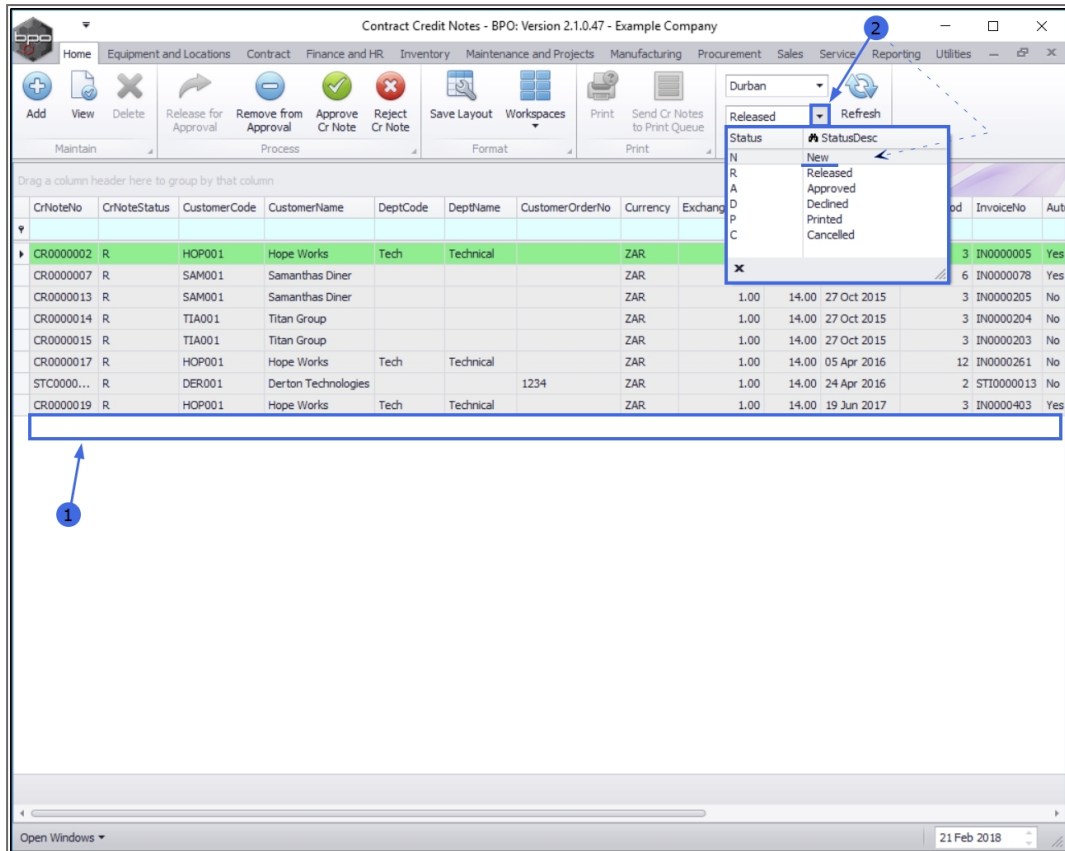
The credit note number CR0000024, has been placed on hold successfully.

OK

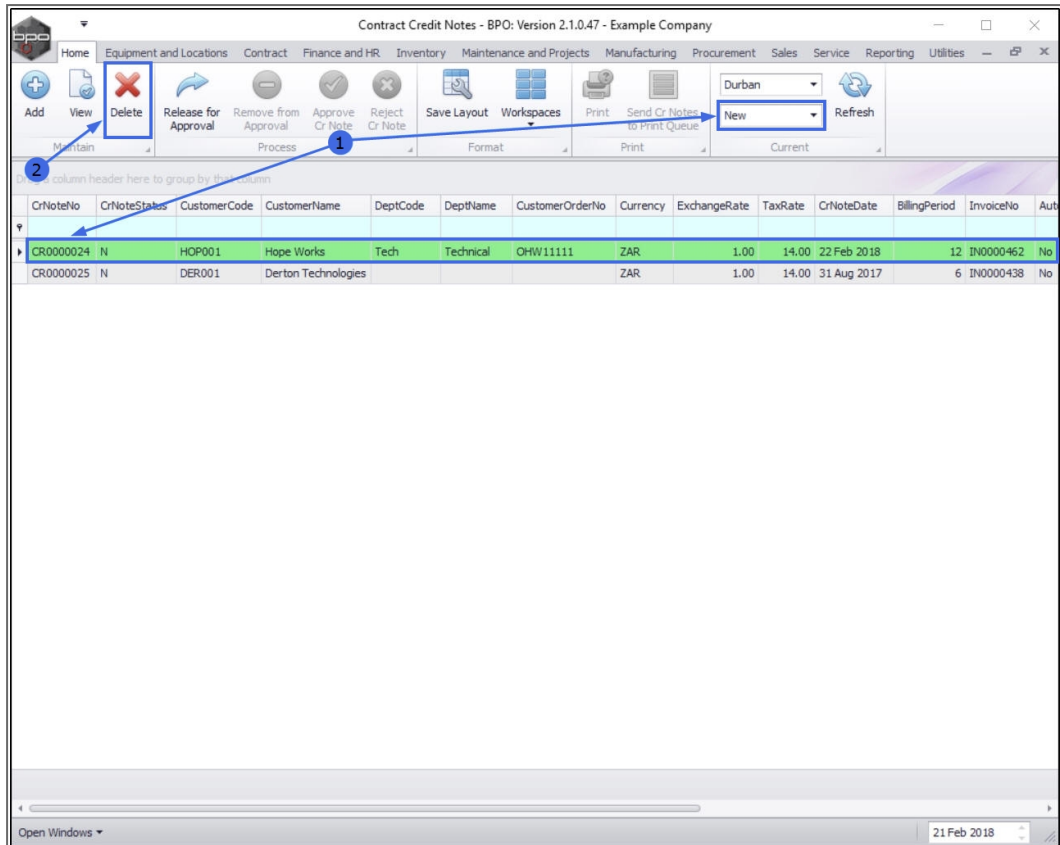
Open Windows 21 Feb 2018

VIEW REMOVED CREDIT NOTE IN NEW STATUS

1. The selected contract credit note will be **removed** from the **Contract Credit Notes** listing screen where the status is set to **Released**.
2. Select the **New** status.



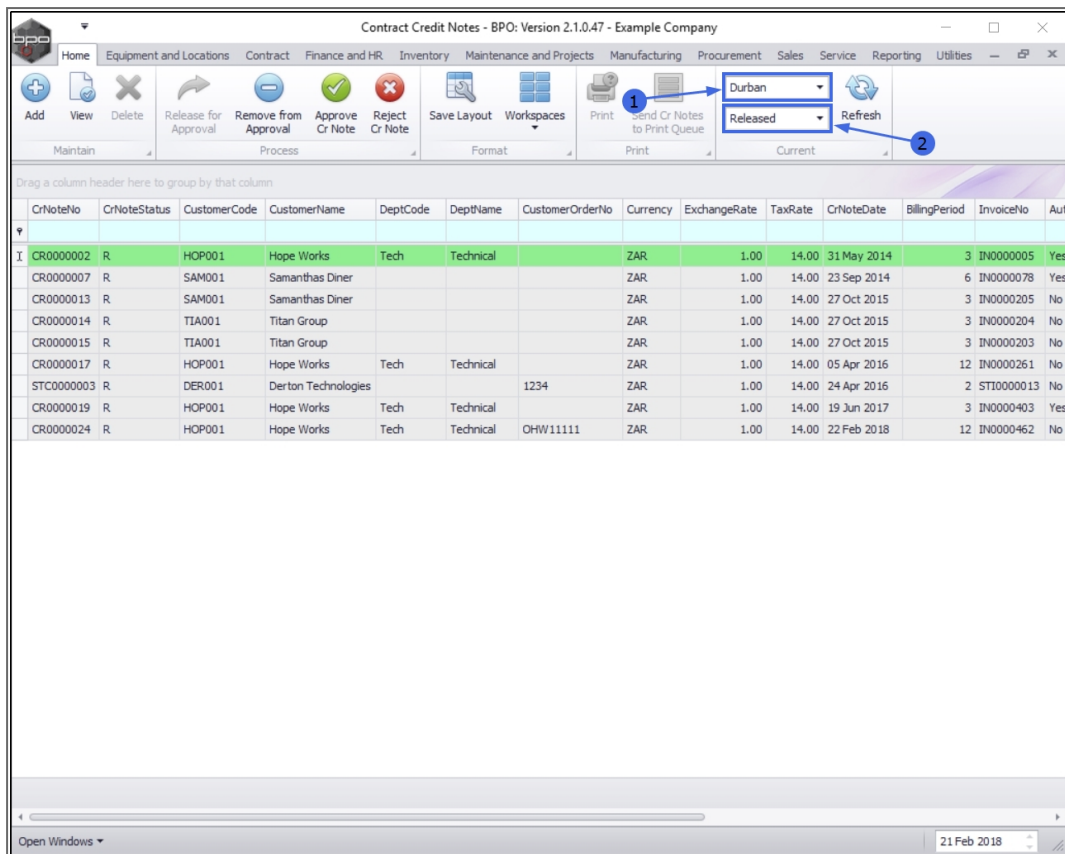
1. The credit note has been **moved** back to the **Contract Credit Notes** listing screen where the status is set to **New**.
2. You can now **Delete** the contract credit note (and raise a new one if required).



APPROVE CONTRACT CREDIT NOTE

Select the Site and Status

1. In the Contract Credit Notes screen, select the **Site**.
 - In this image **Durban** has been selected.
2. Select the **Status**.
 - This should be set to **Released**.

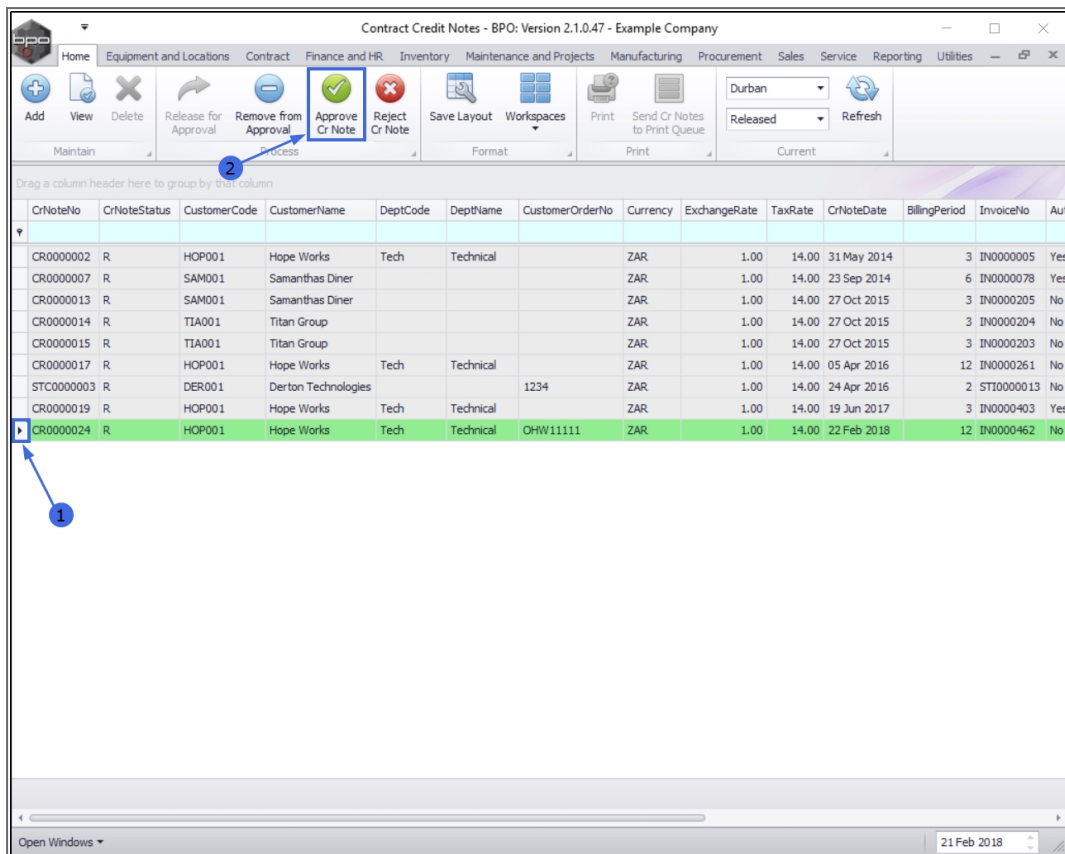


Select Credit Note

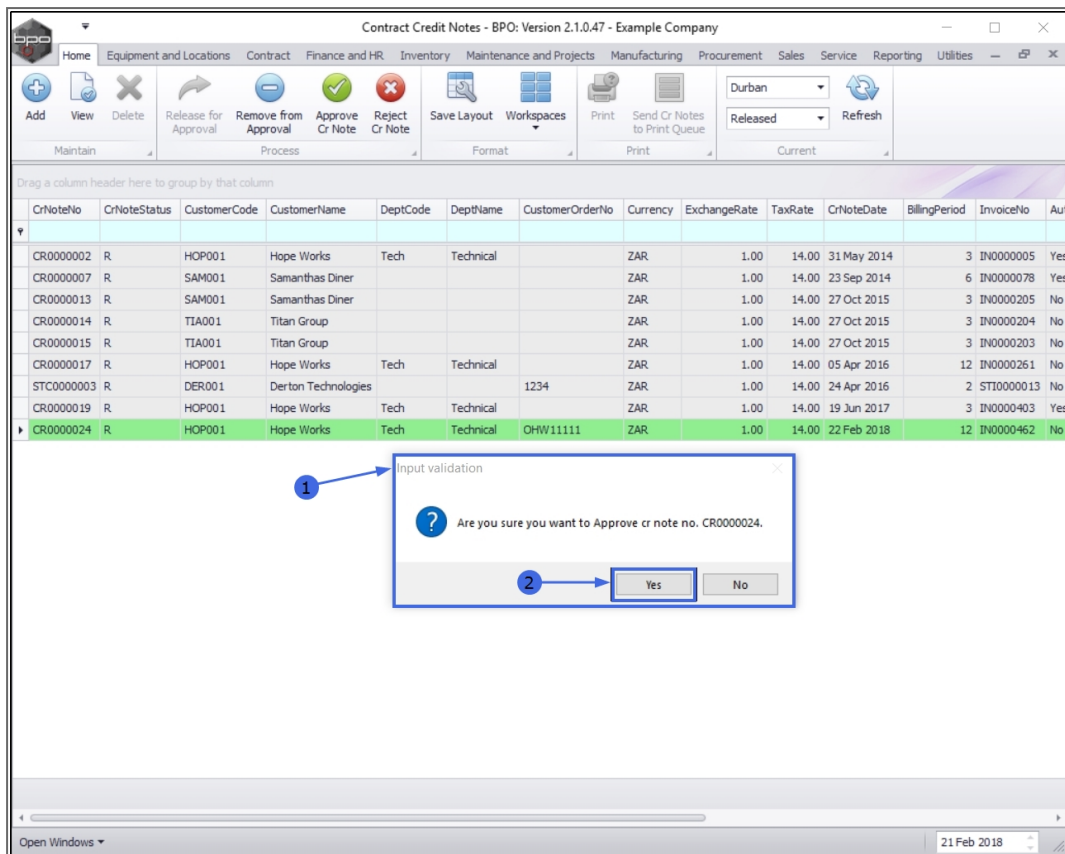
1. Select the **row** of the **contract credit note** that you wish to **approve**.

APPROVE CREDIT NOTE

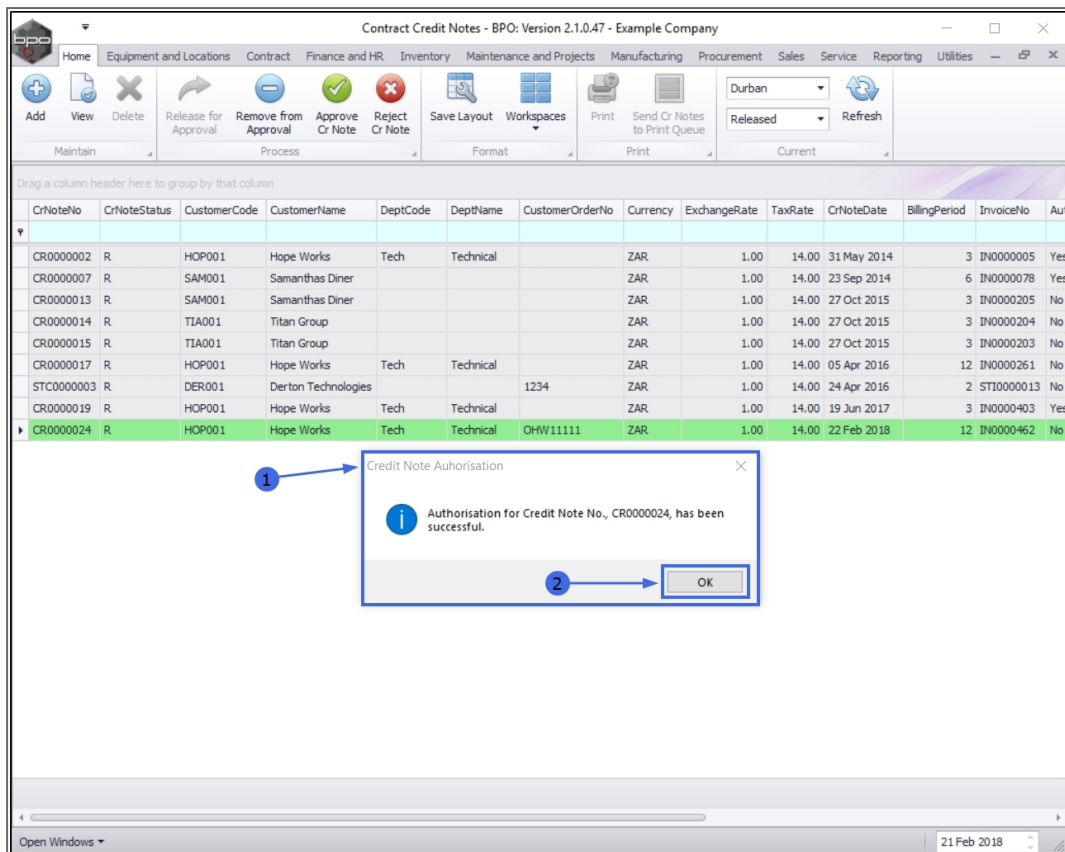
1. Click on **Approve Cr Note**.



- An **Input Validation** message box will pop up asking;
 - **Are you sure you want to Approve cr note no. []?**
- Click on **Yes**.

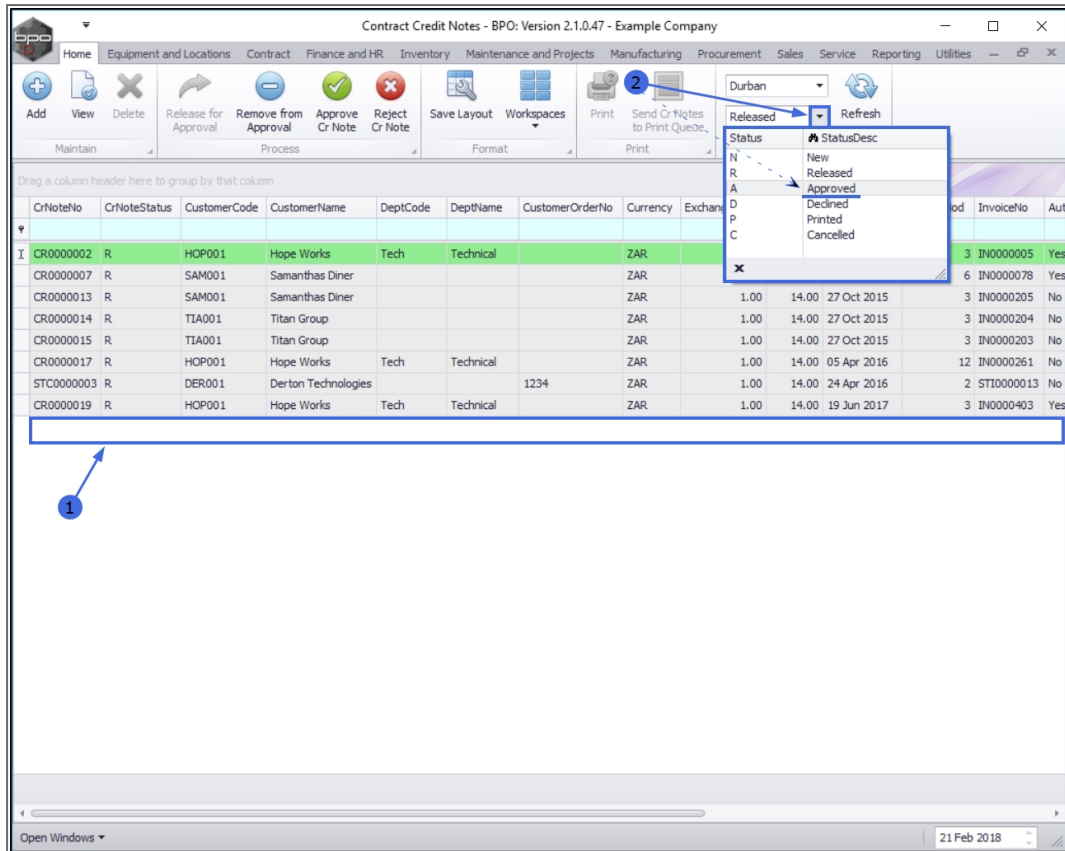


1. A **Credit Note Authorisation** message box will pop up informing you that;
 - **Authorisation for Credit Note No. [], has been successful.**
2. Click on **Ok**.

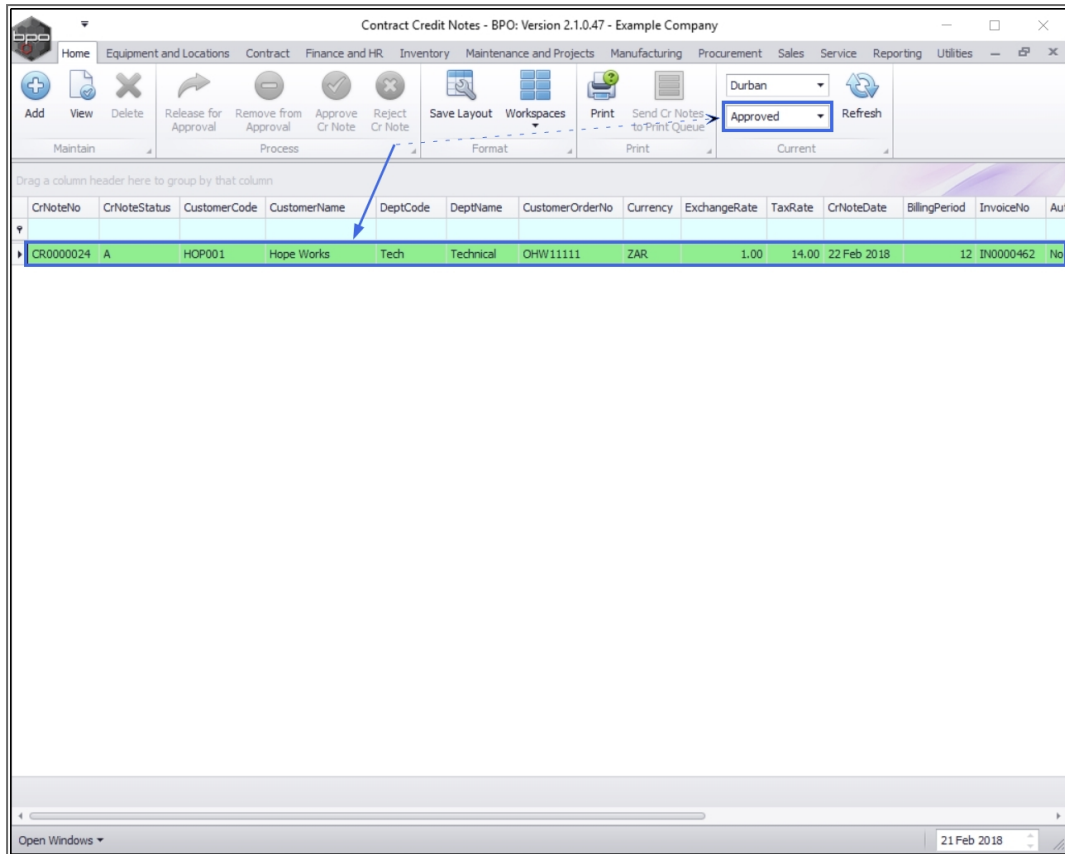


VIEW CREDIT NOTE IN THE APPROVED STATUS

1. The selected credit note will be **removed** from the **Contract Credit Notes** listing screen where the status is set to **Released**.
2. Select the **Approved** status.



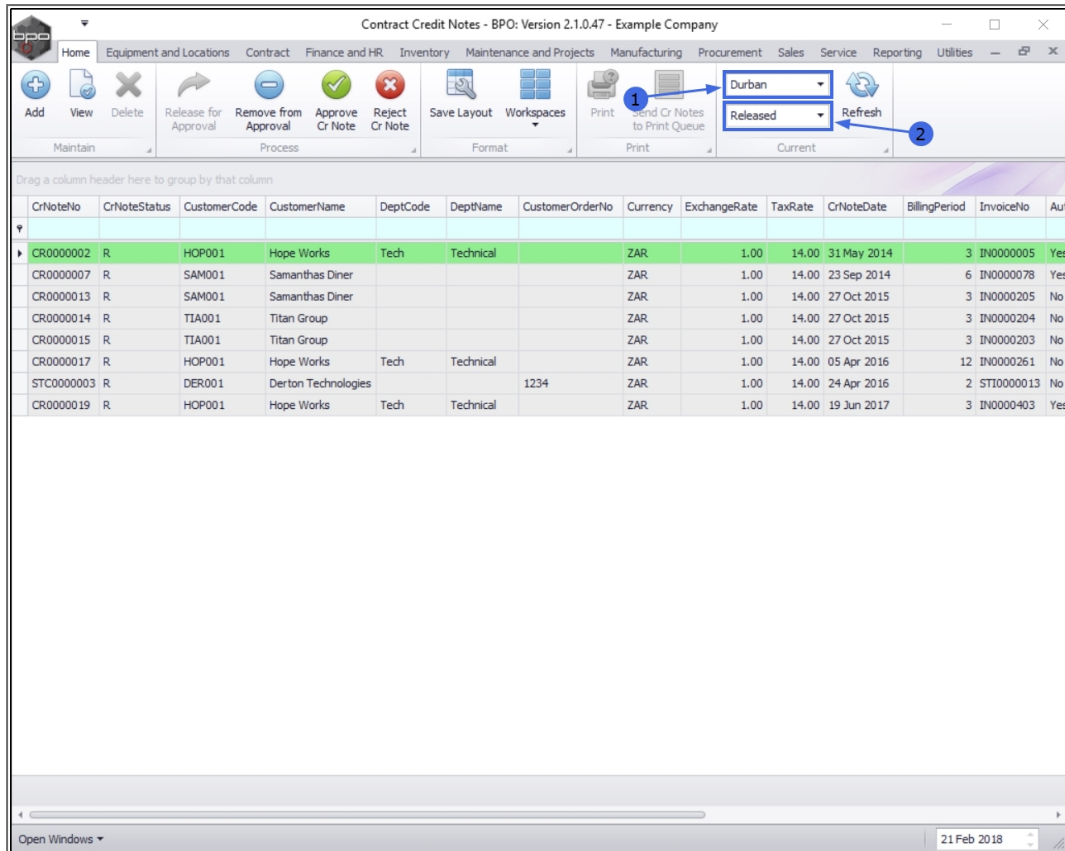
- The selected credit note has been ***moved*** to the ***Contract Credit Notes*** listing screen where the status is set to ***Approved***.



REJECT CONTRACT CREDIT NOTE

Select the Site and Status

1. In the Contract Credit Notes screen, select the **Site**.
 - In this image **Durban** has been selected.
2. Select the **Status**.
 - This should be set to **Released**.

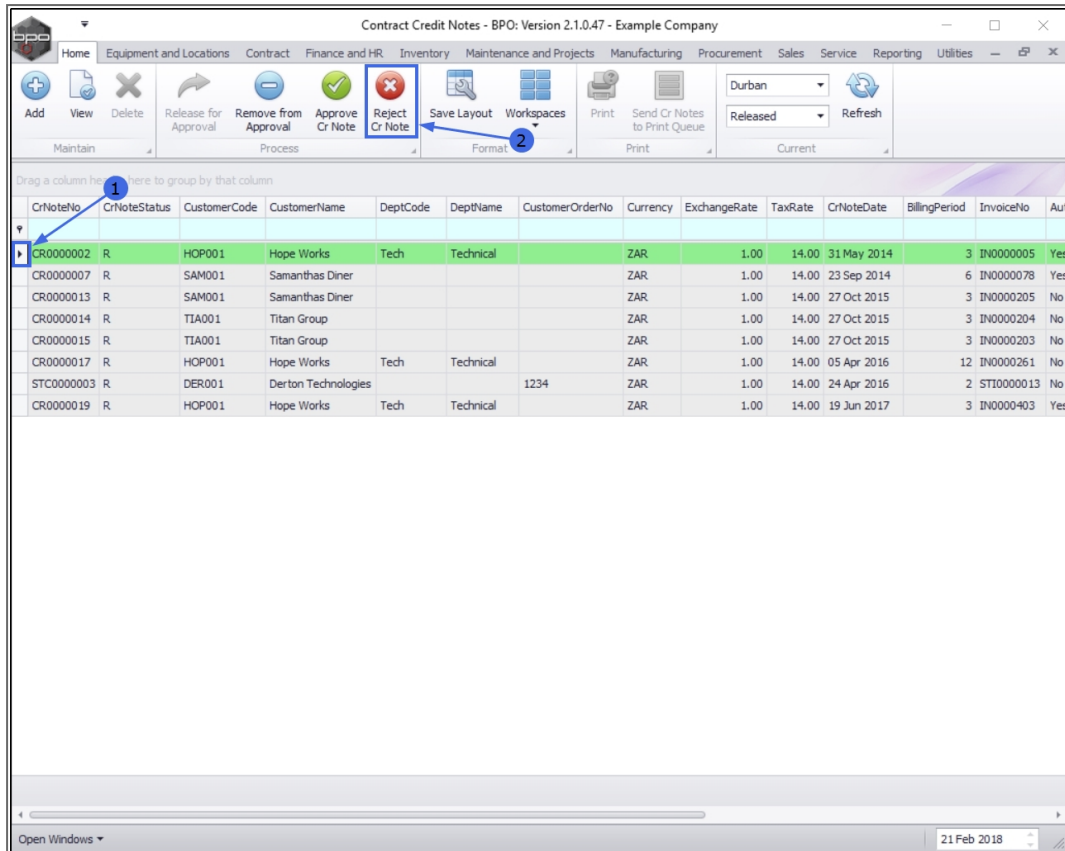


Select Credit Note

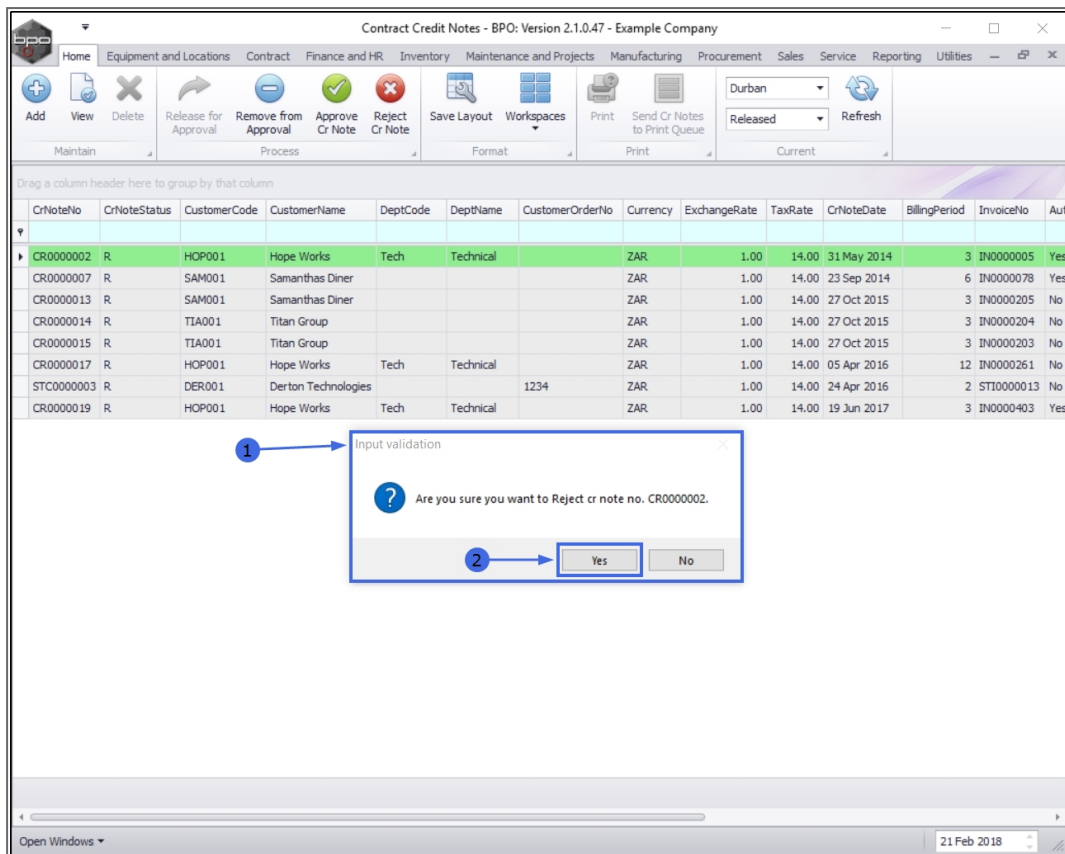
1. Select the **row** of the **contract credit note** that you wish to **reject**.

REJECT CREDIT NOTE

2. Click on **Reject Cr Note**.

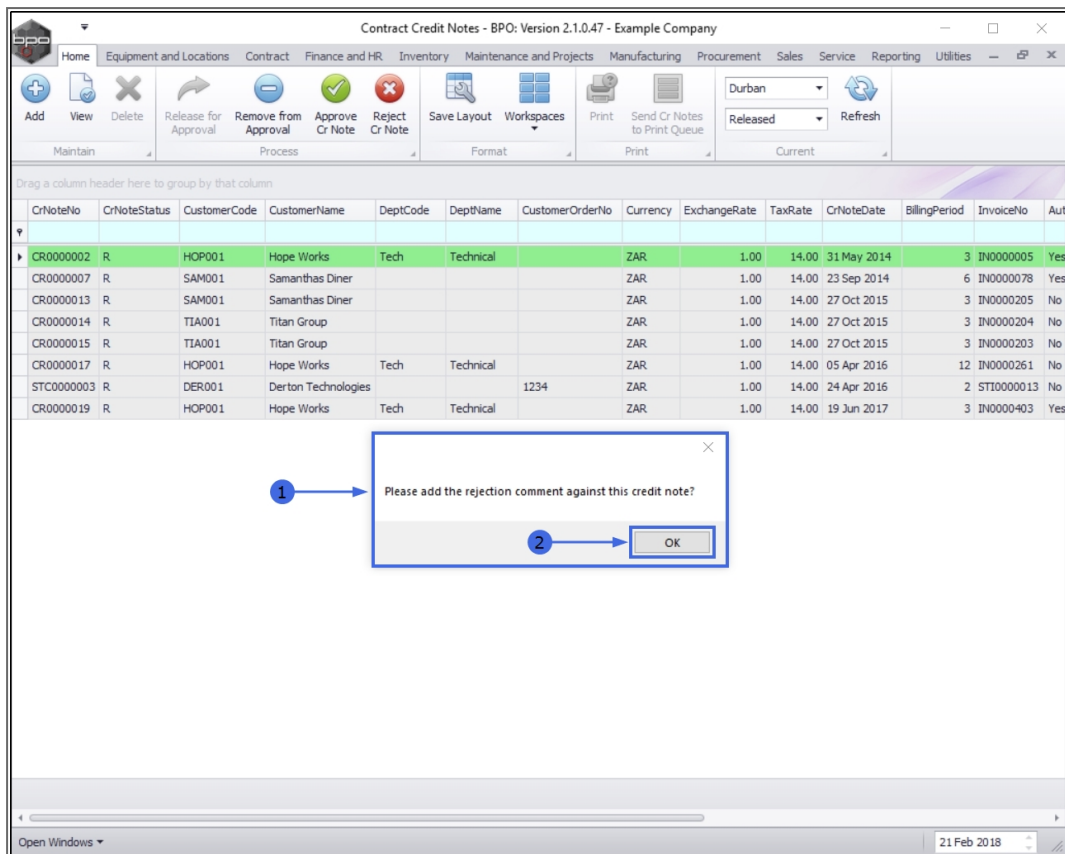


- An **Input Validation** message box will pop up asking;
 - **Are you sure you want to Reject cr note no. []?**
- Click on **Yes**.

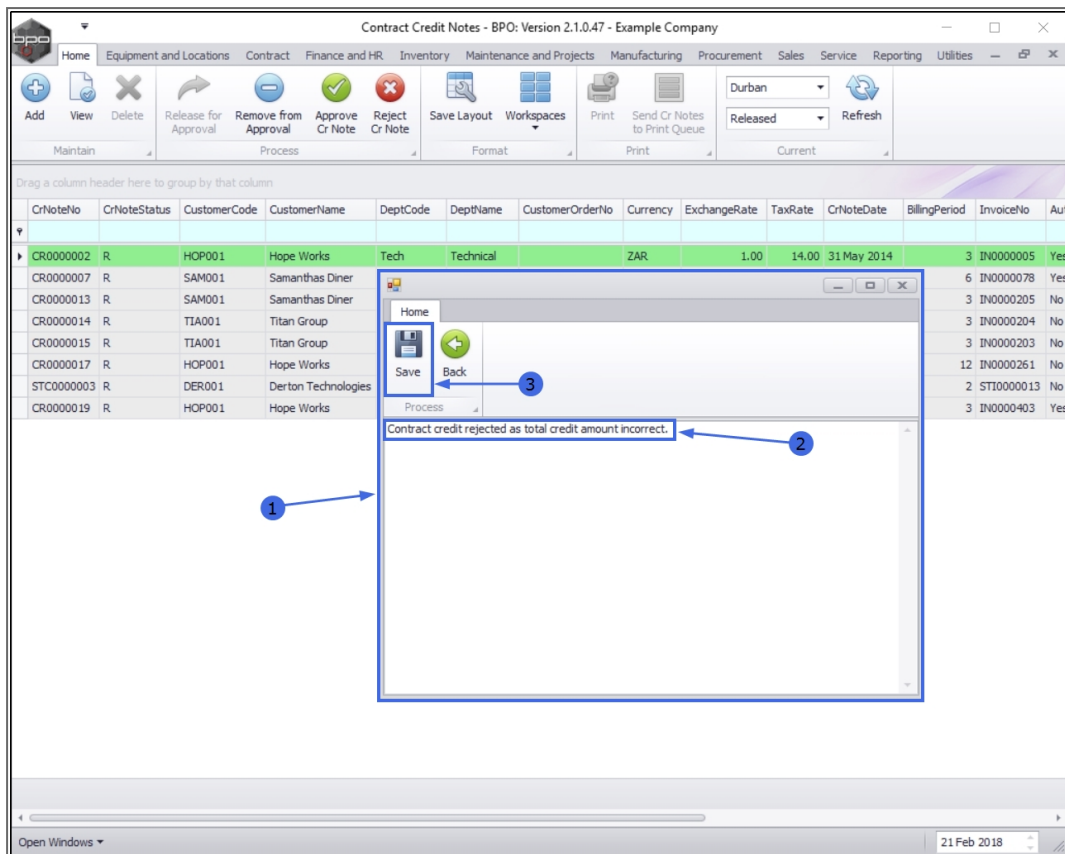


ADD REJECTION COMMENTS

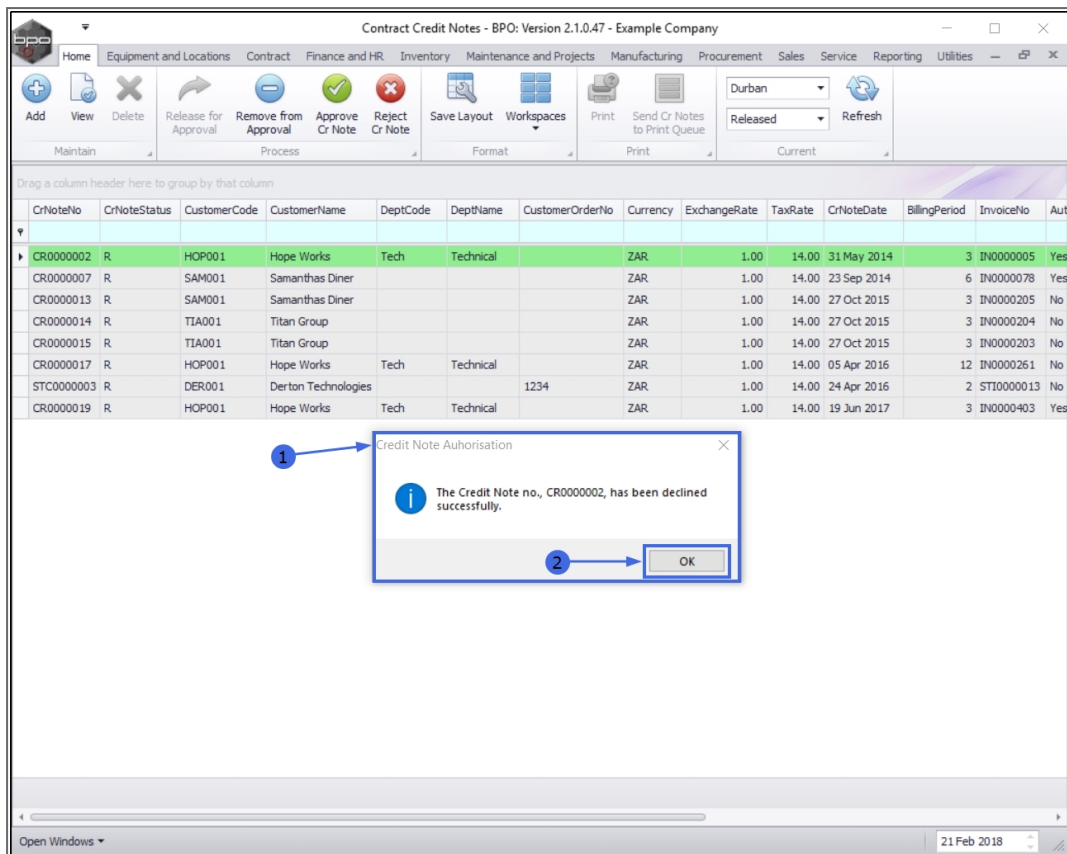
1. A second message box will pop up asking;
 - ***Please add the rejection comment against this credit note?***
2. Click on **OK**.



1. The **Rejection Comment** screen will pop up.
2. Type a **comment** relating to the reason for this contract credit note rejection, in the text box.
3. Click on **Save**.

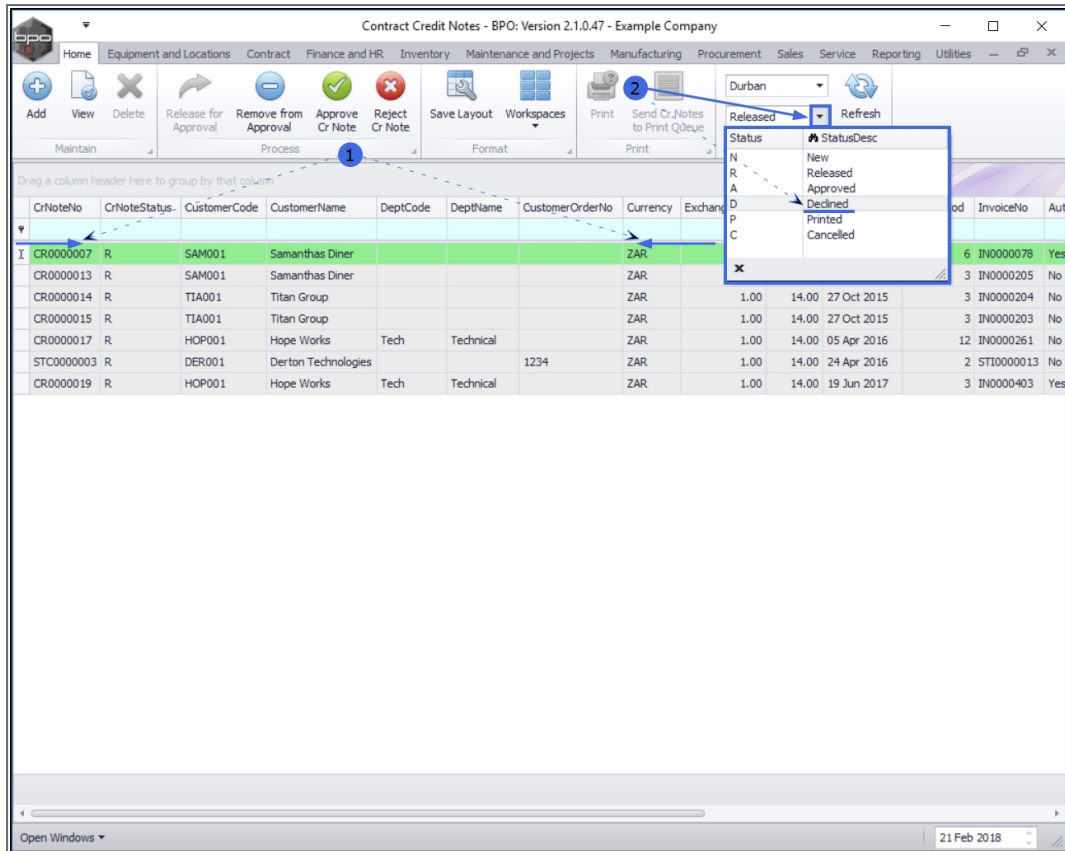


1. A ***Credit Note Authorisation*** message box will pop up informing you that;
 - ***The Credit Note no., [] has been declined successfully.***
2. Click on ***Ok.***

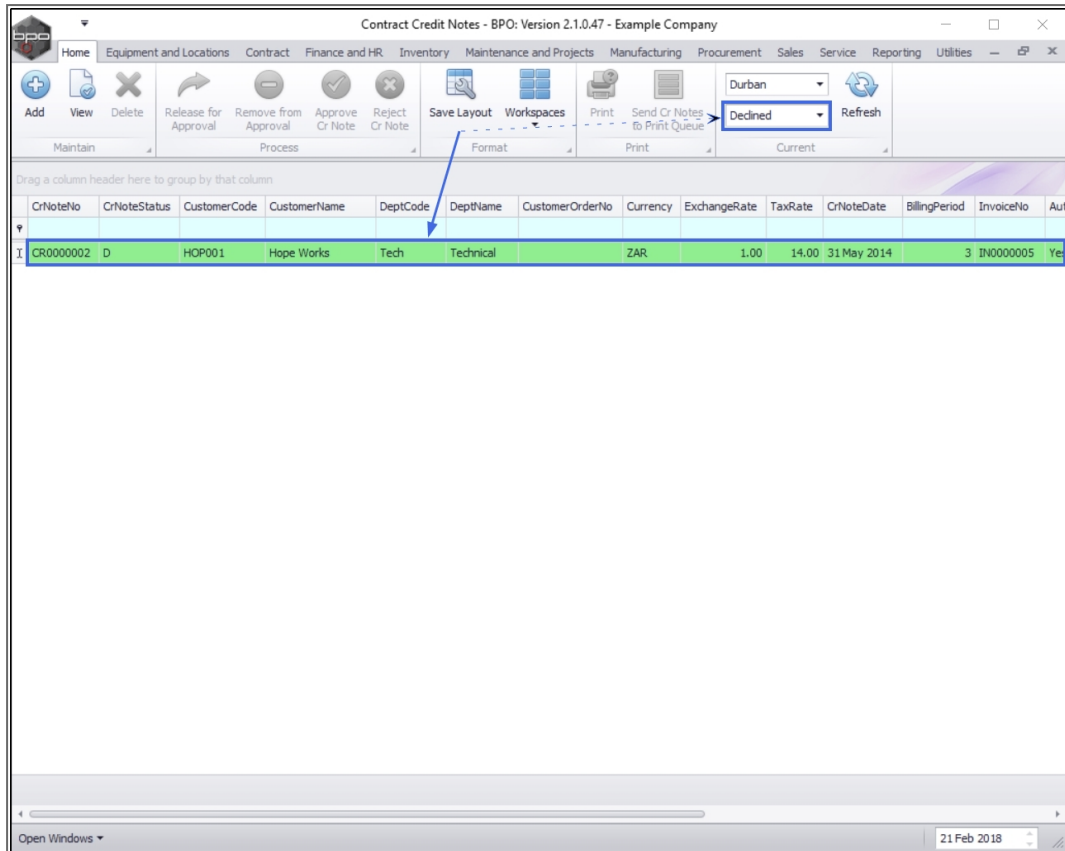


VIEW CREDIT NOTE IN DECLINED STATUS

1. The selected credit note will be **removed** from the **Contract Credit Notes** listing screen where the status is set to **Released**.
2. Select the **Declined** status.



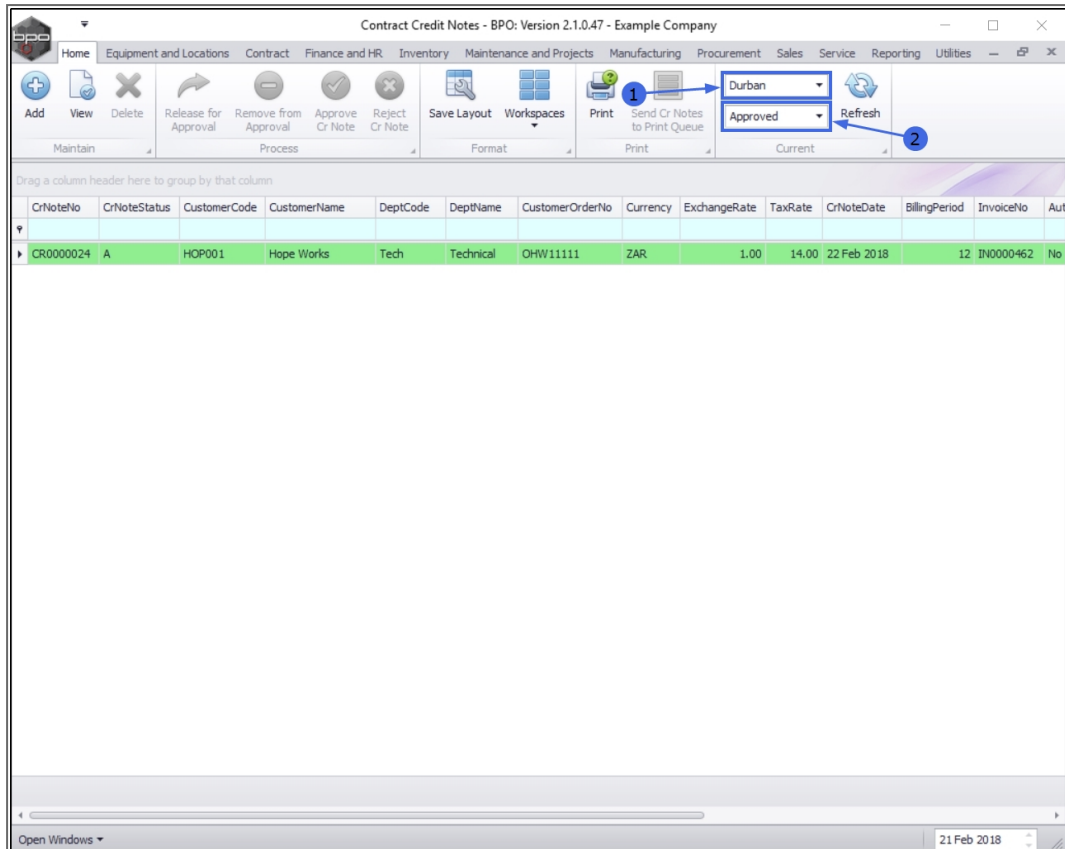
- The selected credit note has been ***moved*** to the ***Contract Credit Notes*** listing screen where the status is set to ***Declined***.



PRINT CREDIT NOTE

Select the Site and Status

1. In the Contract Credit Notes listing screen, select the **Site**.
 - In this image **Durban** has been selected.
2. Select the **Status**.
 - This must be set to **Approved**.

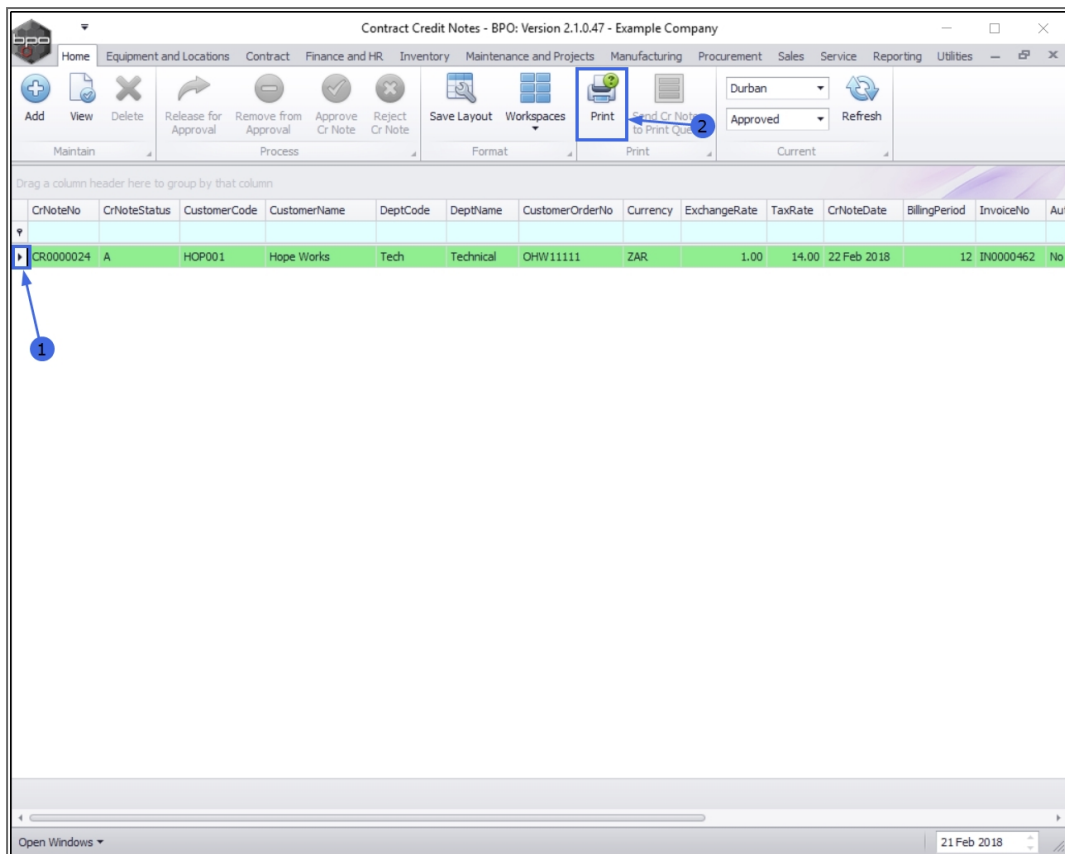


Select Credit Note

1. Select the **row** of the **contract credit note** that you wish to **print**.

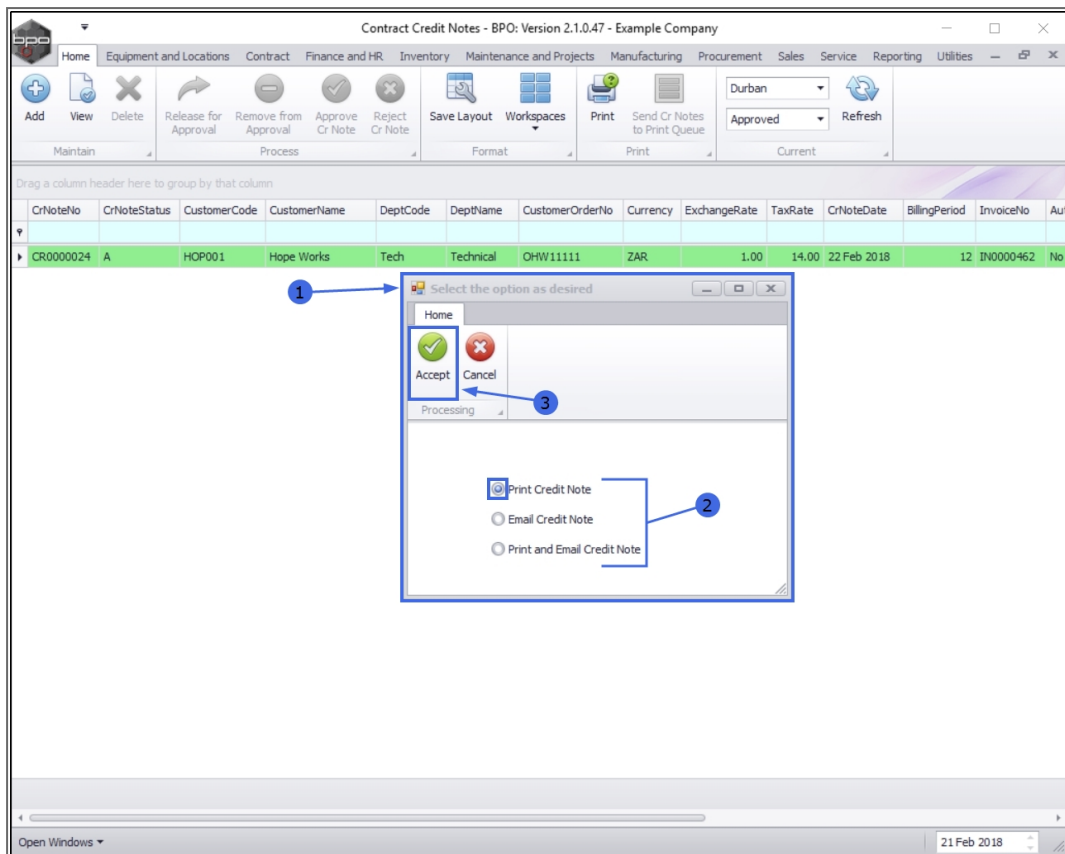
PRINT CREDIT NOTE

2. Click on **Print**.



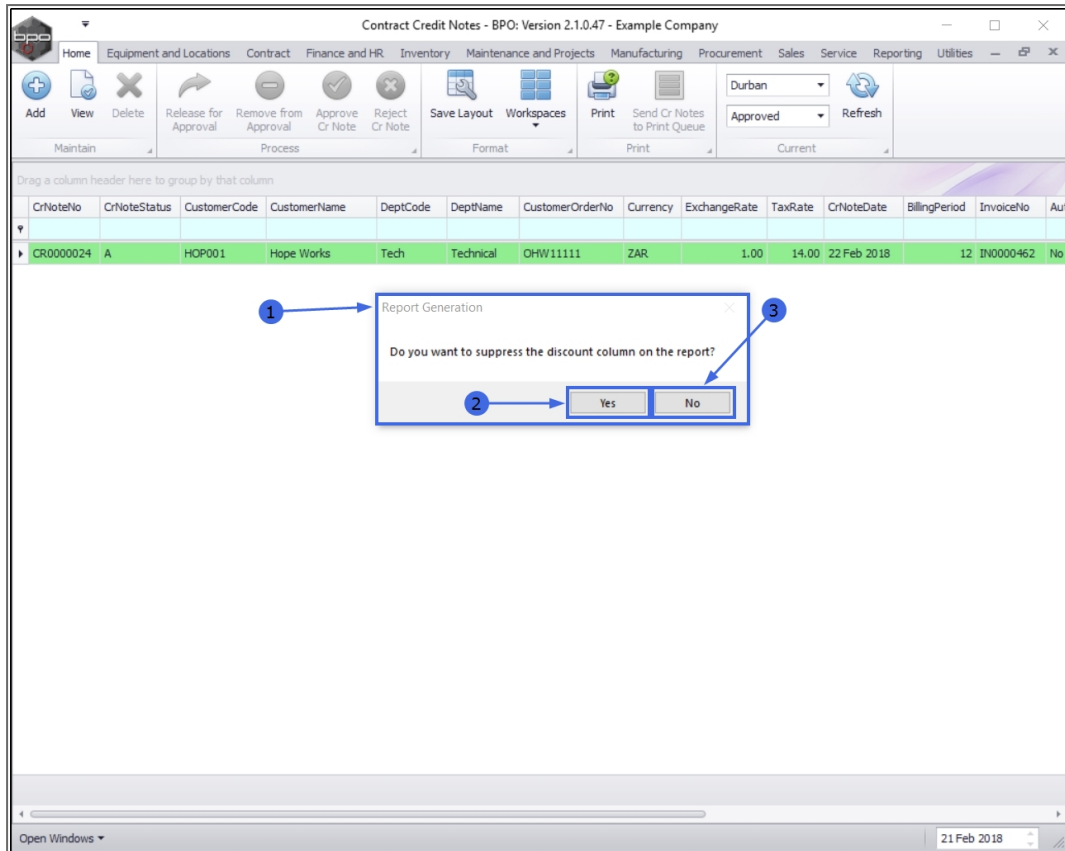
SELECT PRINT OPTION

1. A *Select the option as desired* screen will pop up.
2. Select the required radio button print option from the list. In this example, *Print Credit Note* is selected.
3. Click on *Accept*.



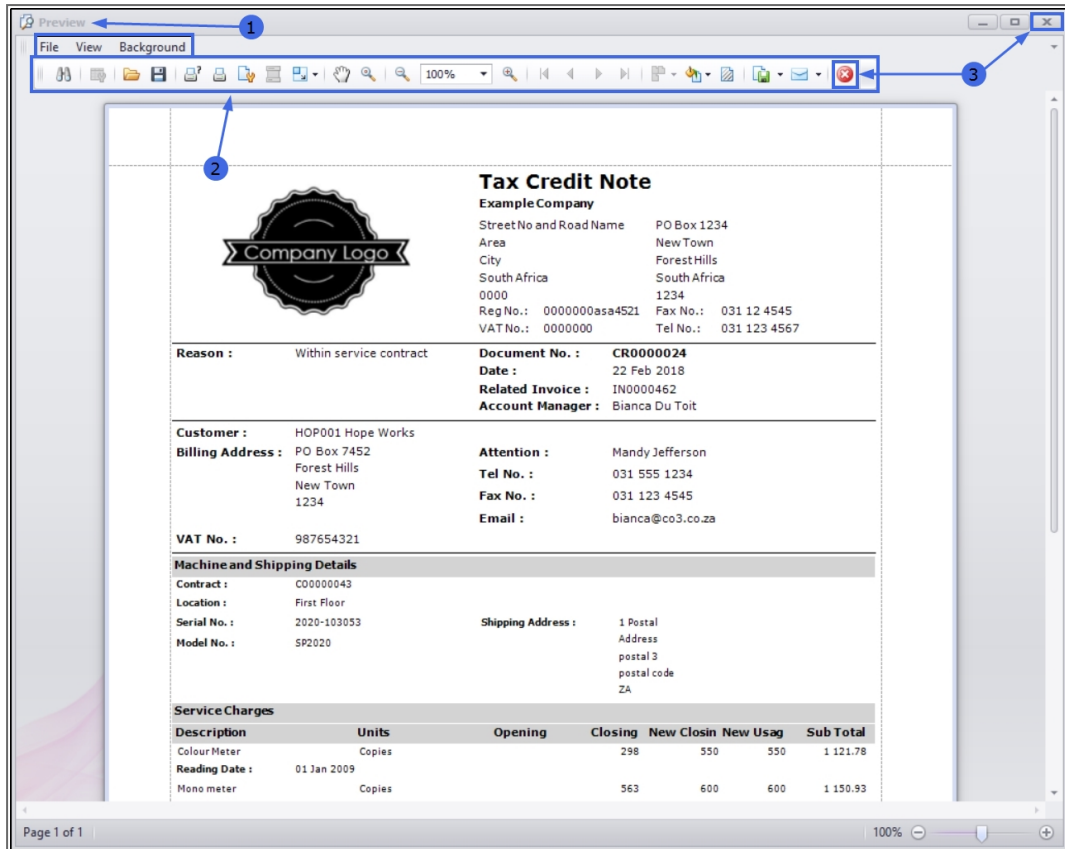
Suppress Discount Column

1. A **Report Generation** message box will pop up asking;
 - **Do you want to suppress the discount column on the report?**
2. Click on **Yes** if you wish to **hide** the discount column on the report.
3. Click on **No** if you wish to **show** the discount column on the report.



VIEW CREDIT NOTE PRINT PREVIEW

- The **Report Preview** screen will be displayed.
- From here you can **View**, **Print**, **Export** or **Email** the contract credit note.
- **Close** the Report Preview screen when done.



MNU.119.002

