

## **SALES**

## **CREDIT NOTES - PLACE ON HOLD**

Ribbon Access: Sales > Credit Notes



- 1. The *Sales Credit Notes* listing screen will be displayed.
- 2. Select the *Site* the credit note was created in.
  - The example has *Durban* selected.
- 3. Set the *Status* to **Released**.
- 4. Click on the *row* of the Credit Note you with to release for approval.
- 5. Click on *Remove from Approval*.

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



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- 5. When you receive the *Sales Credit Note Hold* message to inform you that;
  - The credit note number CN[credit note number] has been placed on hold successfully.
- 6. Click on OK.



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The selected credit note can now be viewed on the *Sales Credit Notes* listing screen where the *Status* has been set to *New*.

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