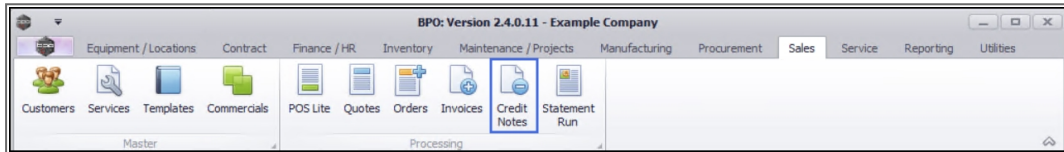


# SALES

## CREDIT NOTES – PLACE ON HOLD

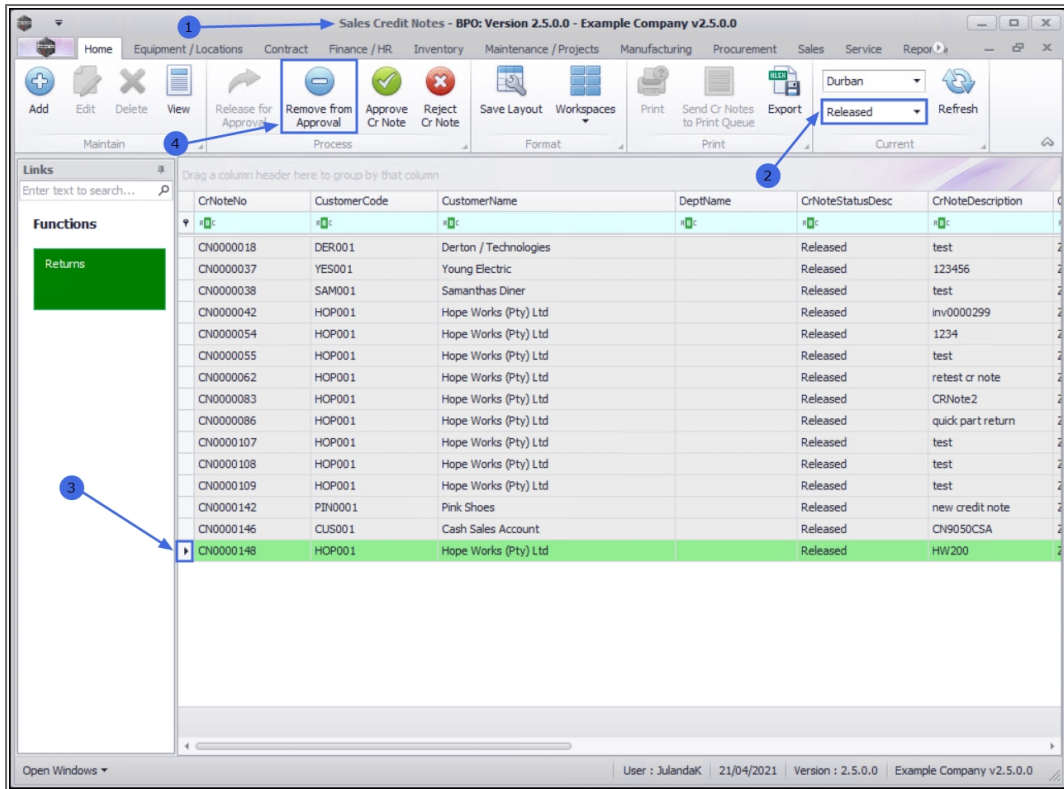
Ribbon Access: *Sales > Credit Notes*



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 wish to release for approval.
5. Click on **Remove from Approval**.



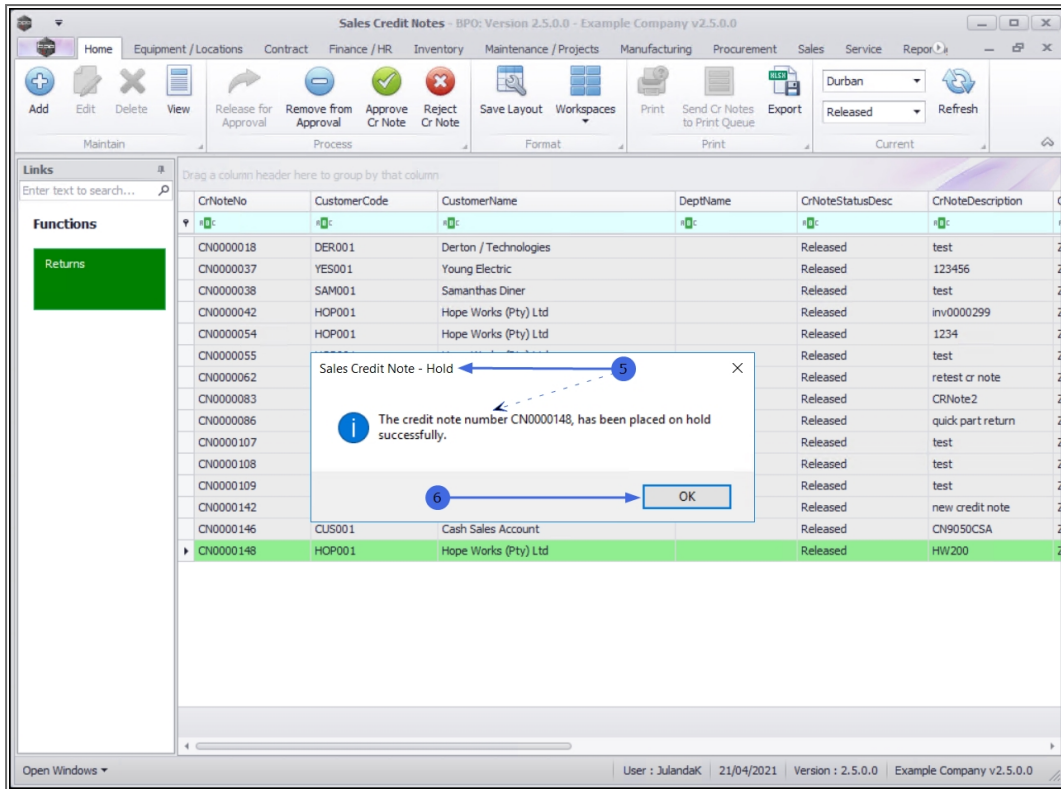
Short cut key: **Right click** to display the **All groups** menu list. Click on **Remove**.



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**.



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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