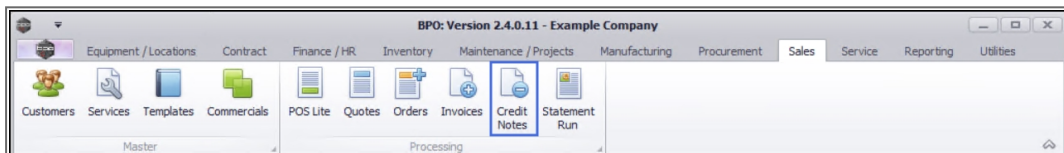


SALES

CREDIT NOTES – CANCEL A CREDIT NOTE

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

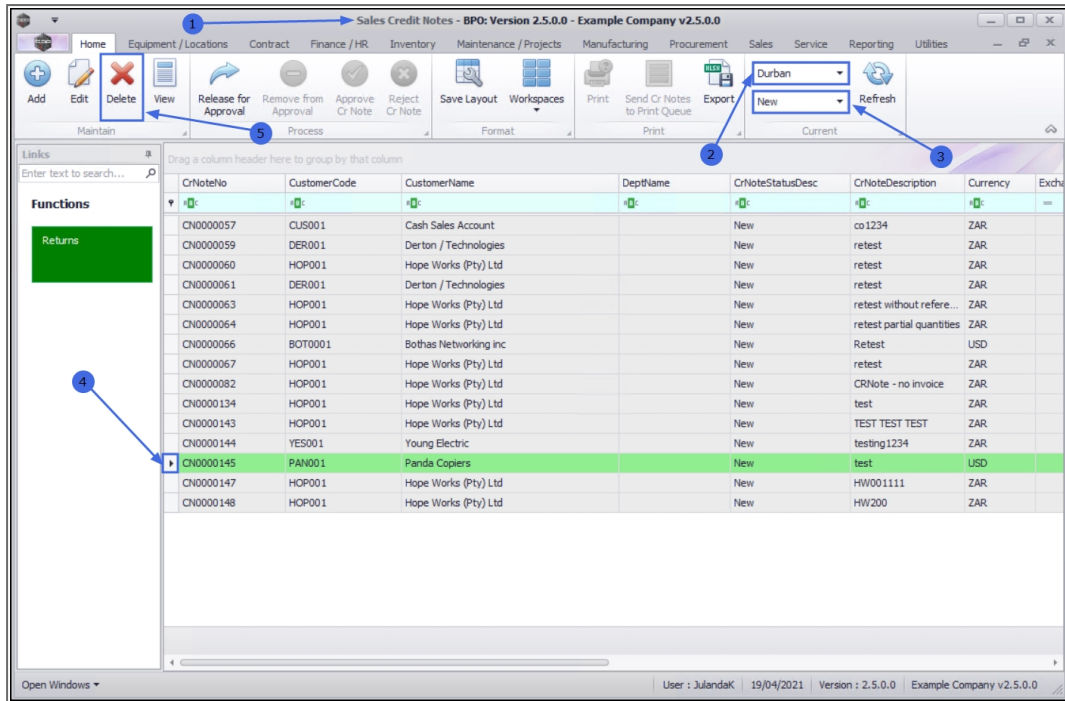
Ribbon Access: *Sales > Credit Notes*



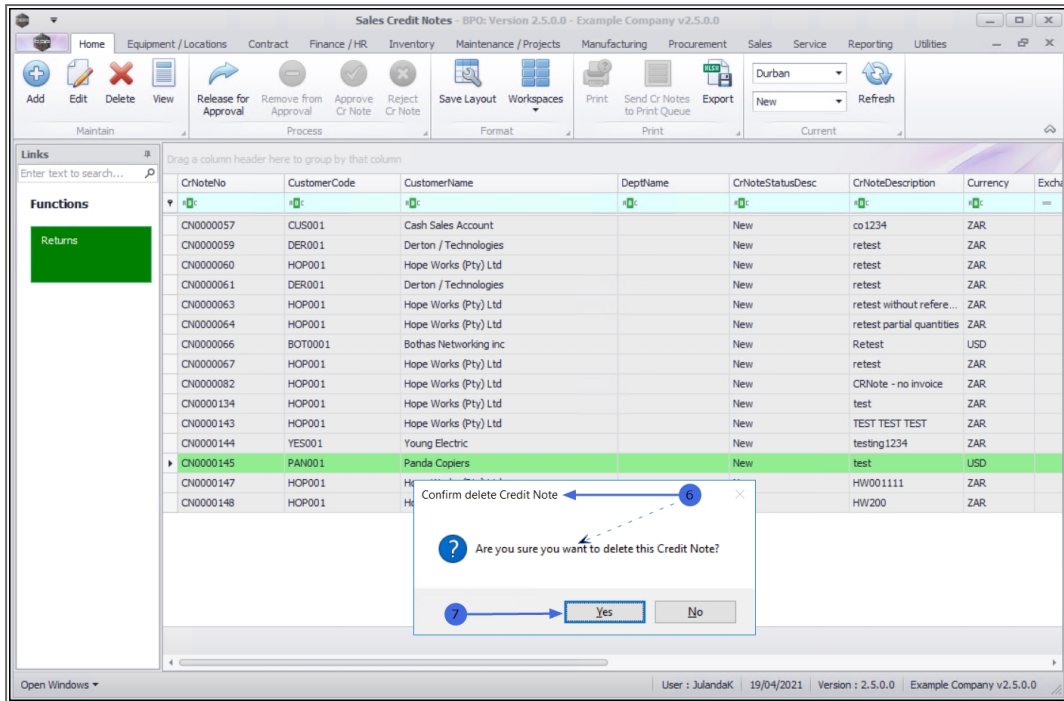
1. The **Sales Credit Notes** listing screen will be displayed.
2. Select the **Site** where the credit note was created.
 - The example has **Durban** selected.
3. Change the **Status** to **New**.
 - A Credit Note can only be cancelled when it appears in the **New** status.
4. Click on the **row**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



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 are certain about your selection.
 - Click on **No**, to ignore the request and to leave the Credit Note in the **New** status.



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



The Credit Note is no longer available in the **New** Status.

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

Sales Credit Notes - BPO: Version 2.5.0.0 - Example Company v2.5.0.0

CrNoteNo	CustomerCode	CustomerName	DeptName	CrNoteStatusDesc	CrNoteDescription	Currency	Exch
CN0000044	HOP001	Hope Works (Pty) Ltd		Cancelled	inv0000299	USD	
CN0000065	DER001	Derton / Technologies		Cancelled	retest	ZAR	
CN0000091	BIL0001	Billys Barn		Cancelled	Unlinked credit note	ZAR	
CN0000096	BIG0001	Big Bargains		Cancelled	test	ZAR	
CN0000097	HOP001	Hope Works (Pty) Ltd		Cancelled	unlinked cr note	ZAR	
CN0000145	PAN001	Panda Copiers		Cancelled	test	USD	

User : JulandaK | 19/04/2021 | Version : 2.5.0.0 | Example Company v2.5.0.0

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