

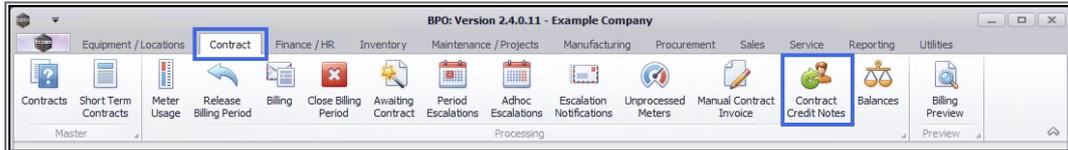
CONTRACTS

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)

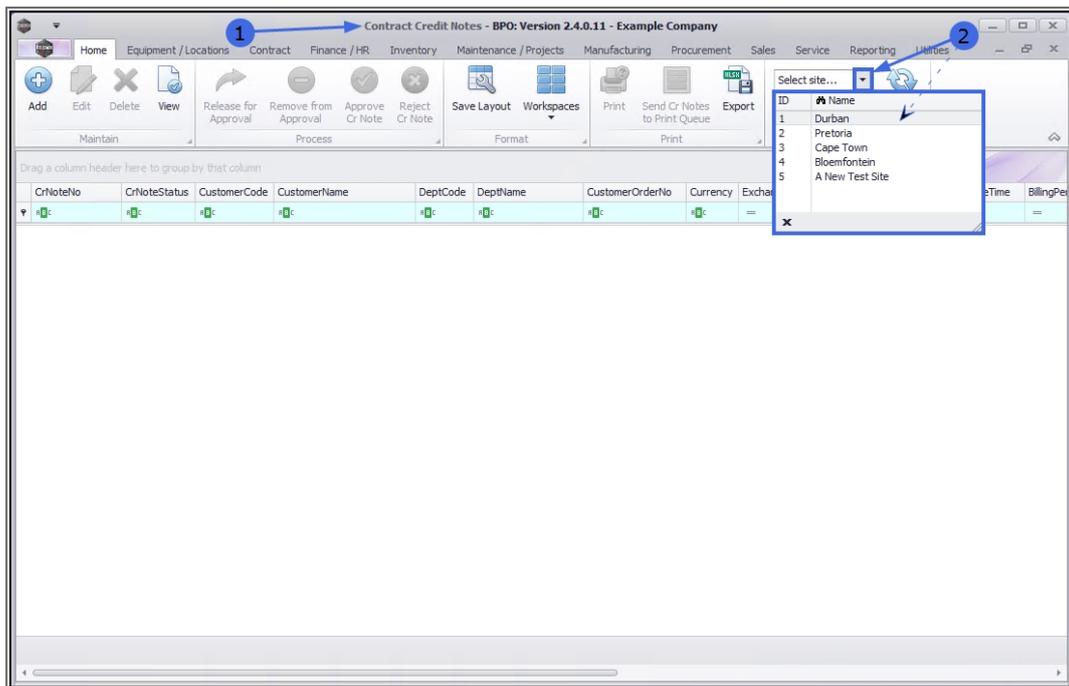
Ribbon Access: *Contract* > *Contract Credit Notes*



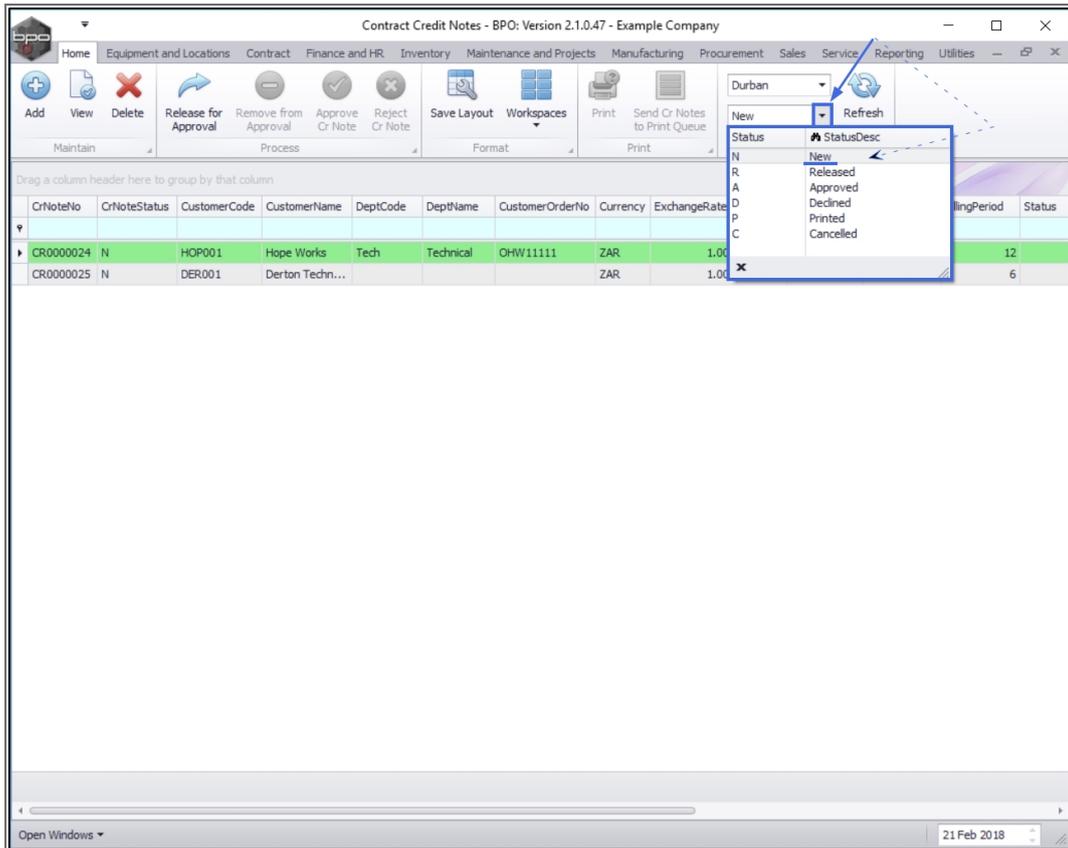
1. The **Contract Credit Notes** screen will be displayed.

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.

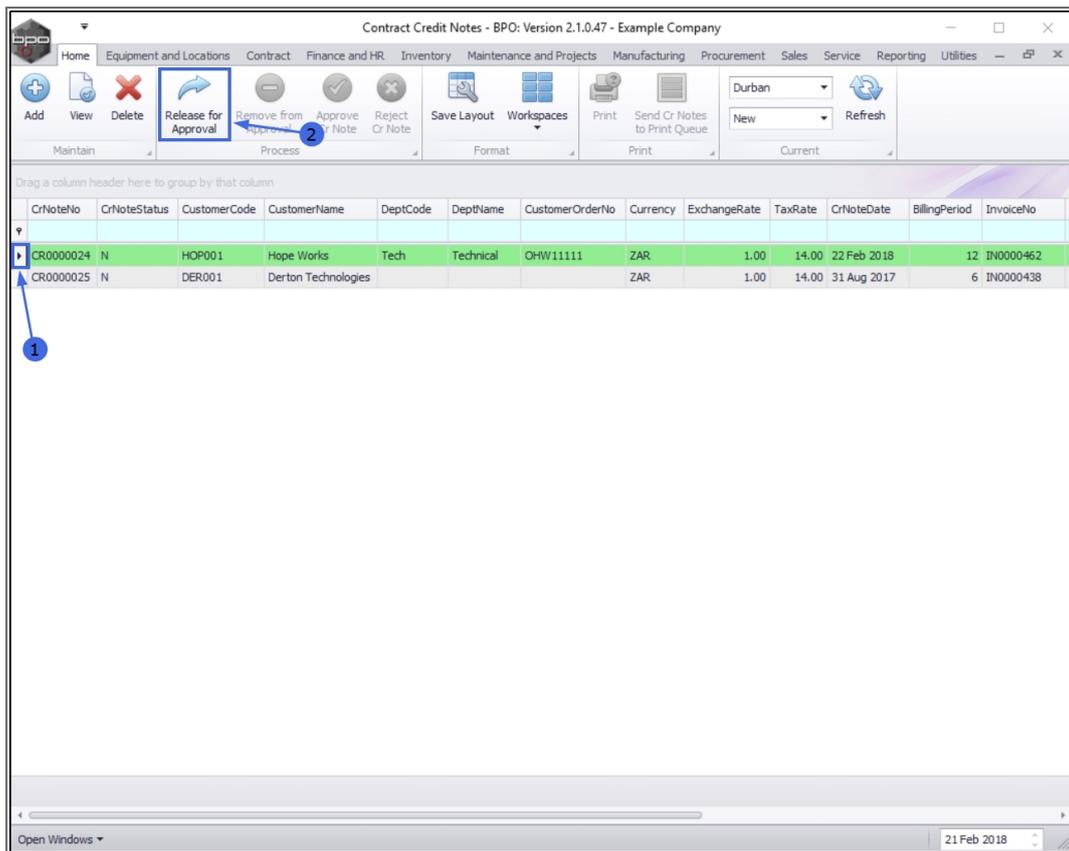


SELECT CREDIT NOTE

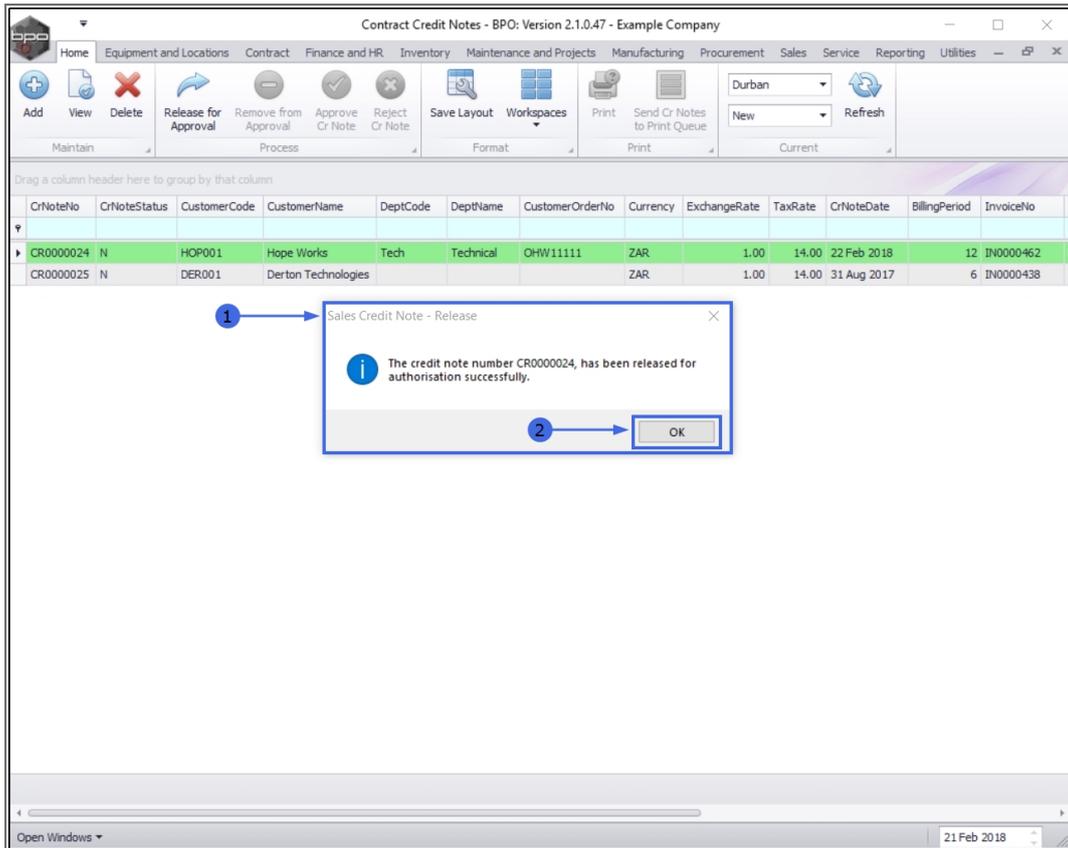
1. Select the **row** of the **contract credit note** that you wish to **release** for **approval**.

RELEASE CREDIT NOTE

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



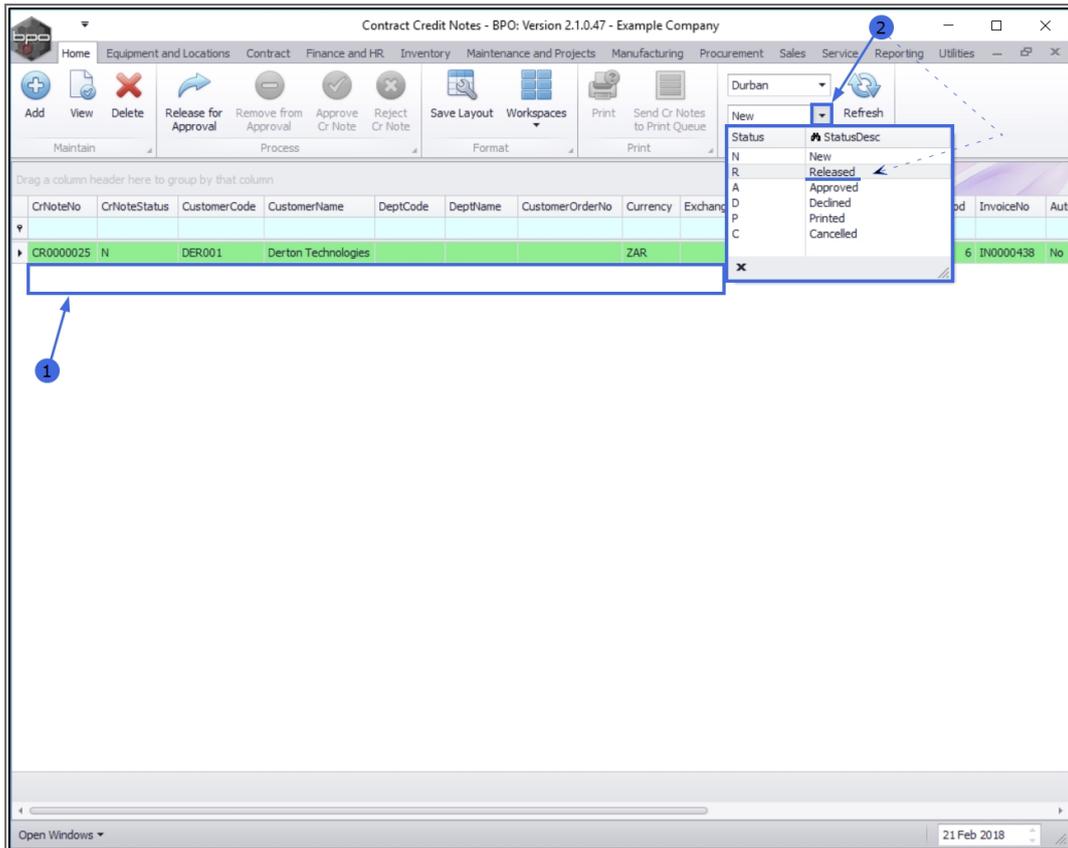
1. A **Sales Credit Note - Release** message box will pop up informing you that;
 - **The Credit Note number [] has been released for authorisation successfully.**
2. Click on **Ok**.



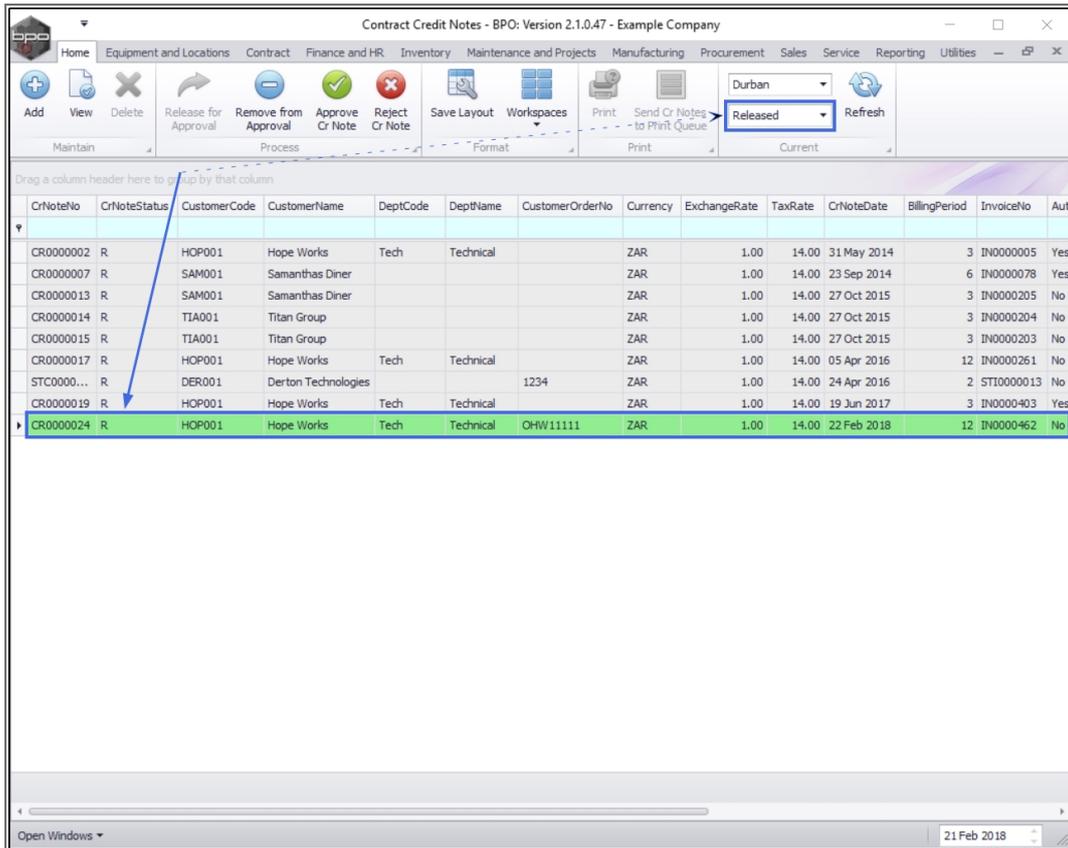
1. The selected contract credit note will be **removed** from the **Contract Credit Notes** listing screen where the status is set to **New**.

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***.

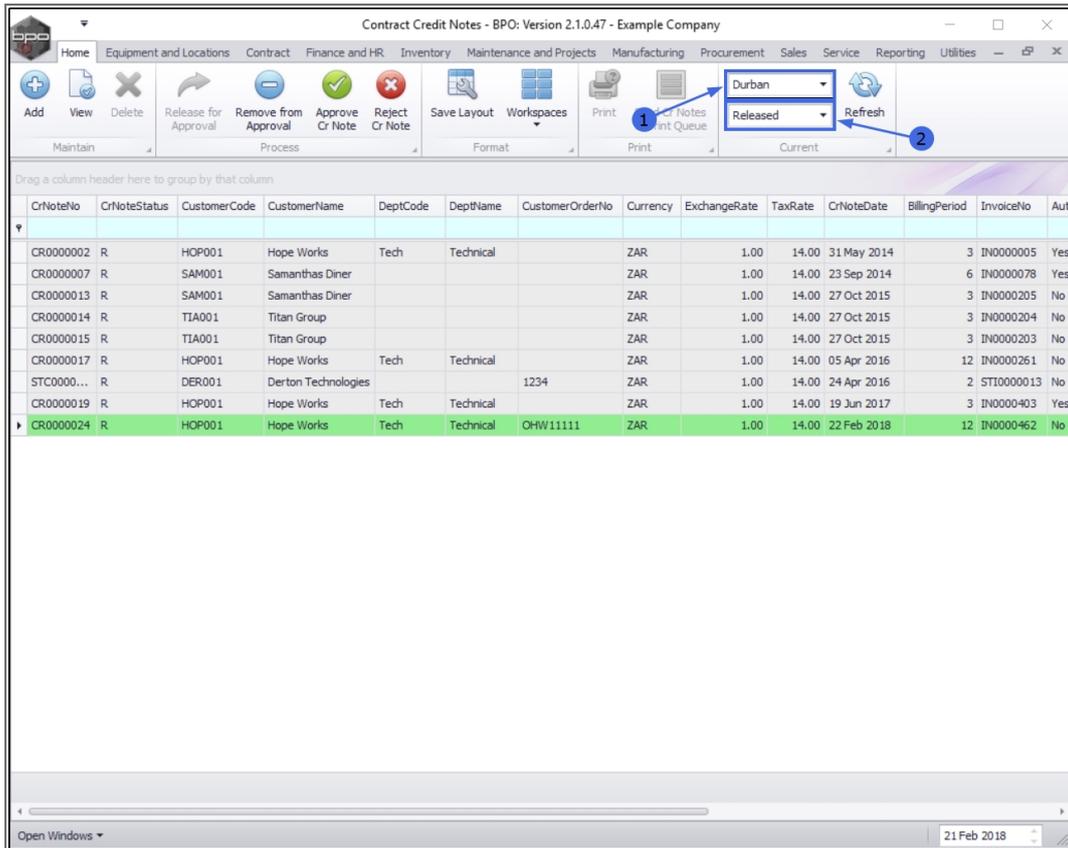


REMOVE CONTRACT CREDIT NOTE FROM APPROVAL

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 cannot 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**.

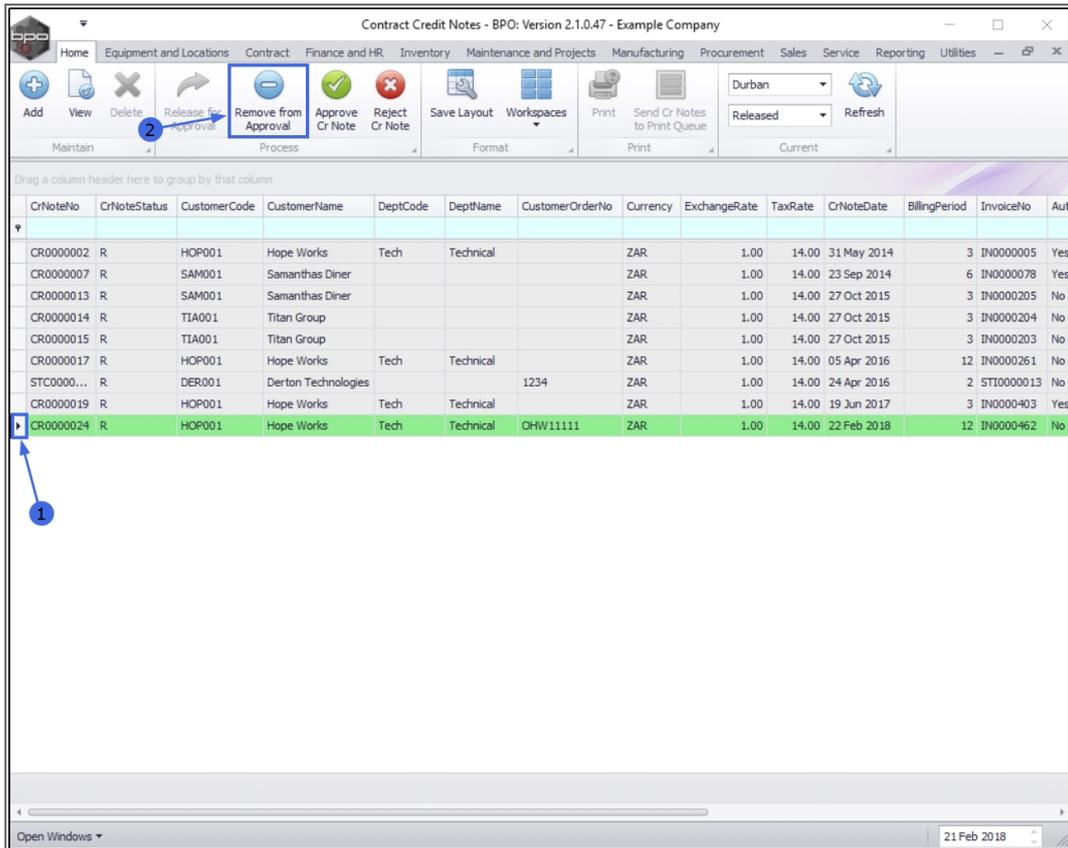


Select Credit Note

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

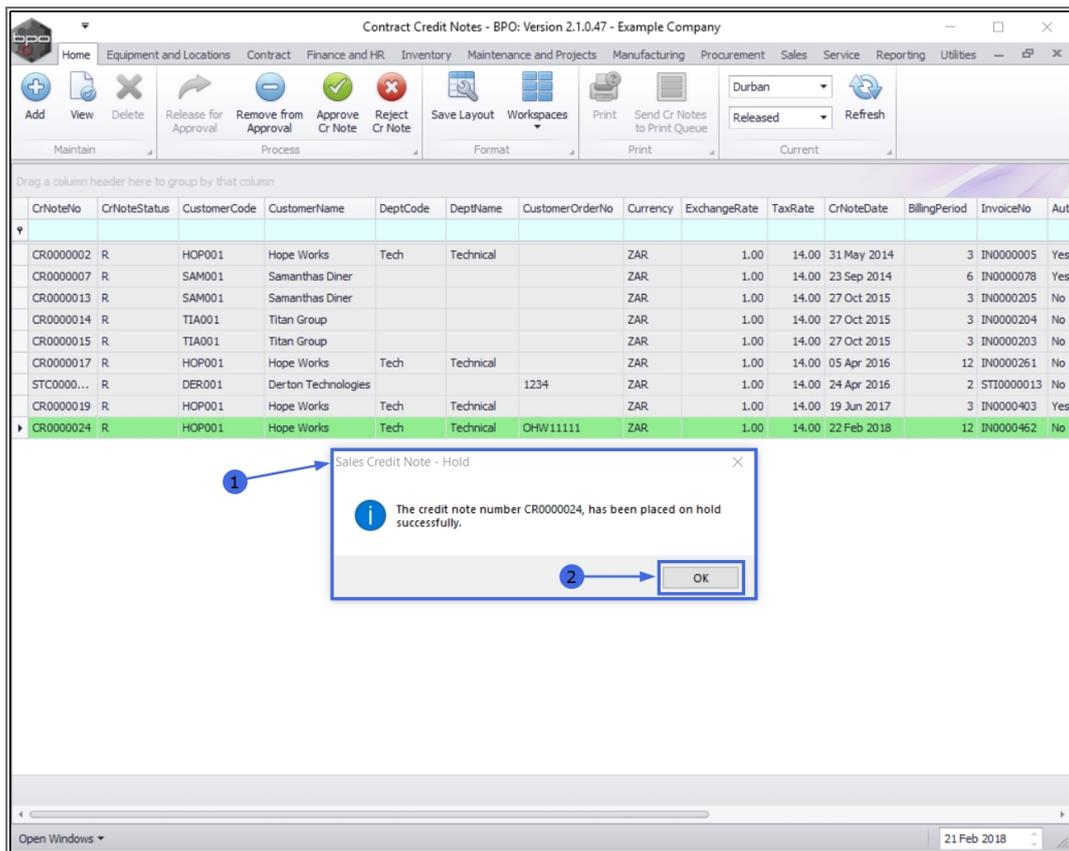
REMOVE CREDIT NOTE

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



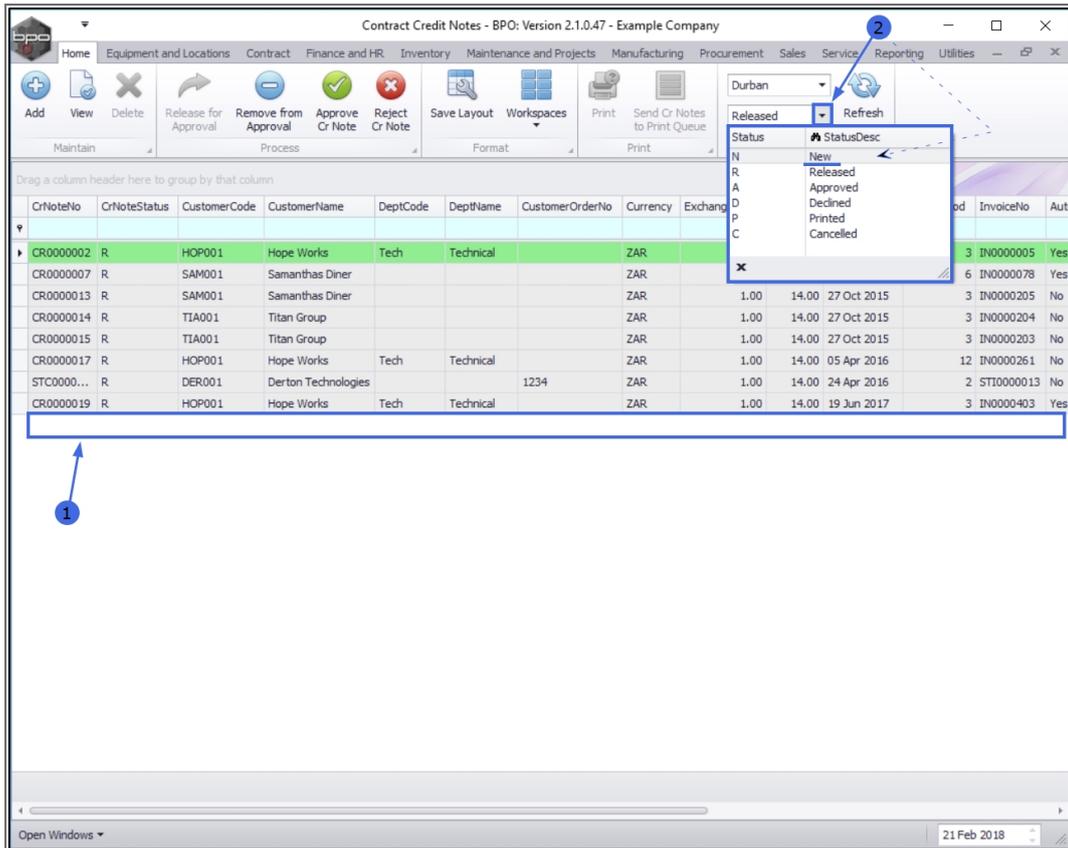
CREDIT NOTE PLACED 'ON HOLD'

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**.

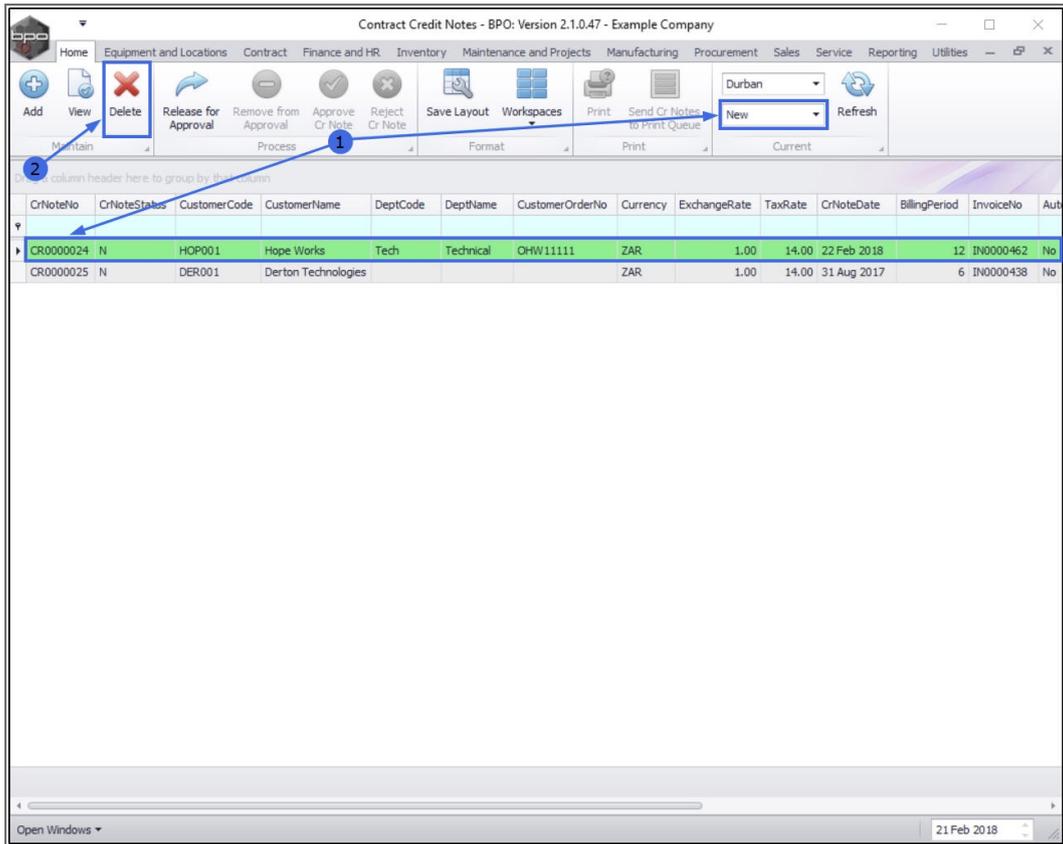


VIEW REMOVED CREDIT NOTE IN NEW STATUS

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.



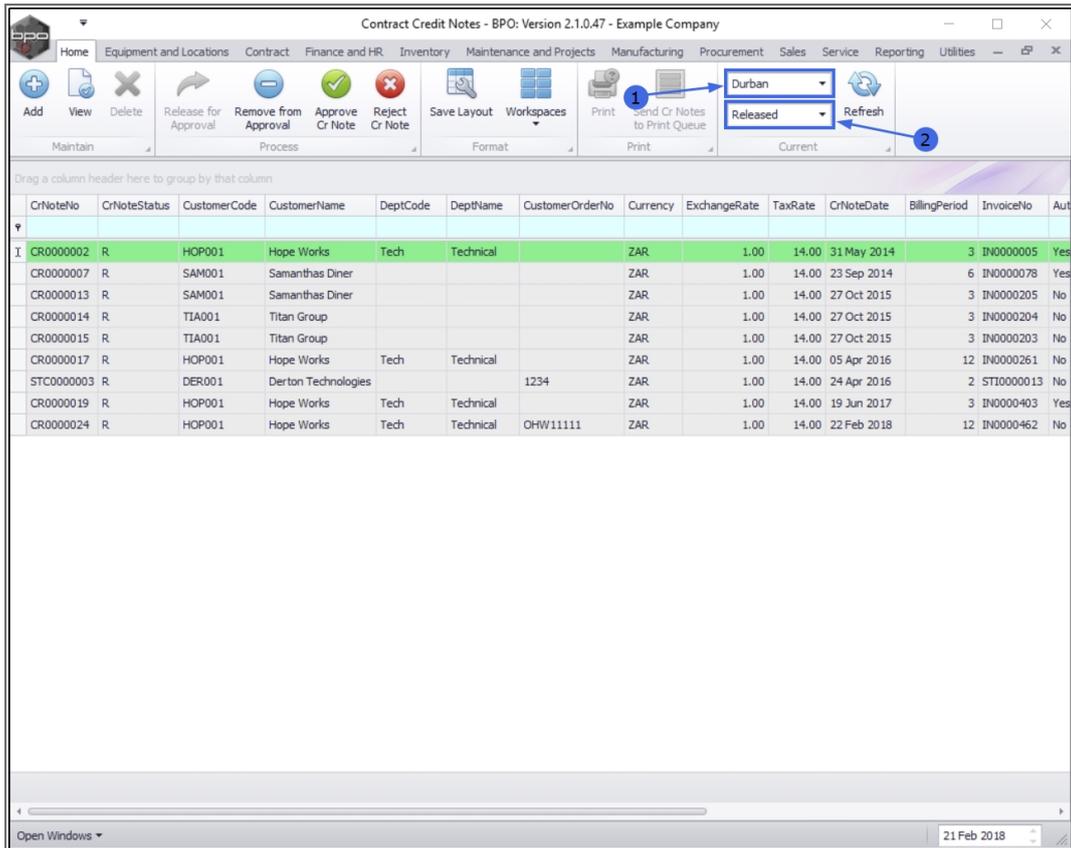
1. The credit note has been **moved** back to the **Contract Credit Notes** listing screen where the status is set to **New**.
2. You can now **Delete** the contract credit note (and raise a new one if required).



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**.

Contract Credit Notes - BPO: Version 2.1.0.47 - Example Company

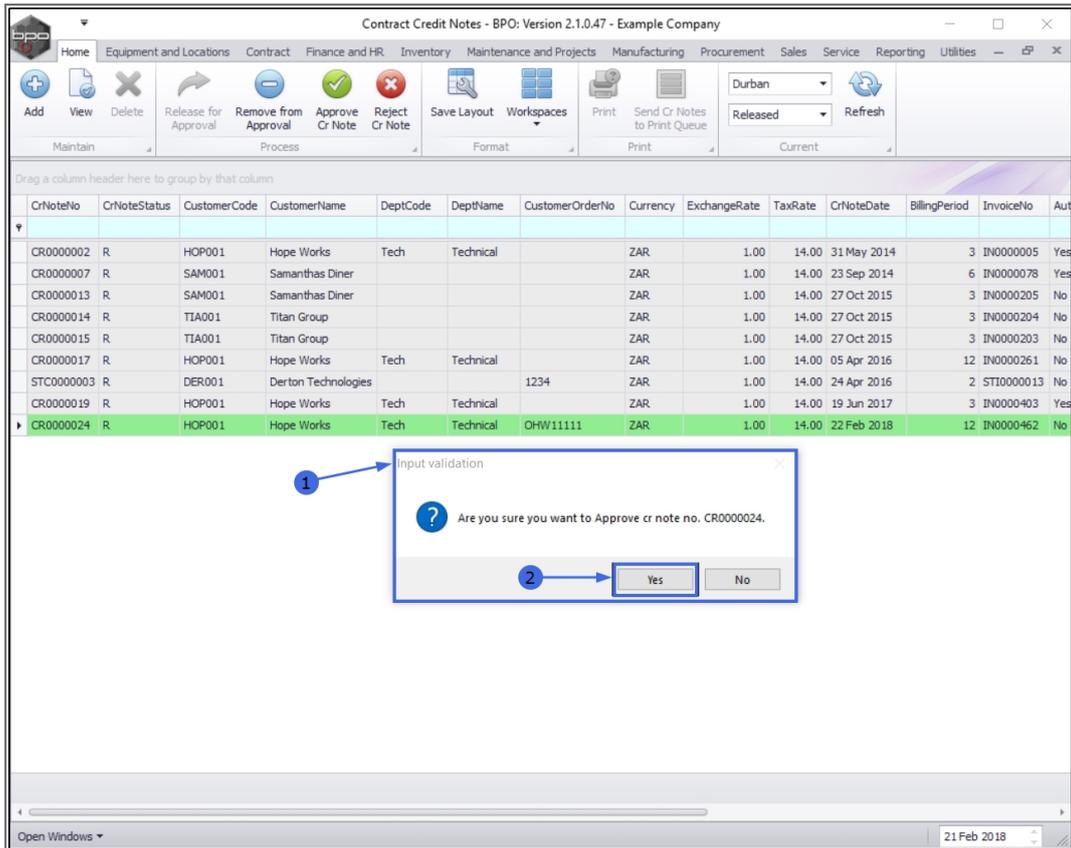
Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Drag a column header here to group by this column

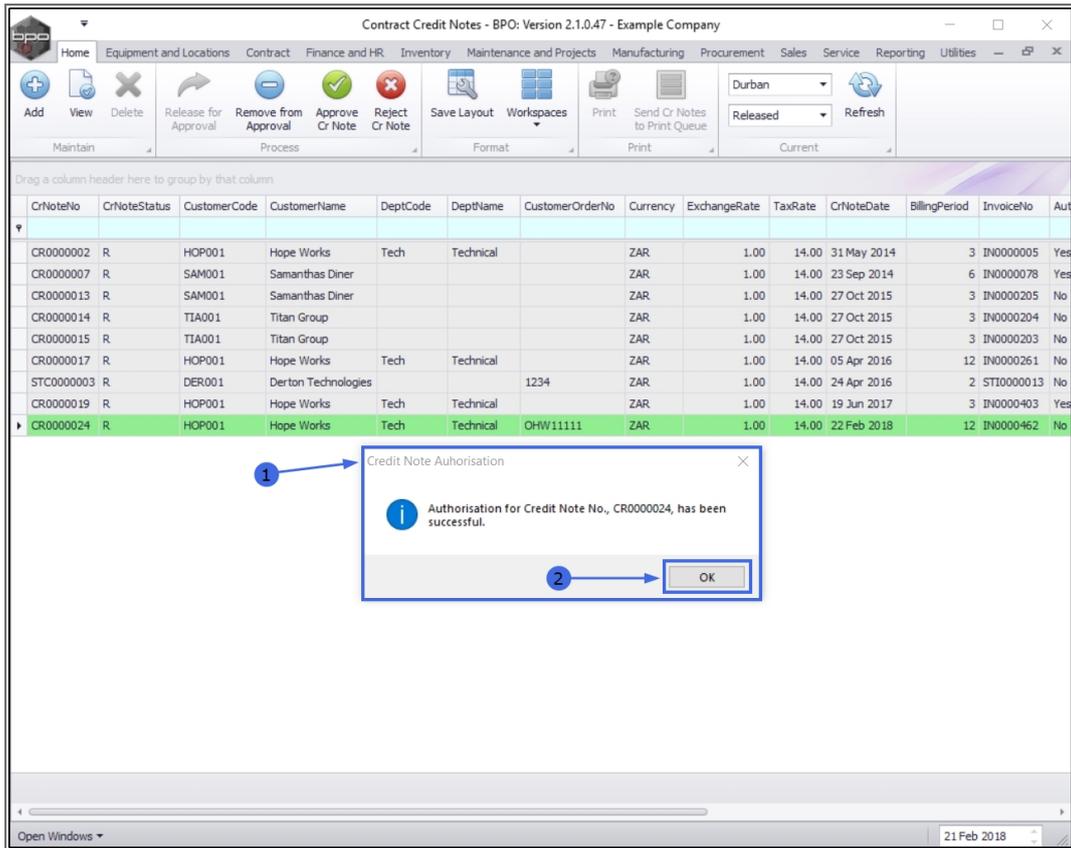
CrNoteNo	CrNoteStatus	CustomerCode	CustomerName	DeptCode	DeptName	CustomerOrderNo	Currency	ExchangeRate	TaxRate	CrNoteDate	BillingPeriod	InvoiceNo	Aut	
CR0000002	R	HOP001	Hope Works	Tech	Technical		ZAR	1.00	14.00	31 May 2014	3	IN0000005	Yes	
CR0000007	R	SAM001	Samanthas Diner				ZAR	1.00	14.00	23 Sep 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	
STC0000003	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	
<input checked="" type="checkbox"/>	CR0000024	R	HOP001	Hope Works	Tech	Technical	OHW11111	ZAR	1.00	14.00	22 Feb 2018	12	IN0000462	No

Open Windows | 21 Feb 2018

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

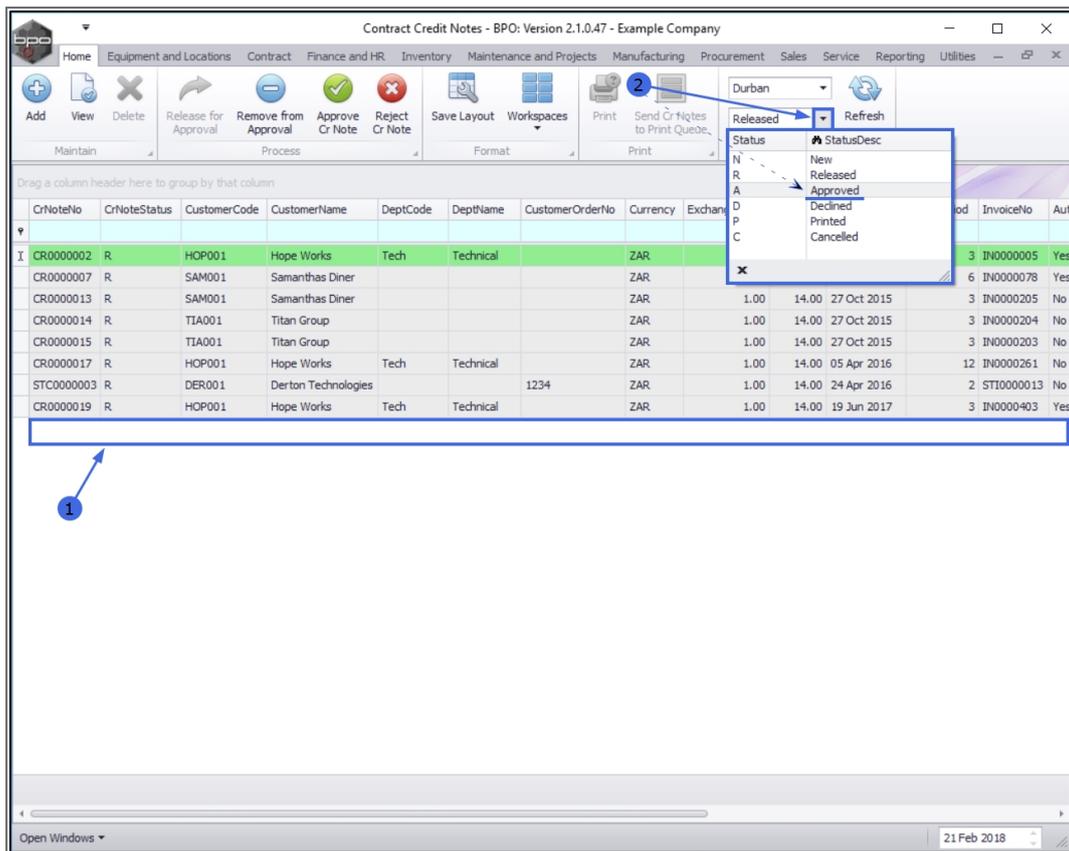


1. A **Credit Note Authorisation** message box will pop up informing you that;
 - **Authorisation for Credit Note No. [], has been successful.**
2. Click on **Ok**.

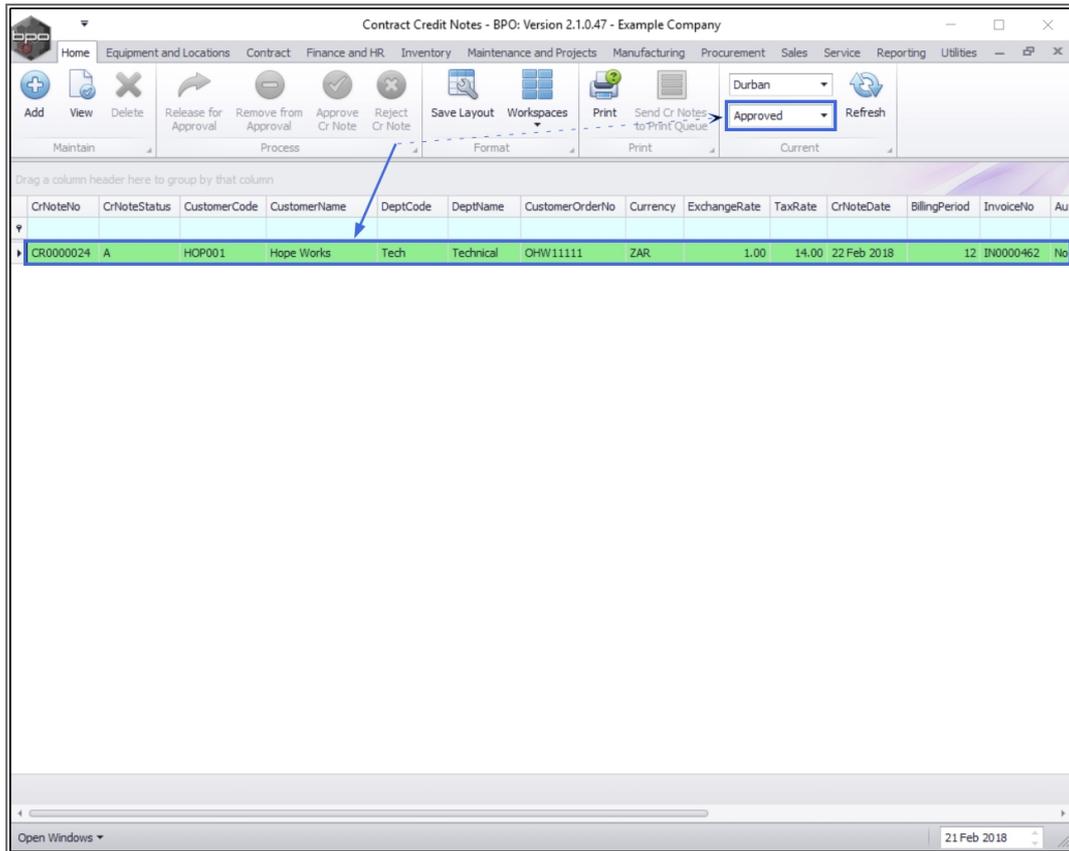


VIEW CREDIT NOTE IN THE APPROVED STATUS

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.



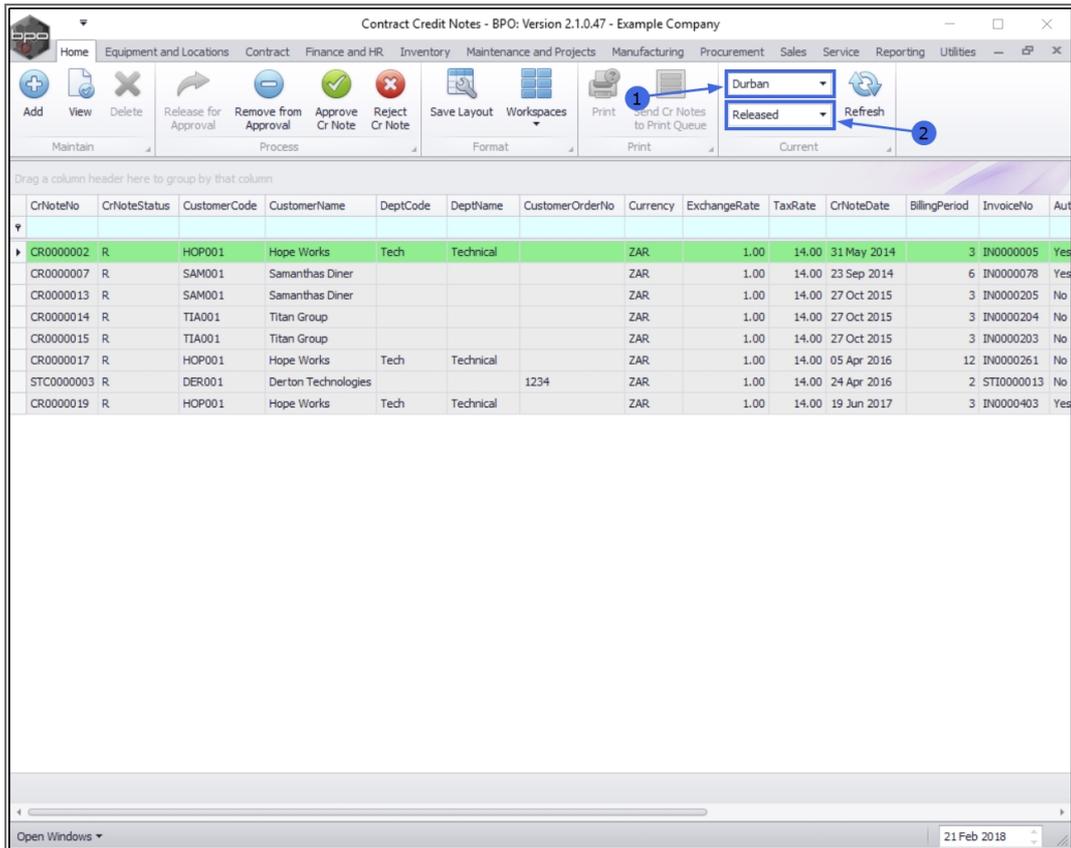
- The selected credit note has been *moved* to the **Contract Credit Notes** listing screen where the status is set to **Approved**.



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**.

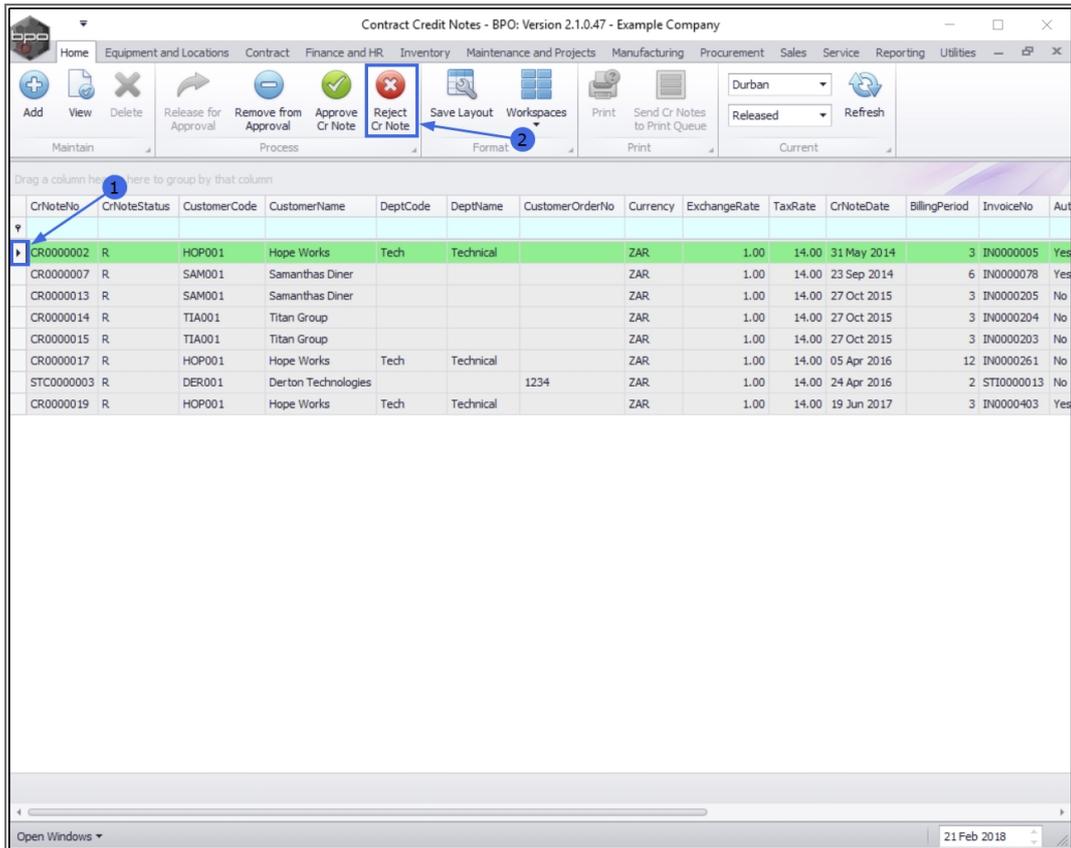


Select Credit Note

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

REJECT CREDIT NOTE

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



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

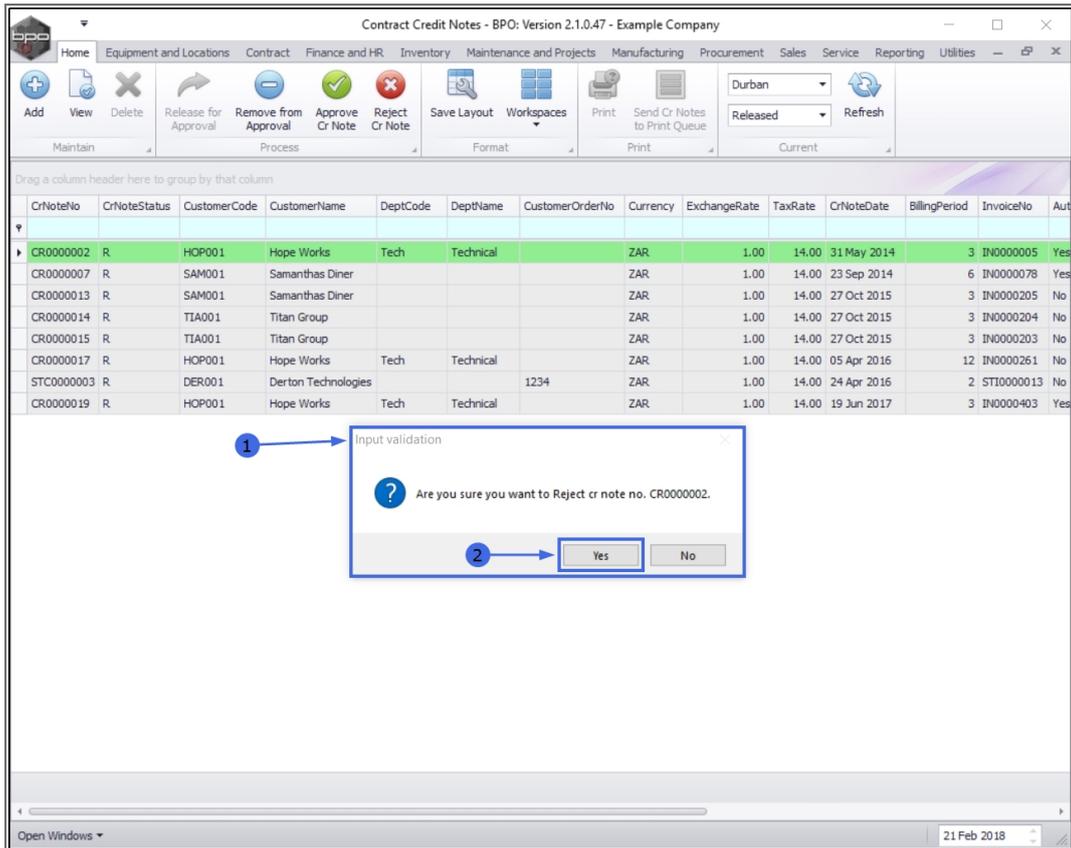
Process: Release for Approval, Remove from Approval, Approve Cr Note, **Reject Cr Note**

Drag a column header here to group by that column

CrNoteNo	CrNoteStatus	CustomerCode	CustomerName	DeptCode	DeptName	CustomerOrderNo	Currency	ExchangeRate	TaxRate	CrNoteDate	BillingPeriod	InvoiceNo	Aut
CR000002	R	HOP001	Hope Works	Tech	Technical		ZAR	1.00	14.00	31 May 2014	3	IN000005	Yes
CR000007	R	SAM001	Samanthas Diner				ZAR	1.00	14.00	23 Sep 2014	6	IN000078	Yes
CR000013	R	SAM001	Samanthas Diner				ZAR	1.00	14.00	27 Oct 2015	3	IN0000205	No
CR000014	R	TIA001	Titan Group				ZAR	1.00	14.00	27 Oct 2015	3	IN0000204	No
CR000015	R	TIA001	Titan Group				ZAR	1.00	14.00	27 Oct 2015	3	IN0000203	No
CR000017	R	HOP001	Hope Works	Tech	Technical		ZAR	1.00	14.00	05 Apr 2016	12	IN0000261	No
STC000003	R	DER001	Derton Technologies			1234	ZAR	1.00	14.00	24 Apr 2016	2	STI000013	No
CR000019	R	HOP001	Hope Works	Tech	Technical		ZAR	1.00	14.00	19 Jun 2017	3	IN0000403	Yes

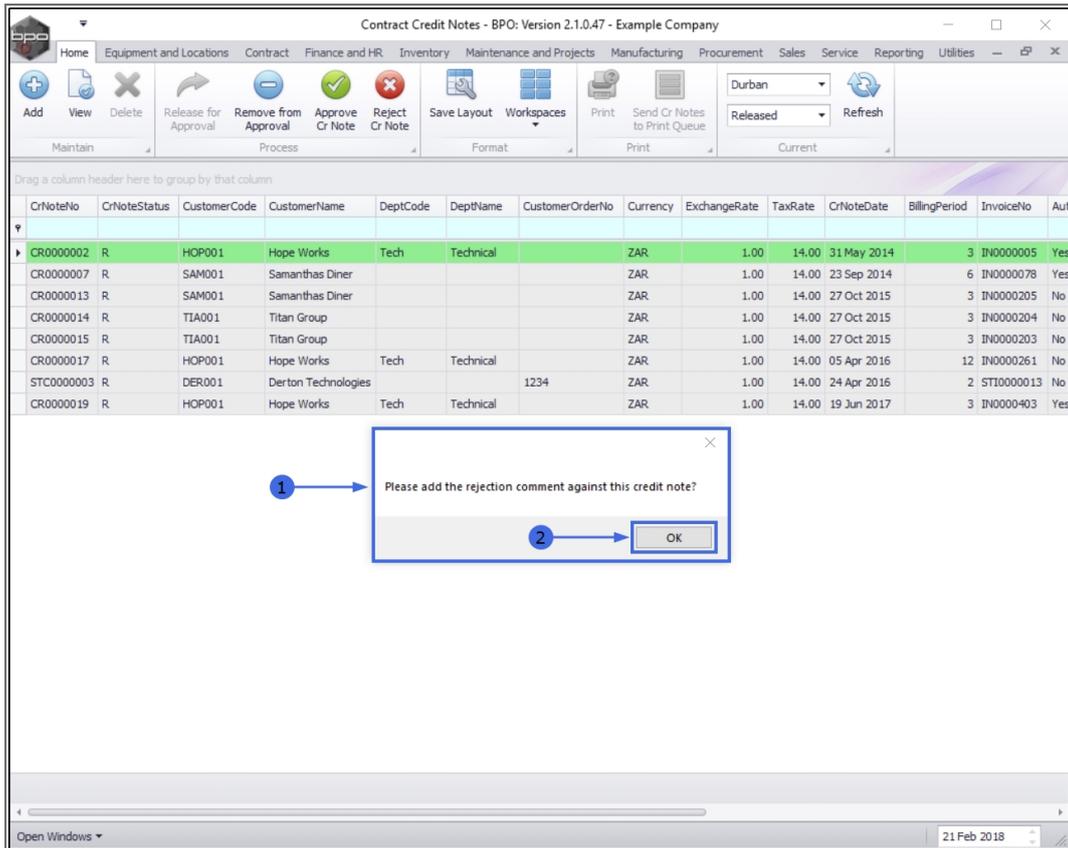
Open Windows | 21 Feb 2018

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

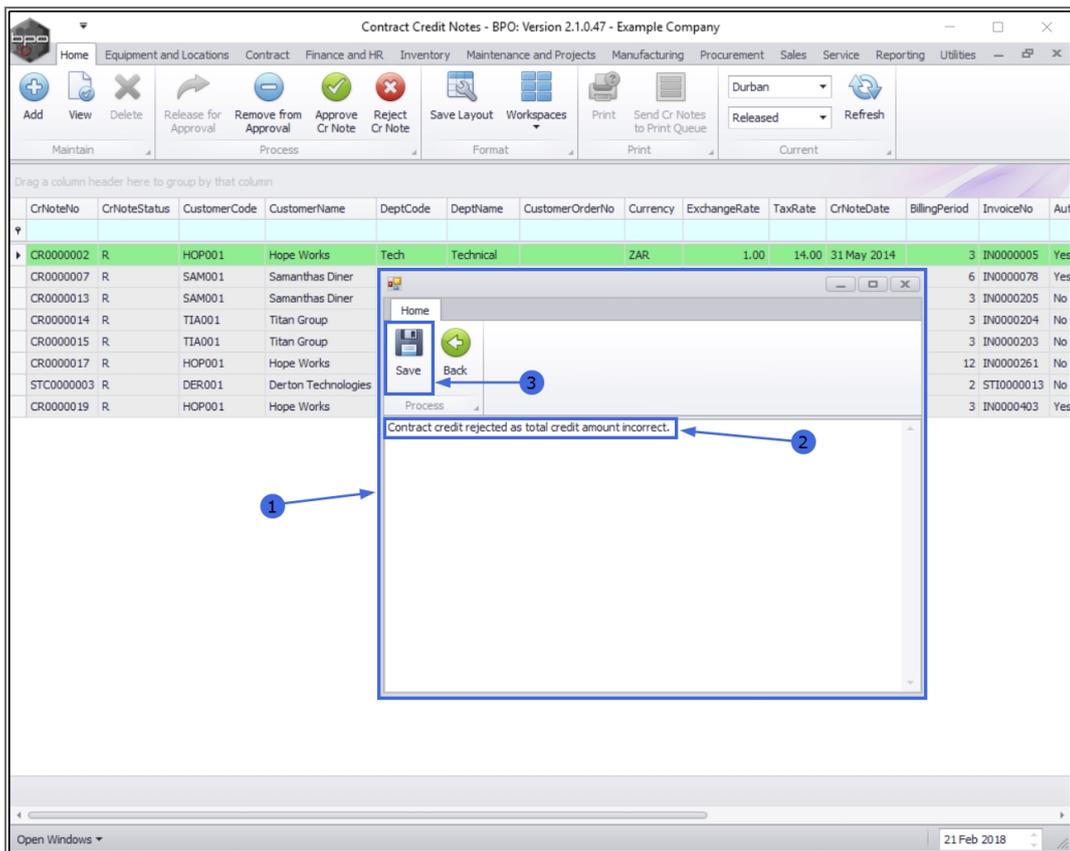


ADD REJECTION COMMENTS

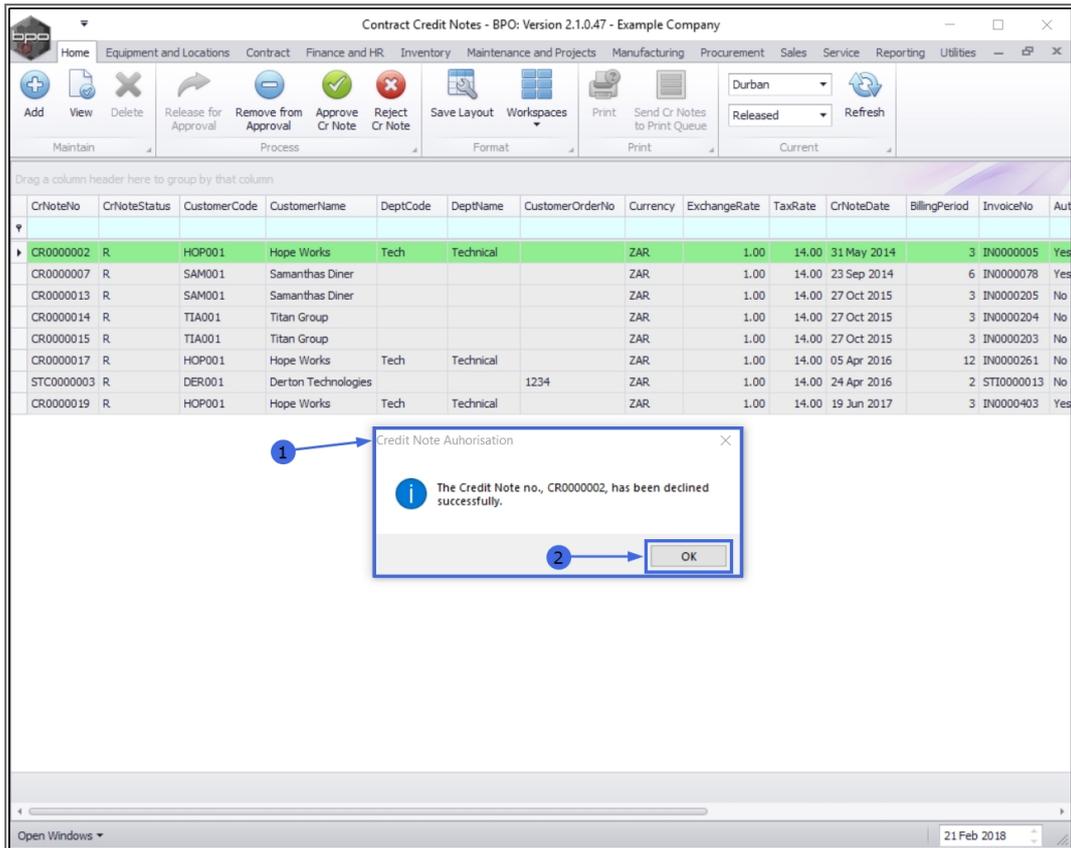
1. A second message box will pop up asking;
 - *Please add the rejection comment against this credit note?*
2. Click on **OK**.



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**.

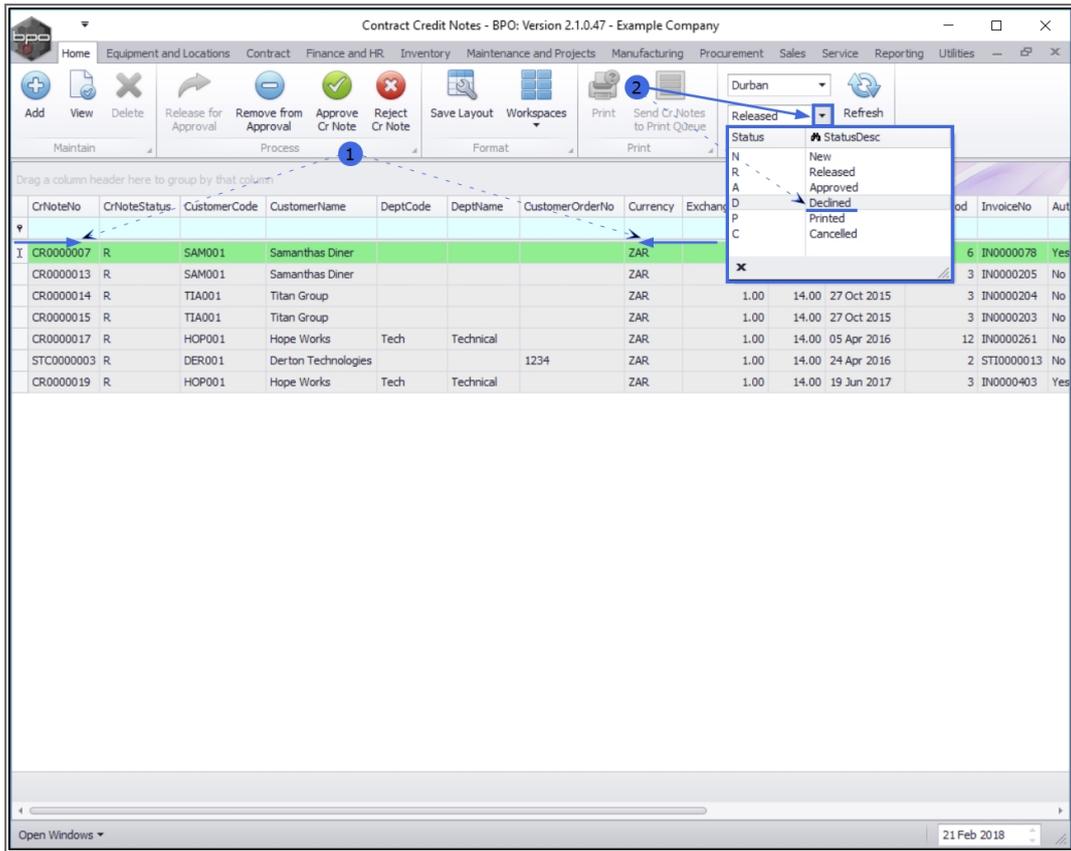


1. A **Credit Note Authorisation** message box will pop up informing you that;
 - **The Credit Note no., [] has been declined successfully.**
2. Click on **Ok**.

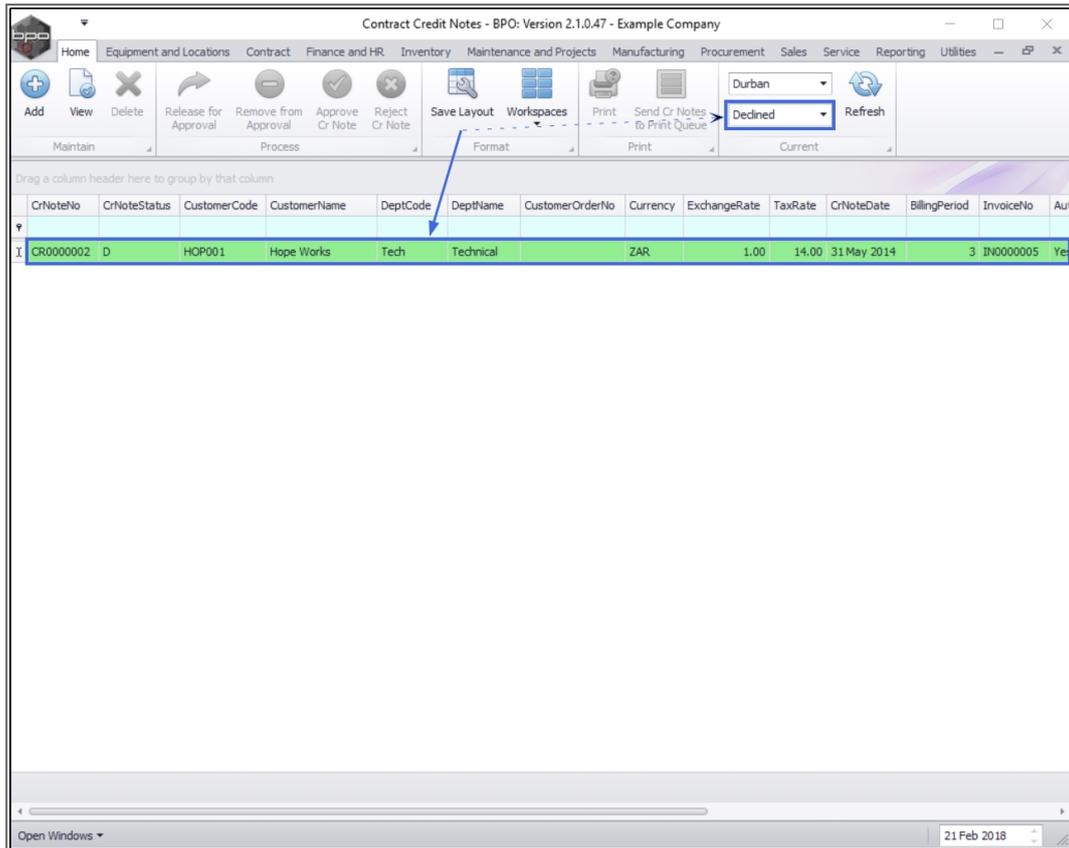


VIEW CREDIT NOTE IN DECLINED STATUS

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.



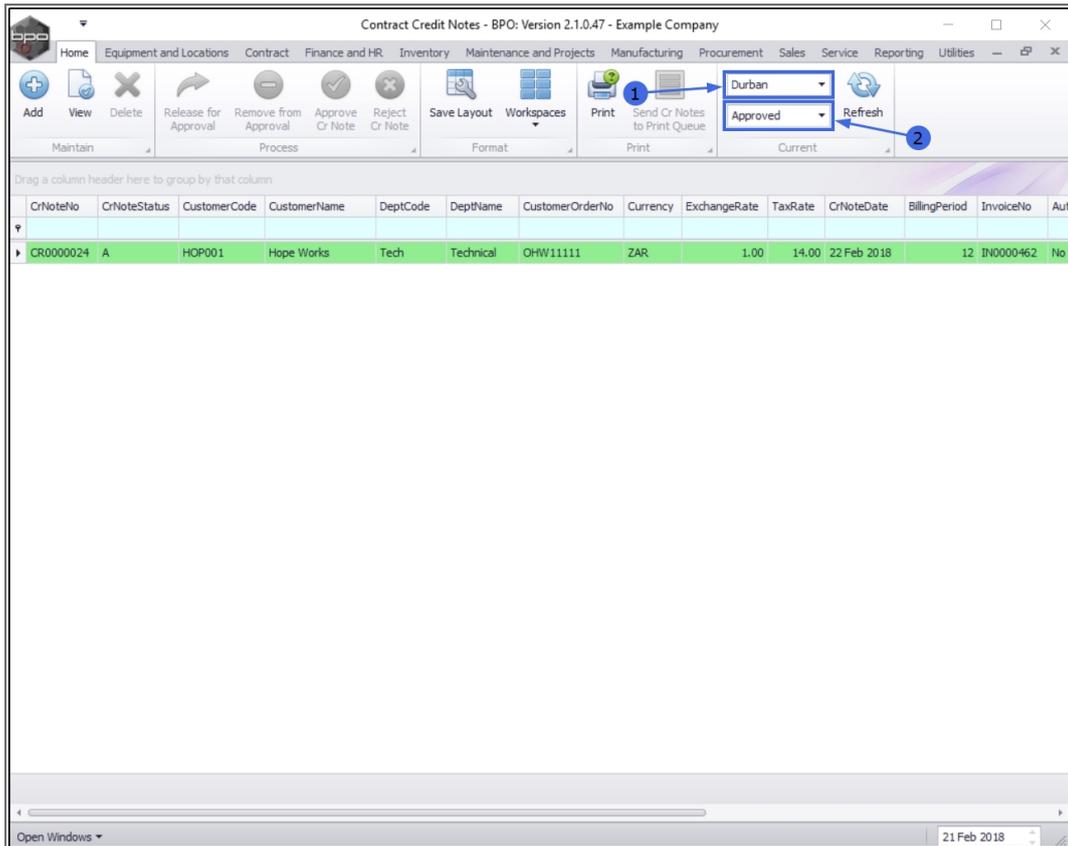
- The selected credit note has been *moved* to the **Contract Credit Notes** listing screen where the status is set to **Declined**.



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**.

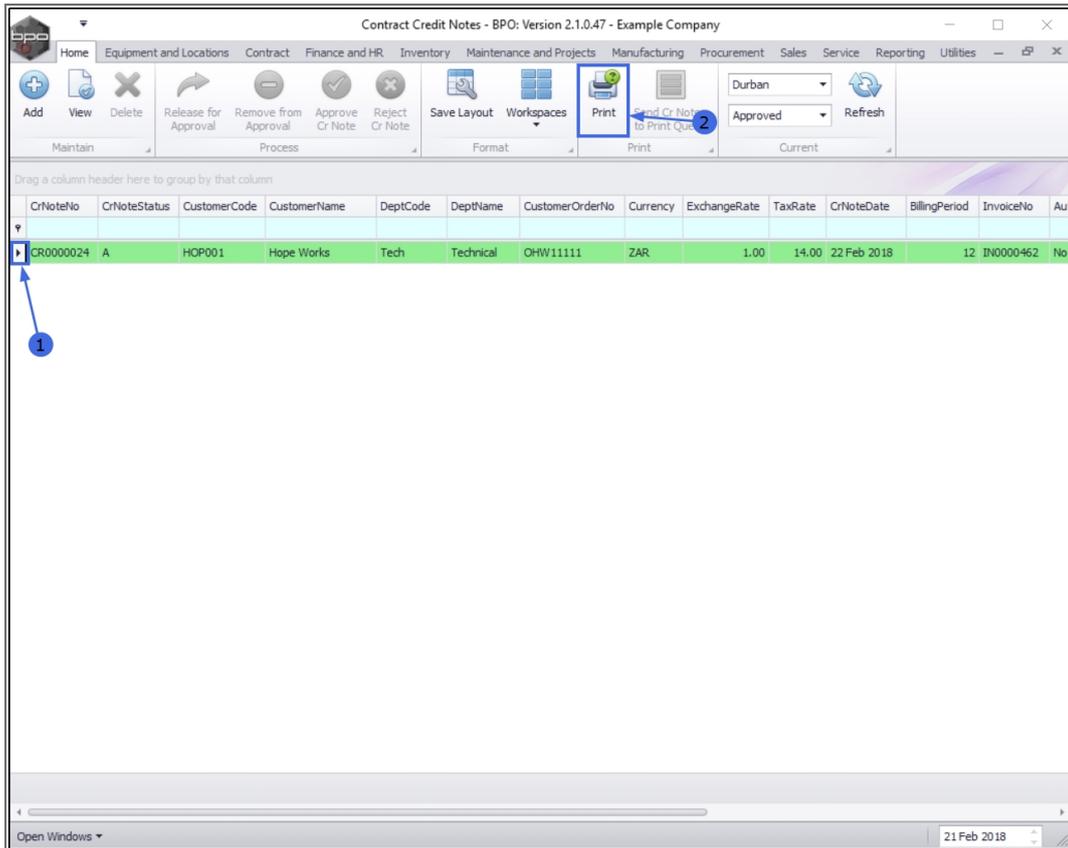


Select Credit Note

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

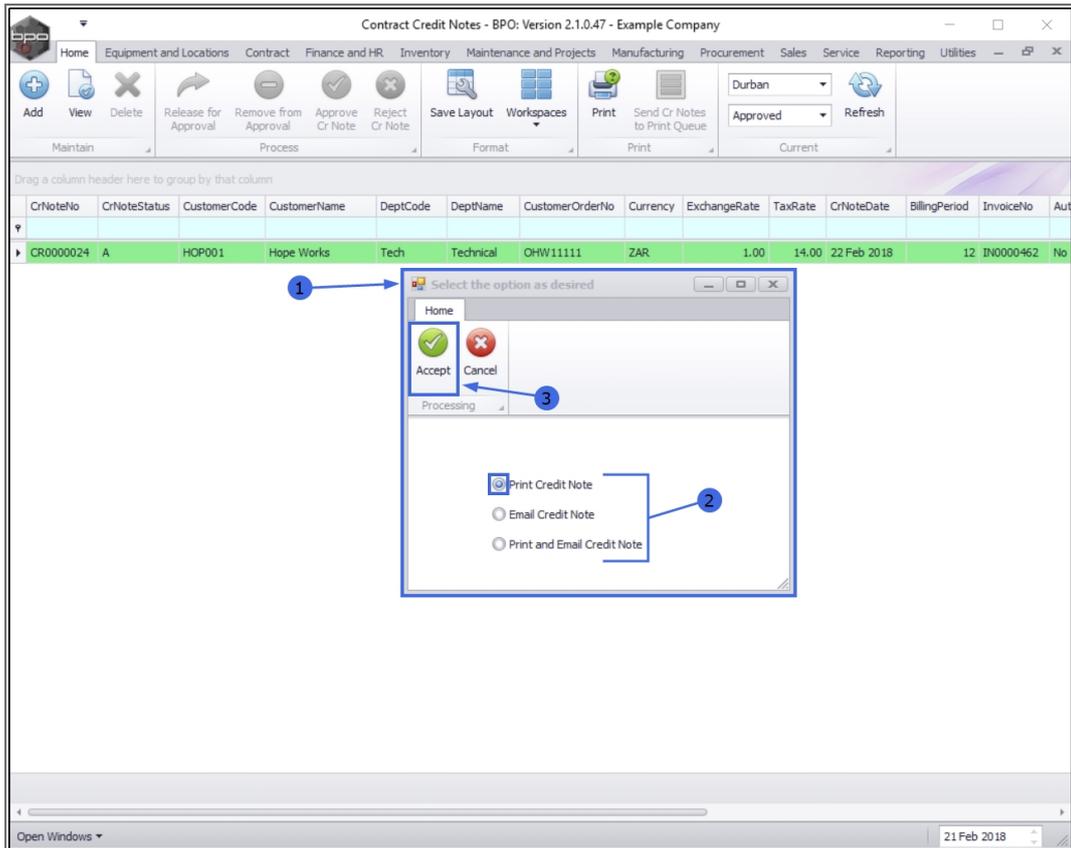
PRINT CREDIT NOTE

2. Click on **Print**.



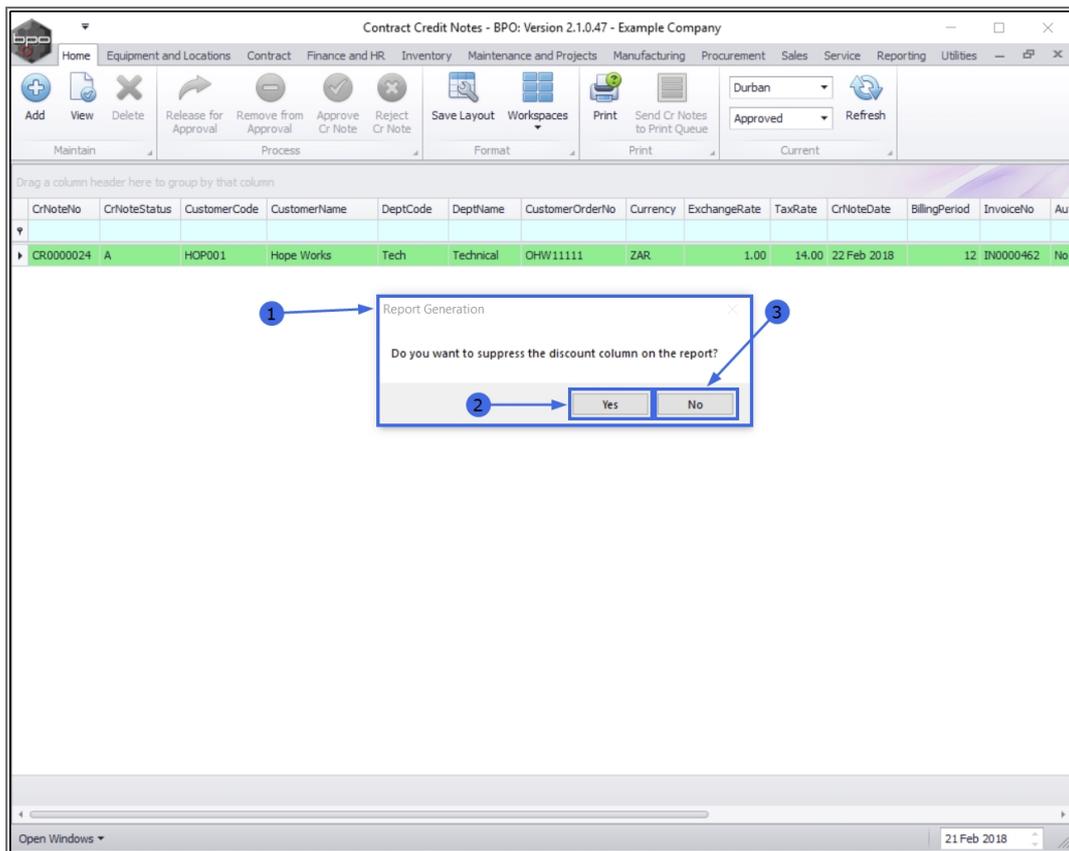
SELECT PRINT OPTION

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*.



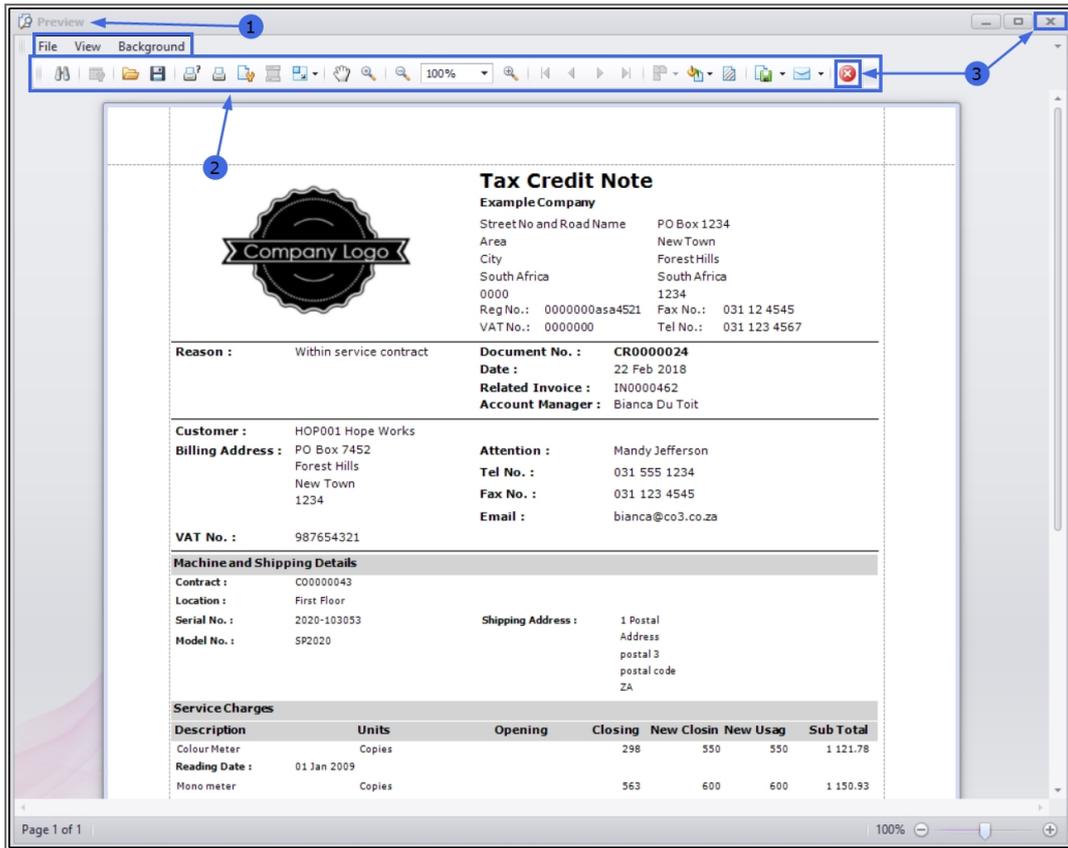
Suppress Discount Column

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

