

We are currently updating our site; thank you for your patience.

PROCUREMENT

SUPPLIER DEBIT NOTE

Debit notes are used in transactions when a debit entry adjustment is required in a case where money is owed. Debit notes reflect adjustments or returns on transactions that have already taken place.

For example, a Debit Note can be raised if your company has purchased goods from a supplier and would like to return the goods for a valid reason or the supplier has sent an invoice to your company for a lower amount than the actual cost.

The Debit Note will include the total anticipated credit and an inventory of the returned items.

A Stock Supplier Return / Non Stock Supplier Return must be raised <u>before</u> the supplier Debit Note can be added.

A Supplier Debit Note reverses a Supplier Invoice.

Only once the Supplier Debit Note is **Accepted**, will the relevant accounting transactions post.

Ribbon Access: Procurement > Debit Notes

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The **Debit Note Listing** screen will be displayed.



- Select the Site.
 - In this image **Durban** has been selected.

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CREATE SUPPLIER DEBIT NOTE

• Click on Add.

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The Add new Debit Note screen will be displayed.

Supplier Details

- **Supplier:** Search for and select the Supplier.
- SRN No: Search for and select the Supplier Return Note Number.
- **GRN No:** This will auto populate as the SRN No. is selected.
- **Debit Note Date:** Will auto populate with the current date. You can either type in or click on the drop-down arrow and use the calendar function to select an alternative date, if required.
- **Debit Note No:** Type in the Debit Note Number.
- Billing Address, Postal Code, Currency, Exchange, Phone, Email, Contact Name, VAT No, Tax Rate will all auto populate as the Supplier is selected.
- **Reference:** Type in a reference, if required.



Process	, Format								_		
	Supplier	22.04.2017	ρ			SRN No.			P		
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								Sub	Total		0



DEBIT NOTE ITEMS

• **Items:** The Debit Note items will pull through from the Supplier Invoice details.

SAVE DEBIT NOTE

 When you have finished adding the details to this screen, click on Save.

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	Debit	Note Date	01 Mar 2017 •				GRN No.	GR00	000024	(A)			
	De	bit Note No.	11111			Supplie	er Invoice No.	SDN	147258369				
	Billi	ng Address	287 Lavender Road				Phone	0317	41 1234				
			Forest Hills			10	Email	georg	ye @email.co.;	rð			
		ostal Code	1714			0	ontact Name	Georg	ge Matthews				
		USUN COUC	4621				Reference	Dama	iged				
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PRINT DEBIT NOTE

- A Report Generation message box will pop up asking;
 - Do you want to print the debit note []?
- Click on Yes.

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2	Ψ.				Add new	Debit Note - 8	SPO: Versio	n 2.1.0.32 - Ex	ample Cor	mpany			D	Х
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REPORT PREVIEW

The **Report Preview** screen will be displayed.



- From here you can **View**, **Print**, **Export** or **Email**.
- **Close** the Report Preview screen when done.

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SRN No. 1 SR(S	Document Date : Reference 100012 Invoice No	Ref.: 11111 01 Mar 2017 1 Damaged 4.1 SDV/147258369			
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Hom Gole Hom Den Sitzle GAC Gain Tan	crytion Serial No. x - 57:33	Quality Unit Price 2.00 40.51	Net Pran 91.0	1664	

You will return to the **Debit Note Listing** screen.

- A Debit Note Processing message box will pop up informing you that;
 - Debit Note No. [] saved successfully.
- Click on OK.



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							Debit N	Note No. 11111	I saved successfully.							

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VIEW DEBIT NOTE

• The newly created **Debit Note** can now be **viewed** in the **Debit Note Listing** screen.

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APPROVE SUPPLIER DEBIT NOTE

- In the **Debit Note Listing** screen,
- Select the Site.

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9	-					Debit	Note Listing •	BPO: Versi	on 2.1.0.32	 Example 	Compa	ny				7	٥	Х
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21		mm		01 Mar 201	N		5PR002	sprint Int	ernational		060		10.00	0,1	N	90.00	9	0.00

- Click on the **row selector** in front of the **Supplier Debit Note** to be **approved**.
- Click on Approve.



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ST		11111	01 Mar 2017	N	SPR002	Sprint International	USD	10.00	0.00	90.00	90.00	456258741	5 Holly Road	Next To

- A **Process Validation** message box will pop up asking;
 - $^\circ$ $\,$ Are you sure you want to approve this debit note?

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• Click on Yes.

9				Deb	t Note Listing - BPC): Version	2.1.0.33 • Exam	ple Compan	iy			- 0	Х
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									_				
						Yes		No					



- A **Debit Note Process** message box will pop up informing you that;
 - The supplier debit note, no [] has been processed as accepted.
- Click on **OK**.



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conorth	(ndave)													23 Oct 2017	-12

You can now view the Approved debit note in the Debit Note
 Listing screen where the status has been set to Updated.



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9	Home	Equipment and Loca	ations Contract Fi	nance and HR	Inventory Ma	ntenance and Projects Manuf	acturing Procu	rement Sales	Service Rep	orting Utilities	: - Ø
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ST		IntDBNT1234	26 Sep 2014	U	SPR002	Sprint International	USD	10.00	0.00	175.00	175.0
ST		010203	01 Mar 2017	U	SPR002	Sprint International	USD	10.00	0.00	250.00	250.0
\$T	_	DN123	08 Apr 2014	Ų	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	3 500.00	3 990.0
ST		SDN45521	08 Apr 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	350.00	399.0
ST		dn741	09 Apr 2014	Ų	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	500.00	570.0
ST		DN127845	09 Apr 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	800.00	912.0
ST		SON445123	23 Apr 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	8 000.00	9 120.0
\$T		DN855214	09 May 2014	Ų	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	450.00	513.0
NS		DN5123325	09 May 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	1 000.00	1 140.0
NS		DN45111447	09 May 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	1000.00	1 140.0
ST		DN5411225544	17 Jun 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	79 500.00	90 630.0
ST		PSRNTest	24 34 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	250.00	285.0
ST		testPSRNtest	02 Jun 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	300.00	342.0
\$T		fnaltestpsm	14 May 2014	U	TON001	Tonys Copy Shop	ZAR	1.00	14.00	1 300.00	1 482.0
ST		TestPartialDN	31 Jul 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	900.00	1,026.0
ST		D8NT1458852	23 Sep 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	350.00	399.0
NS		DN774411	23 Sep 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	550.00	627.0
ST		DN114477	25 Sep 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14,00	1 750.00	1 995.0
NS		DN475858	26 Sep 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	850.00	969.0
ST		DW12345	26 Sep 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	2 500.00	2 850.0
ST		T123	26 Sep 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	350.00	399.0
NS		DN1234546	19 Feb 2015	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	1 250.00	1 425.0
ST		D6145288	10 Nov 2015	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	450.00	513.0
		A.M. 10. 10. 7 4		li .		A		+ ++	11.84	199.94	*** *



REJECT/DECLINE SUPPLIER DEBIT NOTE

- In the **Debit Note Listing** screen,
- Select the Site.

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9						Debit	Note Listing •	BPO: Versi	on 2.1.0.32	• Example	Compa	ny				7	٥	>	<
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ST		11111		01 Mar 201	17		SPR002	Sprint Int	ernational		USD		10.00	0,	00	90.00		90.00	1

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SELECT DEBIT NOTE TO DECLINE

- Click on the row selector in front of the Supplier Debit Note to be rejected/declined.
- Click on Decline.



- A **Process Validation** message box will pop up asking;
 - Are you sure you want to delete this debit note?
 This will open the associated SRN.
- Click on Yes.



						Debi	t Note Listing	g - BPO: Ve	ersion 2.1.	.0.69 ·	Example Com	npany			22		\times
0	Home	Equipmen	t and Loca	tions Co	ontract Fin	ance and HR	Inventory	Maintenand	e and Proj	jects	Manufacturing	Procure	ment Sales	Service Rep	oorting Utilit	ies —	8 ×
4		×		\checkmark	×	23		P	RLSH	Du	ban 🔻						
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	Mai	ntain		Proce	SS 4	Forma	t "	Print	t		Current						
Drag a		header here															1
SRI	Пуре	DebitNoteNo	Debit	VoteDate	NoteStatus	SupplierCode	SupplierNam	e	Curren	ncy	ExchangeRate	TaxRate	TotalCostExcl	TotalAmtInd	VATNo	Address1	
9 5 CT		AR000001	14.4	- 2017	N	500.001	Conint Distrib	uters Low	1 740		1.00	0.00	10,000,00	10,000,00	456790102	COE Earon	t Craus P
• 51		AB090001	14 AU	ig 2017	N	5PKUU1	Sprint Distrit	outors Loca	II ZAR		1.00	0.00	10 000.00	10 000.00	456789123	bab Hores	it Grove R
						Process Valida	ation					- X					
						P P	e you sure yo ben the assoc	u want to iated SRN.	delete thi	is deb	ot note? This w	111					
												_					
										Yes	No						
1																	÷
Open	Windows	•													25	⁼ eb 2019	0 1

- A Debit Process message box will pop up informing you that;
 The debit note [], has been deleted.
- Click on **OK**.



	Ŧ					Deb	it Note Listin	g - BPO: Ve	ersion 2.1.0	0.69 -	Example Com	npany			2000		\times
0	Home	Equipment	t and Loca	ations Co	ontract Fir	nance and HR	Inventory	Maintenanc	e and Proj	iects	Manufacturing	Procure	ment Sales	Service Rep	porting Utilit	ies —	8 x
4		×		\checkmark	×	23		P	RUSH	Durb	an 🔻						
Add	Edit	Delete	View	Approve	Decline	Save Layout	Workspaces	Print	Export	New	•	Refresh					
	Mair	ntain		Proce	ess a	Forma	at a	Print			Current						
		eader here															
SRN	Туре	DebitNoteNo	Debit	NoteDate	NoteStatus	SupplierCode	SupplierNan	ne	Curren	ncy E	xchangeRate	TaxRate	TotalCostExcl	TotalAmtInd	VATNo	Address	1
9																	
▶ ST		AB090001	14 At	Jg 2017	N	SPR001	Sprint Distri	butors Loca	I ZAR		1.00	0.00	10 000.00	10 000.00	456789123	685 For	est Grove
٠											ОК						
Open V	Vindows	•								_					25	eb 2019	-

- 1. The Debit Note will be **removed** from the Debit Note Listing screen where the status is set to **New**.
- 2. Change the screen status to **Deleted** .





- 1. The Debit Note can now be found in the **Debit Note Listing** screen,
- 2. where the status is set to **Deleted**.



	Ŧ					Debi	t Note Listing - BPG	D: Version 2.1.0.	69 - Example Com	ipany			22	
0	Home	Equipment	and Loca	ations Co	ontract Fin	ance and HR	Inventory Mainte	nance and Projec	ts Manufacturing	Procure	ment Sales	Service Re	porting Utilit	ies — 🗗
Add	Edit Maint	Delete	View	Approve Proce	Decline ess	Save Layout	Workspaces Prin	Print	Durban - Deleted - Current	Refresh	4	2		
SRNT	ype De	ebitNoteNo	Debit	NoteDate	NoteStatus	SupplierCode	SupplierName	Currenc	Y ExchangeRate	TaxRate	TotalCostExcl	TotalAmtInd	VATNo	Address1
NS	te	st12:55:45	i 12 M	ay 2014	D	SPR001	Sprint Distributors	Local ZAR	1.00	14.00	250.00	285.00	456789123	685 Forest Gro
ST	te	stPsrnTes.	02 Ju	in 2014	D	SPR001	Sprint Distributors	Local ZAR	1.00	14.00	250.00	285.00	456789123	685 Forest Gro
ST	DE	3123410:4	22 Ju	in 2015	D	SPR002	Sprint Internationa	i USD	10.00	0.00	250.00	250.00	456258741	5 Holly Road
NS	gr	240215:1.	18 No	ov 2015	D	SPR001	Sprint Distributors	Local ZAR	1.00	14.00	1 000.00	1 140.00	456789123	685 Forest Gro
ST	AE	30900011	. 14 A	ug 2017	D	SPR001	Sprint Distributors	Local ZAR	1.00	0.00	10 000.00	10 000.00	456789123	685 Forest Gro

BPO.MNU.036

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