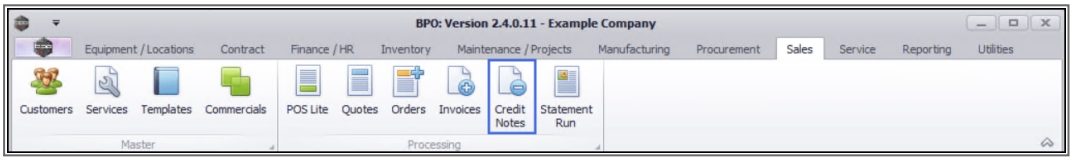
We are currently updating our site; thank you for your patience.

SALES

CREDIT NOTES – RELEASE FOR APPROVAL

Ribbon Access: Sales > Credit Notes



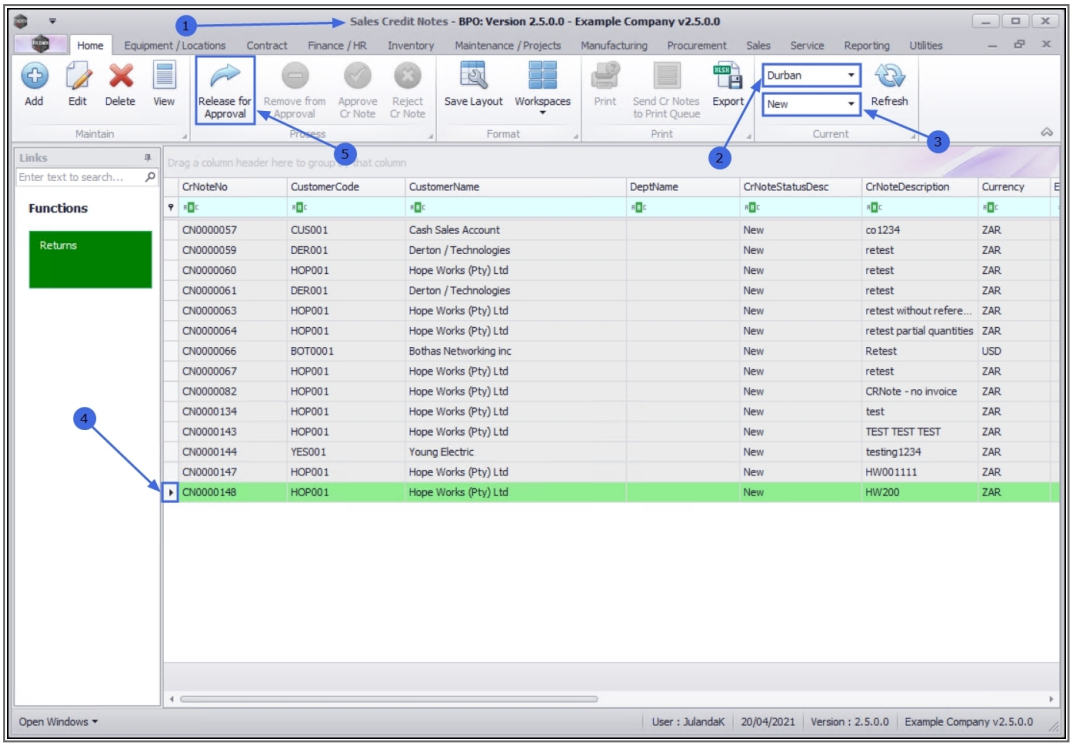
1. The **Sales Credit Notes** listing screen will be displayed.
2. Select the **Site** the credit note was created in.
    - The example has **Durban** selected.
3. Set the **Status** to **New**.

> A Credit Note can only be released in the New status.

4. Click on the **row** of the Credit Note you with to release for approval.
5. Click on **Release for Approval**.

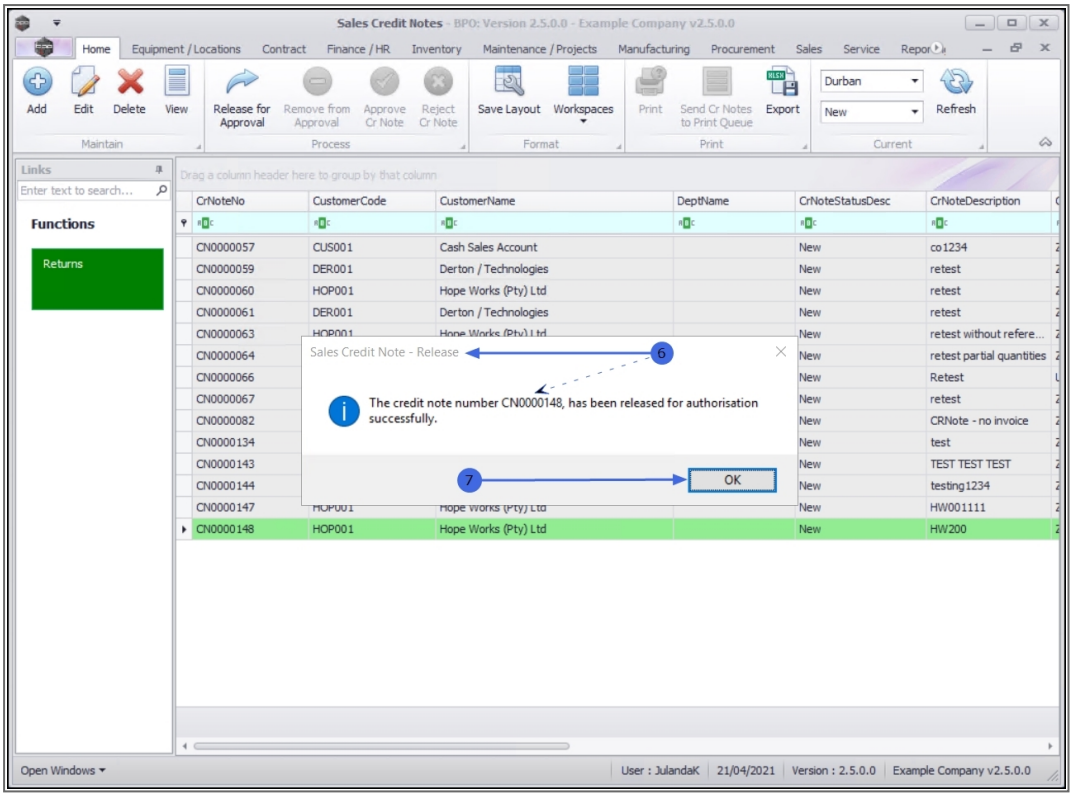
Short cut key: Right click to display the **All groups** menu list. Click on **Release**.

CO3 Technologies (Pty) Ltd © Company Confidential



6. When you receive the **Sales Credit Note - Release** message to inform you that;
    - **The credit note number CN**[credit note number] **has been released for authorisation successfully.**
7. Click on **OK**.

CO3 Technologies (Pty) Ltd © Company Confidential



You can now view the sales credit note in the **Sales Credit Notes** listing screen where the status is set to **Released**.

MNU.064.008

CO3 Technologies (Pty) Ltd © Company Confidential