

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

SALES

CREDIT NOTES - VIEW A CREDIT NOTE

A Credit Note can <u>only</u> be Viewed after it has been Released for Approval, Approved, Cancelled or Printed.

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. Select the **Status** of the Credit Note that you wish to view.

A Credit Note can be Viewed in <u>all</u> the Status selections.

- The example has the **Cancelled** status selected.
- 4. Click on the **row** of the Credit Note that you wish to view.
- 5. Click on **View**.



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- 5. The **View Credit Note CN**[credit note number] screen will be displayed.
- 6. You will be able to View all the information related to the Sales Credit Note, but you will not be able to make any changes to this screen.
- 7. Click **Back** to return to the **Sales Credit Note** listing screen.



Credit Notes - View a Credit Note

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