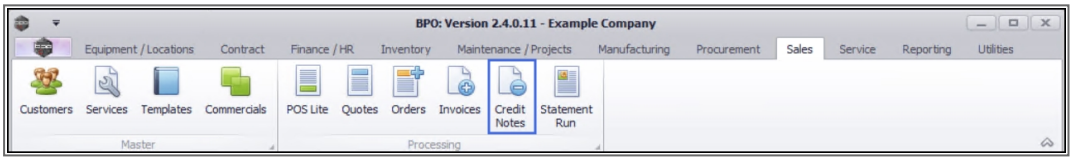
We are currently updating our site; thank you for your patience.

SALES

CREDIT NOTES – VIEW A CREDIT NOTE

A Credit Note can only 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 all 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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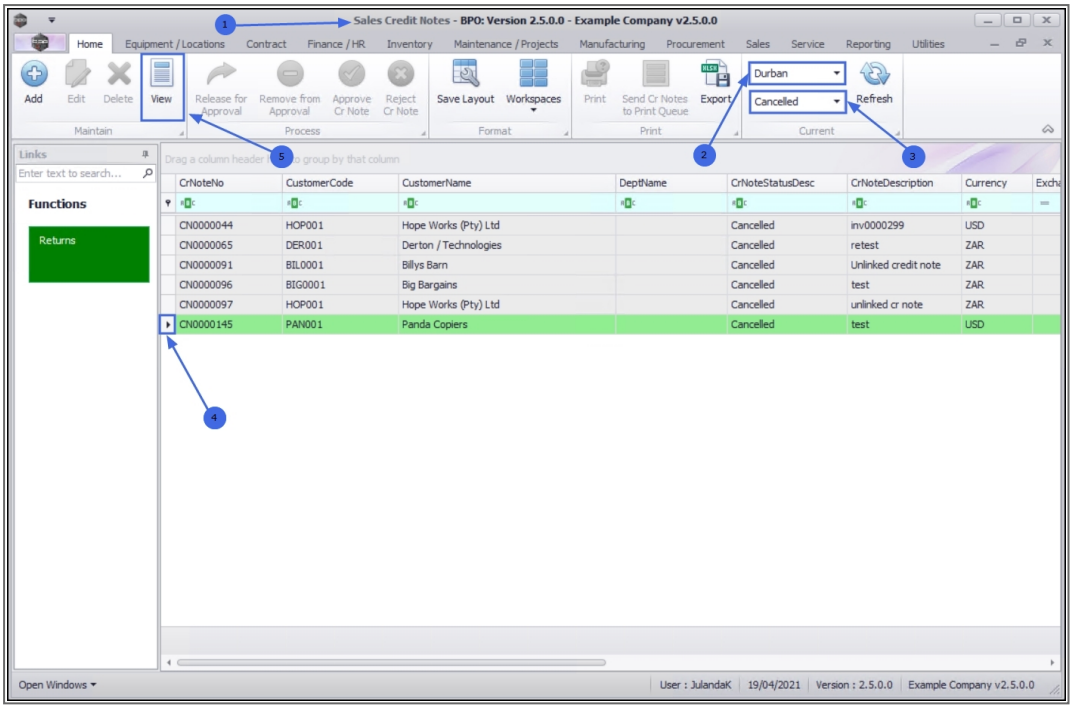

5. The **View Credit Note - CN[**credit note number**]** screen will be displayed.
6. You will be able to View all the information related to the Sales Credit Note, but you will not be able to make any changes to this screen.
7. Click **Back** to return to the **Sales Credit Note** listing screen.

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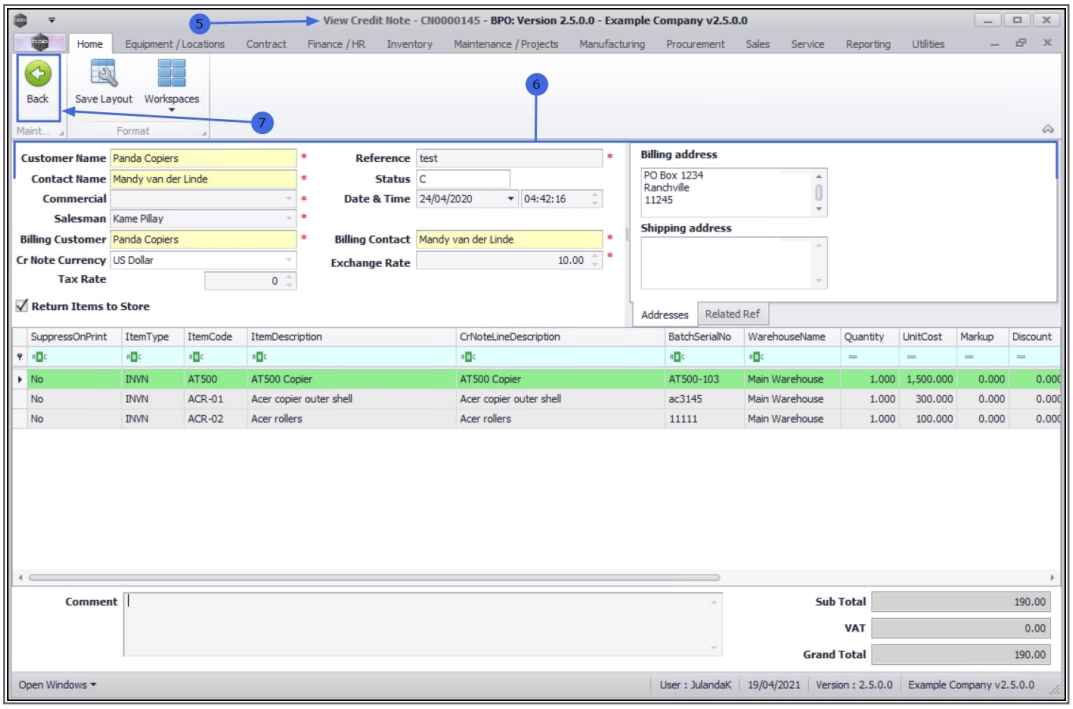

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