

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

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

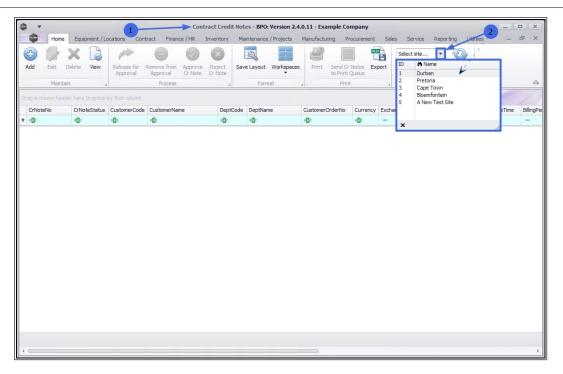


1. The Contract Credit Notes screen will be displayed.

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 <u>not</u> need to be changed, in order to release a Contract Credit Note.



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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**.



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- 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.



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 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.



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



	Ŧ				Contract C	redit Notes - BP	O: Version 2.1.0.47	- Example Co	ompany			-		\times
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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 <u>can</u>not 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.
 - $^{\circ}$ This must be set to **Released**.



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CRO	0000007	R	SAM001	Samanthas [Diner				ZAR	1.00	14.00	23 Sep 2014	4 6	IN0000078	Ye
CRO	0000013	R	SAM001	Samanthas [Diner				ZAR	1.00	14.00	27 Oct 2015	5 3	IN0000205	No
CRO	0000014	R	TIA001	Titan Group					ZAR	1.00	14.00	27 Oct 2015	5 3	IN0000204	No
CRO	0000015	R	TIA001	Titan Group					ZAR	1.00	14.00	27 Oct 2015	5 3	IN0000203	No
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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**.



				Co	ontract Cree	dit Notes - BPC	D: Version 2.1.0.47	- Example Co	ompany			-		\times
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(CR0000013	R	SAM001	Samanthas Diner				ZAR	1.00	14.00	27 Oct 2015	5 3	IN0000205	No
(CR0000014	R	TIA001	Titan Group				ZAR	1.00	14.00	27 Oct 2015	5 3	IN0000204	No
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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.



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VIEW REMOVED CREDIT NOTE IN NEW STATUS

- 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.



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CR00	00013	R	SAM001	Samanthas Diner					ZAR		1.00	14.00	27 Oct 2015	;	3	IN0000205	No
CR00	00014	R	TIA001	Titan Group					ZAR		1.00	14.00	27 Oct 2015		3	IN0000204	No
CR00	00015	R	TIA001	Titan Group					ZAR		1.00	14.00	27 Oct 2015		3	IN0000203	No
CR00	00017	R	HOP001	Hope Works	Tech	Technical			ZAR		1.00	14.00	05 Apr 2016		12	IN0000261	No
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- 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).



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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**.
 - $^{\circ}~$ This should be set to **Released**.

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CR	0000013	R	SAM001	Samar	nthas Diner				ZAR	1.00	14.00	27 Oct 2015	3	IN0000205	No
CR	0000014	R	TIA001	Titan (Group				ZAR	1.00	14.00	27 Oct 2015	3	IN0000204	No
CR	0000015	R	TIA001	Titan (Group				ZAR	1.00	14.00	27 Oct 2015	3	IN0000203	No
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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.



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CRO	000013	R	SAM001	Samanthas Diner				ZAR	1.00	14.00	27 Oct 2015	5 3	IN0000205	No
CRO	000014	R	TIA001	Titan Group				ZAR	1.00	14.00	27 Oct 2015	5 3	IN0000204	No
CRO	000015	R	TIA001	Titan Group				ZAR	1.00	14.00	27 Oct 2015	5 3	IN0000203	No
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- An Input Validation message box will pop up asking;
 - $^\circ~$ Are you sure you want to Approve cr note no. []?
- Click on Yes.



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VIEW CREDIT NOTE IN THE APPROVED STATUS

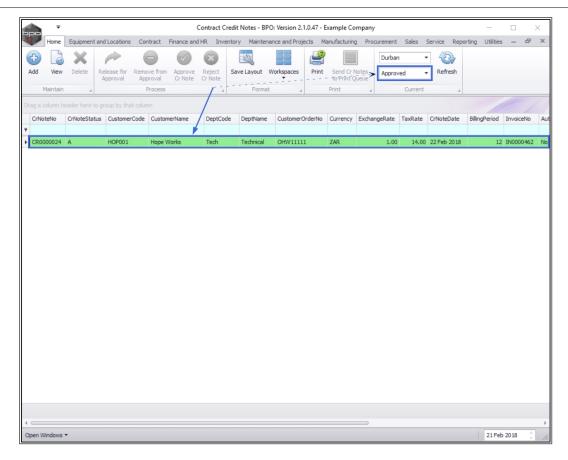
- The selected credit note will be removed from the Contract Credit Notes listing screen where the status is set to Released.
- 2. Select the **Approved** status.



			Co	ontract Cree	dit Notes - BPC	: Version 2.1.0.47 - E	Example Co	mpany				-		\times
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• 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**.

Help v2024.5.0.7/1.0 - Pg 18 - Printed: 21/08/2024



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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.



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



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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.



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- 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.



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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.



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VIEW CREDIT NOTE IN DECLINED STATUS

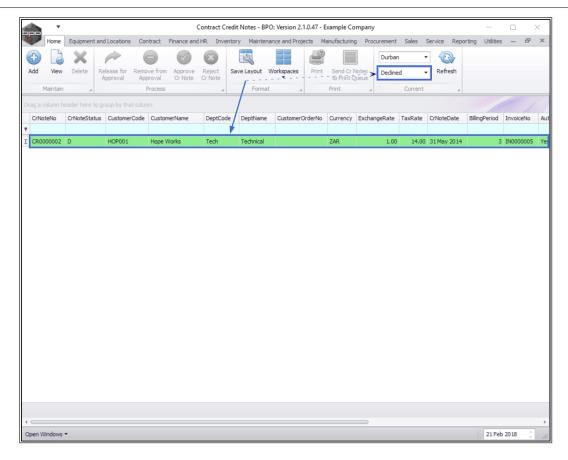
- The selected credit note will be removed from the Contract Credit Notes listing screen where the status is set to Released.
- 2. Select the **Declined** status.



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



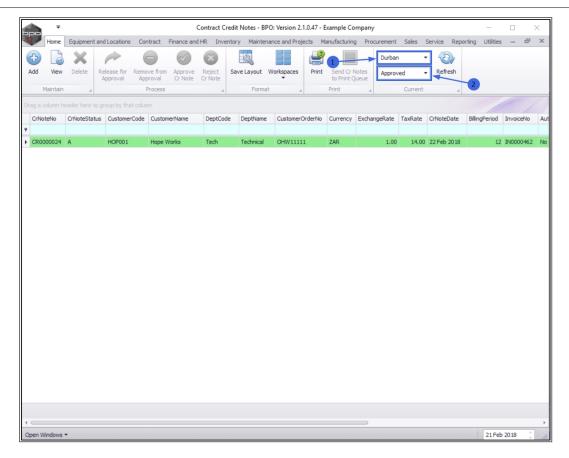


PRINT CREDIT NOTE

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.



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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**.

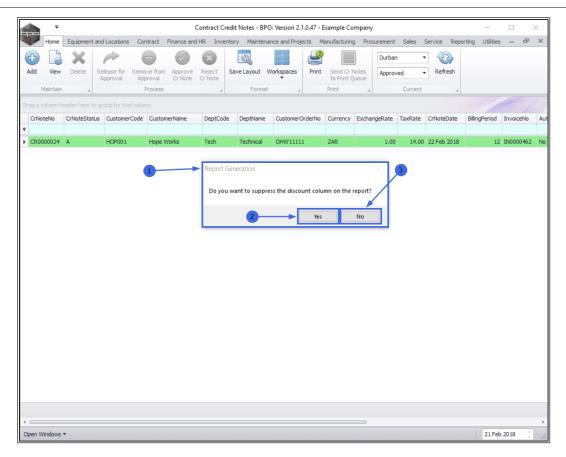


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Suppress Discount Column

- 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.

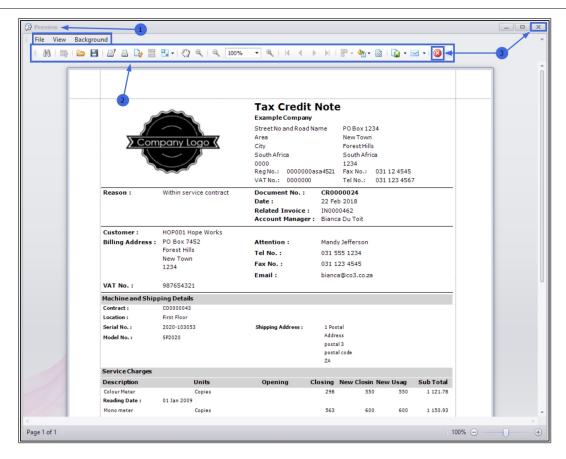




VIEW CREDIT NOTE PRINT PREVIEW

- 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