

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 before the supplier Debit Note can be added.

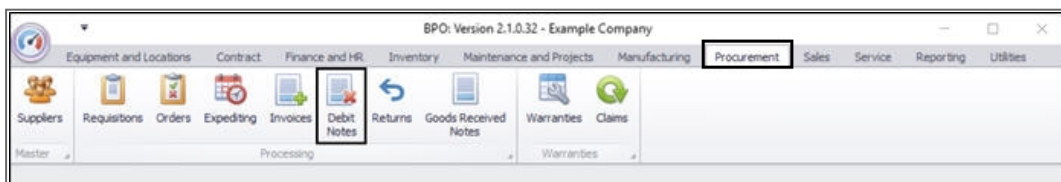
A Supplier Debit Note reverses a Supplier Invoice.

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

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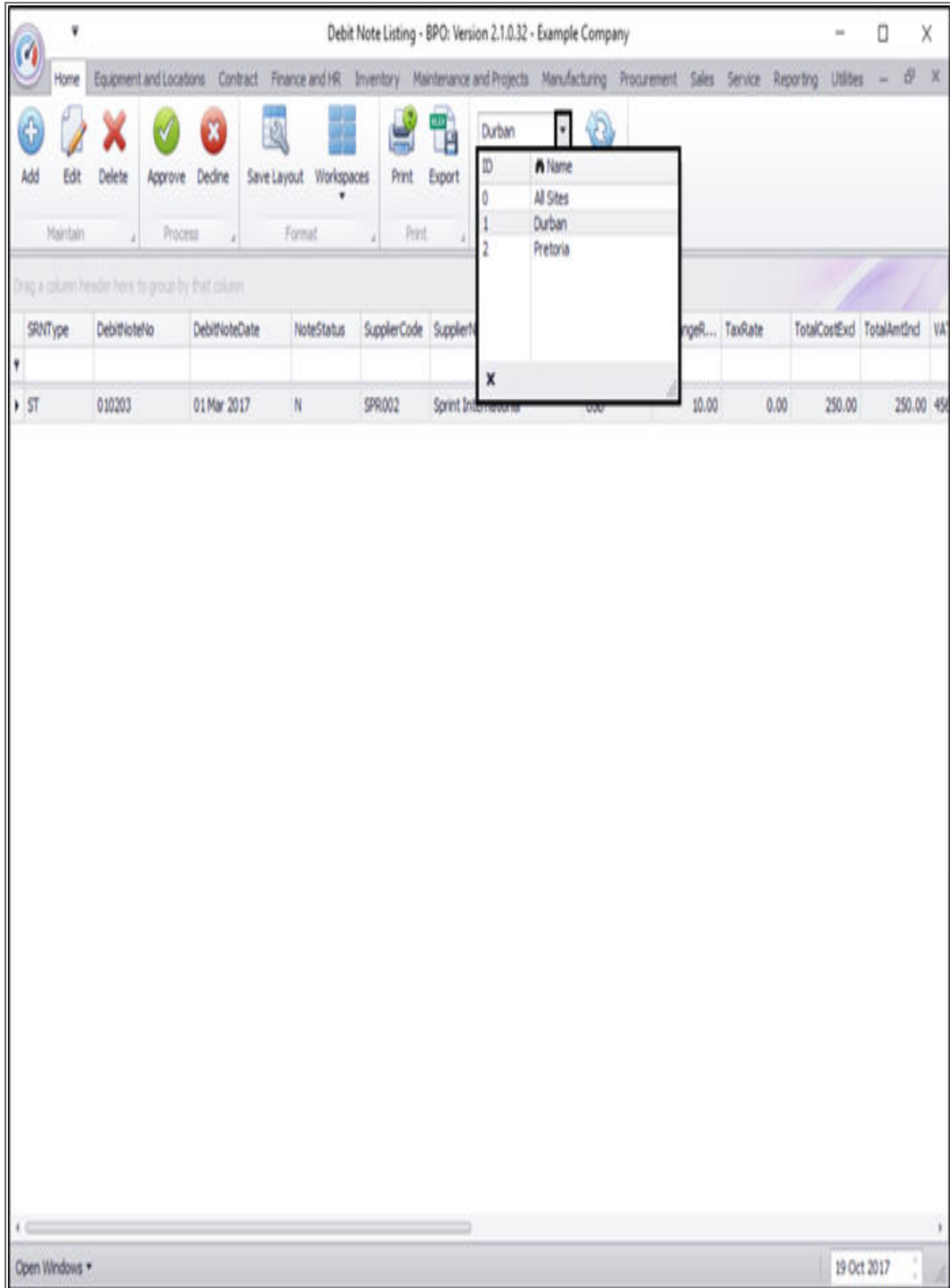
**Ribbon Access:** Procurement > Debit Notes

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

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



## CREATE SUPPLIER DEBIT NOTE

- Click on **Add**.

SRNTType	DebitNoteNo	DebitNoteDate	NoteStatus	SupplierCode	SupplierName	Currency	ExchangeR...	TaxRate	TotalCosExd	TotalAmtInd	VAT
ST	010203	01 Mar 2017	N	SPR002	Sprint International	USD	10.00	0.00	250.00	250.00	454

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.

Add new Debit Note - BPO: Version 2.1.0.32 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout

Process | Format

Supplier <input type="text"/>	SRN No. <input type="text"/>
Debit Note Date: 22 Oct 2017	GRN No. <input type="text"/>
Debit Note No. <input type="text"/>	Supplier Invoice No. <input type="text"/>
Billing Address <input type="text"/>	Phone <input type="text"/>
	Email <input type="text"/>
Postal Code <input type="text"/>	Contact Name <input type="text"/>
	VAT No. <input type="text"/>
Currency <input type="text"/>	Reference <input type="text"/>
Exchange <input type="text"/>	Tax Rate <input type="text"/>

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxCode	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt
▼										
●										

Sub Total	0.00
VAT	0.00
<b>Grand Total</b>	<b>0.00</b>

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## DEBIT NOTE ITEMS

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

## SAVE DEBIT NOTE

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

Add new Debit Note - BPO: Version 2.1.0.32 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout

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**Supplier** SPR002      **SRN No.** SR00000012

**Debit Note Date** 01 Mar 2017      **GRN No.** GR00000024

**Debit Note No.** 11111      **Supplier Invoice No.** SDN147258369

**Billing Address** 287 Lavender Road  
Forest Hills

**Phone** 031 741 1234

**Postal Code** 1234      **Email** george@email.co.za

**Contact Name** George Matthews

**VAT No** 456258741

**Reference** Damaged

**Currency** USD      **Exchange** 10.0000      **Tax Rate** 0.00

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxCode	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt
	SP19-147C	Cyan Toner - SP1919	2.00	450.00	0	0.00	900.00	45.00	900.00	90.00

**Sub Total** 900.00

**VAT** 0.00

**Grand Total** 900.00

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## **PRINT DEBIT NOTE**

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



Add new Debit Note - BPO; Version 2.1.0.32 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout

Process | Format

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<b>Supplier</b>	SPR002	<b>SRII No.</b>	SR00000012
<b>Debit Note Date</b>	01 Mar 2017	<b>GRN No.</b>	GR00000024
<b>Debit Note No.</b>	11111	<b>Supplier Invoice No.</b>	SDN147258369
<b>Billing Address</b>	287 Lavender Road Forest Hills		
<b>Postal Code</b>	1234	<b>Phone</b>	031 741 1234
<b>Currency</b>	USD	<b>Email</b>	george@email.co.za
<b>Exchange</b>	10.0000	<b>Contact Name</b>	George Matthews
		<b>VAT No</b>	456258741
		<b>Reference</b>	Damaged
		<b>Tax Rate</b>	0.00

ItemType	ItemCode	ItemDescription	Quantity	UnitCost	TaxCode	TaxRate	LineCost	ForeignCost	LineTotalAmt	TotalForeignAmt
	DVN	SP19-147C Cyan Toner - SP1919	2.00	450.00	0	0.00	900.00	45.00	900.00	90.00

Report Generation

Do you want to print the debit note 11111?

**Sub Total** 900.00

**VAT** 0.00

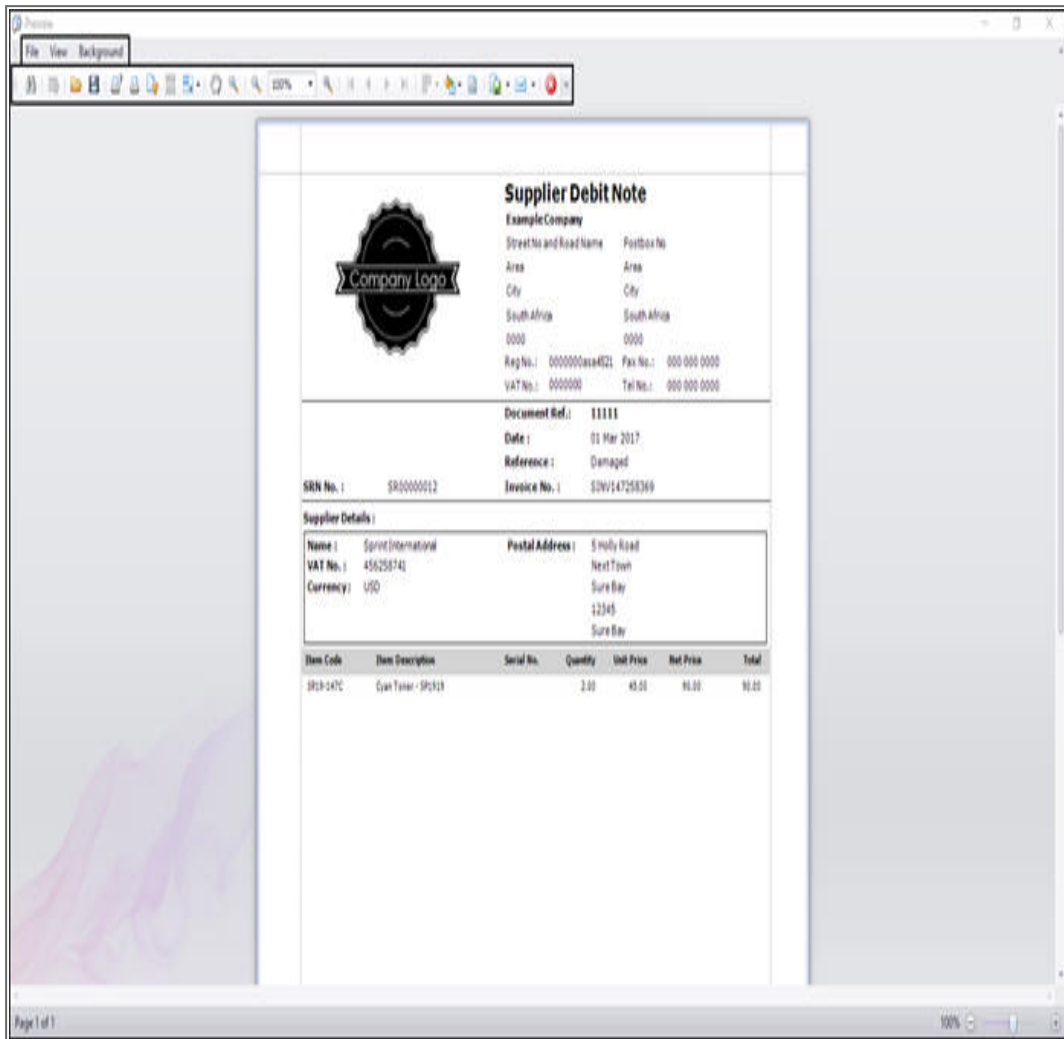
**Grand Total** 900.00

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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.



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**.

Debit Note Listing - BPO: Version 2.1.0.32 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add Edit Delete Approve Decline Save Layout Workspaces Print Export
 Durban
New
Refresh

Maintain Process Format Print Current

Drag a column header here to group by that column

SRNTType	DebitNoteId	DebitNoteDate	NoteStatus	SupplierCode	SupplierName	Currency	ExchangeR...	TaxRate	TotalCostExd	TotalAmtInd	VA
ST	010203	01 Mar 2017	N	SPR002	Sprint International	USD	10.00	0.00	250.00	250.00	454
ST	11111	01 Mar 2017	N	SPR002	Sprint International	USD	10.00	0.00	90.00	90.00	454

Debit Note Processing

Debit Note No. 11111 saved successfully.

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## VIEW DEBIT NOTE

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

Debit Note Listing - BPO: Version 2.1.0.32 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add Edit Delete Approve Decline Save Layout Workspaces Print Export
 Durban
New
Refresh

Maintain Process Format Print Current

Drag a column header here to group by that column

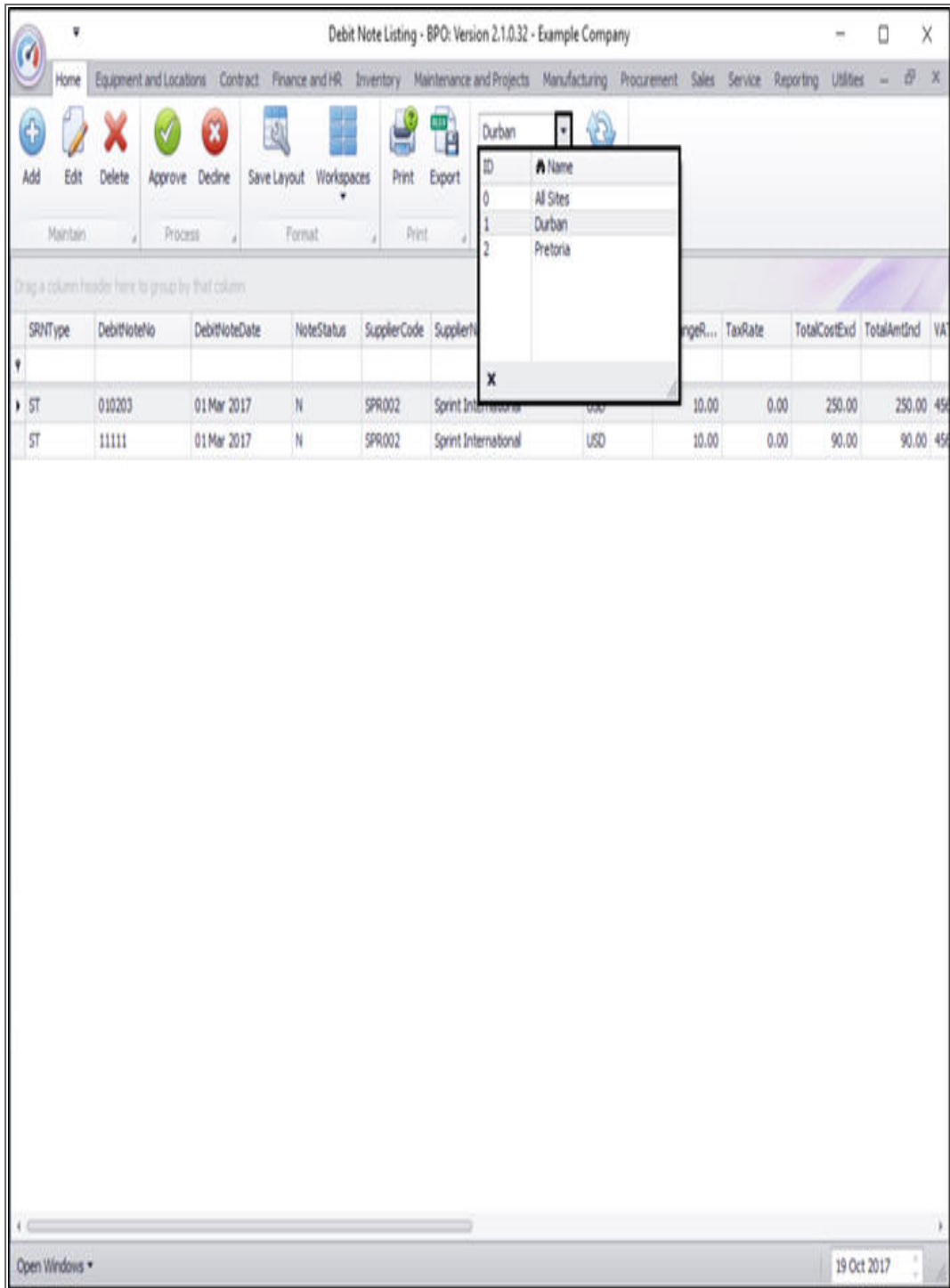
SRNType	DebitNoteId	DebitNoteDate	NoteStatus	SupplierCode	SupplierName	Currency	ExchangeR...	TaxRate	TotalCostExd	TotalAmtInd	VA
ST	010203	01 Mar 2017	N	SPR002	Sprint International	USD	10.00	0.00	250.00	250.00	45
ST	11111	01 Mar 2017	N	SPR002	Sprint International	USD	10.00	0.00	90.00	90.00	45

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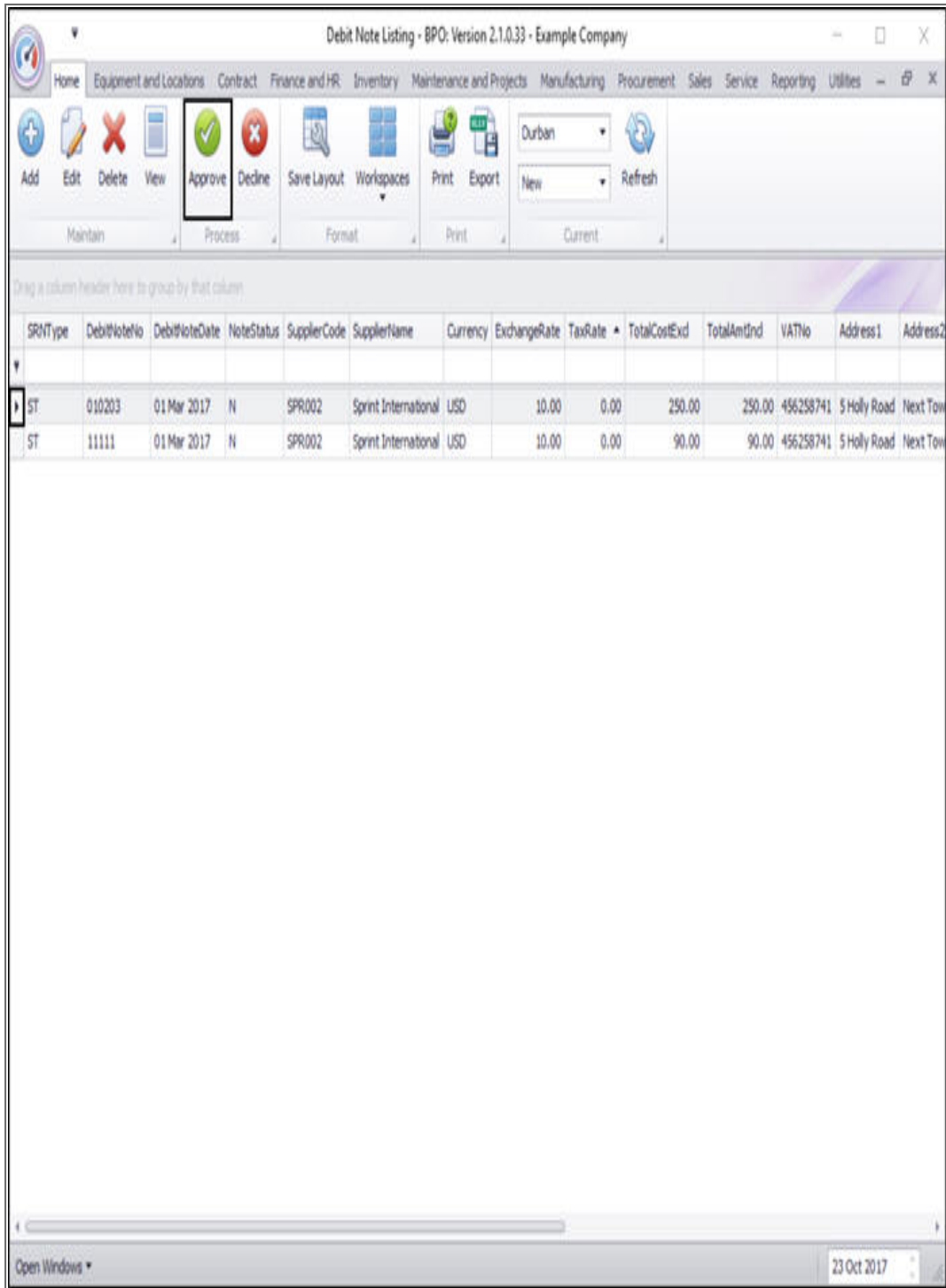
## **APPROVE SUPPLIER DEBIT NOTE**

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



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



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



- Click on **Yes**.

The screenshot shows a software window titled "Debit Note Listing - BPO: Version 2.1.0.33 - Example Company". The window has a menu bar with options: Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, Utilities. Below the menu bar is a toolbar with icons for Add, Edit, Delete, View, Approve, Decline, Save Layout, Workspaces, Print, Export, and Refresh. The main area displays a table of debit notes. A "Process Validation" dialog box is open in the foreground, asking "Are you sure you want to approve this debit note?". The "Yes" button is highlighted with a black border.

SRVType	DebitNoteNo	DebitNoteDate	NoteStatus	SupplierCode	SupplierName	Currency	ExchangeRate	TaxRate	TotalCostExd	TotalAmtInd	VATNo	Address1	Address2
ST	010203	01 Mar 2017	N	SPR002	Sprint International	USD	10.00	0.00	250.00	250.00	456258741	5 Holly Road	Next Town
ST	11111	01 Mar 2017	N	SPR002	Sprint International	USD	10.00	0.00	90.00	90.00	456258741	5 Holly Road	Next Town

- 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**.

The screenshot shows the 'Debit Note Listing - BPO: Version 2.1.0.33 - Example Company' window. The interface includes a menu bar with options like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a toolbar with icons for Add, Edit, Delete, View, Approve, Decline, Save Layout, Workspaces, Print, and Export. A dropdown menu is open showing 'Durban' and 'New' options, with a 'Refresh' button next to it.

The main area displays a table with the following columns: SRNType, DebitNoteNo, DebitNoteDate, NoteStatus, SupplierCode, SupplierName, Currency, ExchangeRate, TaxRate, TotalCostExcl, TotalAmtIncl, VATNo, Address1, and Address2. The table contains two rows of data:

SRNType	DebitNoteNo	DebitNoteDate	NoteStatus	SupplierCode	SupplierName	Currency	ExchangeRate	TaxRate	TotalCostExcl	TotalAmtIncl	VATNo	Address1	Address2
ST	010203	01 Mar 2017	N	SPR002	Sprint International	USD	10.00	0.00	250.00	250.00	456258741	5 Holly Road	Next Town
ST	11111	01 Mar 2017	N	SPR002	Sprint International	USD	10.00	0.00	90.00	90.00	456258741	5 Holly Road	Next Town

A dialog box titled 'Debit Note - Process' is overlaid on the table. It contains an information icon and the message: 'The debit note, no. 010203 has been processed as accepted.' An 'OK' button is located at the bottom right of the dialog box.

The status bar at the bottom of the window shows 'Open Windows' on the left and '23 Oct 2017' on the right.

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

Debit Note Listing - BPO: Version 2.1.0.33 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add Edit Delete View Approve Decline Save Layout Workspaces Print Export

Durban Updated Refresh

Drag a column header here to group by that column

SRNTType	DebitNoteId	DebitNoteDate	NoteStatus	SupplierCode	SupplierName	Currency	ExchangeR...	TaxRate	TotalCostExd	TotalAmtIncl	VAT
ST	InvDBNT1234	26 Sep 2014	U	SPR002	Sprint International	USD	10.00	0.00	175.00	175.00	
ST	010203	01 Mar 2017	U	SPR002	Sprint International	USD	10.00	0.00	250.00	250.00	
ST	DN123	08 Apr 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	3 500.00	3 990.00	
ST	SDN45521	08 Apr 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	350.00	399.00	
ST	dn741	09 Apr 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	500.00	570.00	
ST	DN127845	09 Apr 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	800.00	912.00	
ST	SDN445123	23 Apr 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	8 000.00	9 120.00	
ST	DN855214	09 May 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	450.00	513.00	
NS	DN5123325	09 May 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	1 000.00	1 140.00	
NS	DN4511447	09 May 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	1 000.00	1 140.00	
ST	DN5411225544	17 Jun 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	79 500.00	90 630.00	
ST	PSRNTtest	24 Jul 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	250.00	285.00	
ST	testPSRNTtest	02 Jun 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	300.00	342.00	
ST	finaltestpsn	14 May 2014	U	TON001	Tonys Copy Shop	ZAR	1.00	14.00	1 300.00	1 482.00	
ST	TestPartialDN	31 Jul 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	900.00	1 026.00	
ST	DBNT1458852	23 Sep 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	350.00	399.00	
NS	DN774411	23 Sep 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	550.00	627.00	
ST	DN114477	25 Sep 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	1 750.00	1 995.00	
NS	DN475858	26 Sep 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	850.00	969.00	
ST	DN12345	26 Sep 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	2 500.00	2 850.00	
ST	T123	26 Sep 2014	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	350.00	399.00	
NS	DN1234546	19 Feb 2015	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	1 250.00	1 425.00	
ST	DB145288	10 Nov 2015	U	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	450.00	513.00	

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## **REJECT/DECLINE SUPPLIER DEBIT NOTE**

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

Debit Note Listing - BPO: Version 2.1.0.32 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add | Edit | Delete | Approve | Decline | Save Layout | Workspaces | Print | Export

Maintain | Process | Format | Print

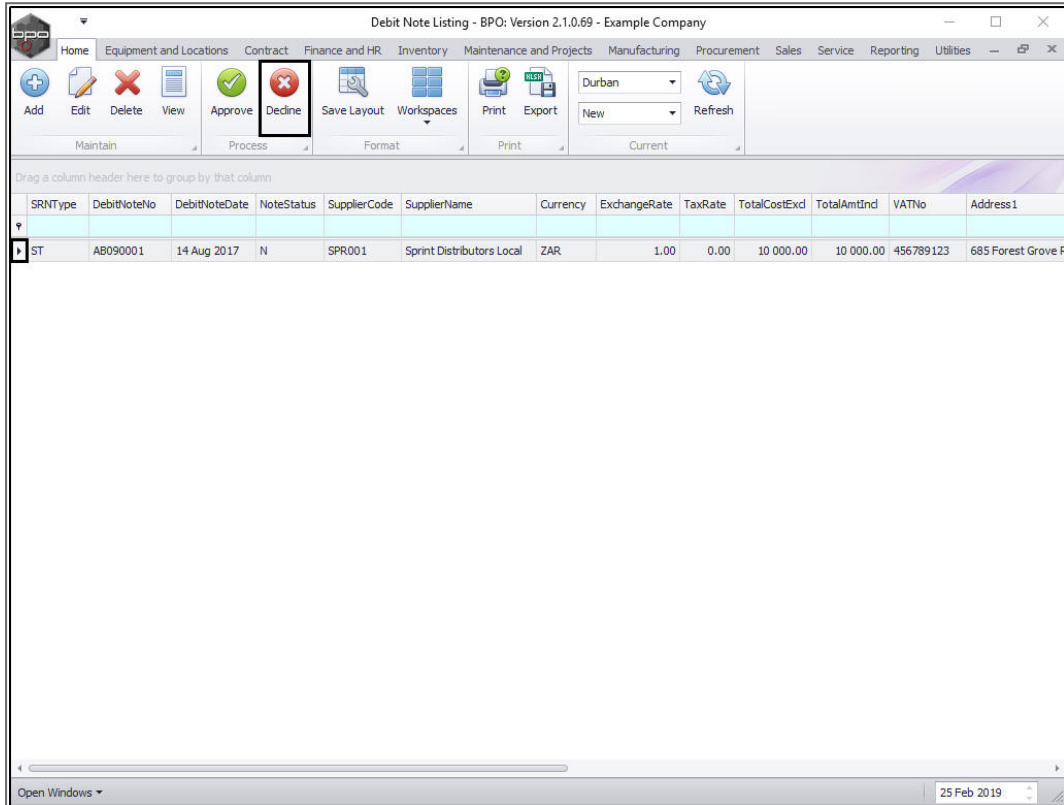
Drag a column header here to group by that column

SRNType	DebitNoteNo	DebitNoteDate	NoteStatus	SupplierCode	SupplierName	SupplierCountry	UnitPrice	TaxRate	TotalCostExcl	TotalAmtIncl	VAT
ST	010203	01 Mar 2017	N	SPR002	Sprint International	USD	10.00	0.00	250.00	250.00	45.00
ST	11111	01 Mar 2017	N	SPR002	Sprint International	USD	10.00	0.00	90.00	90.00	45.00

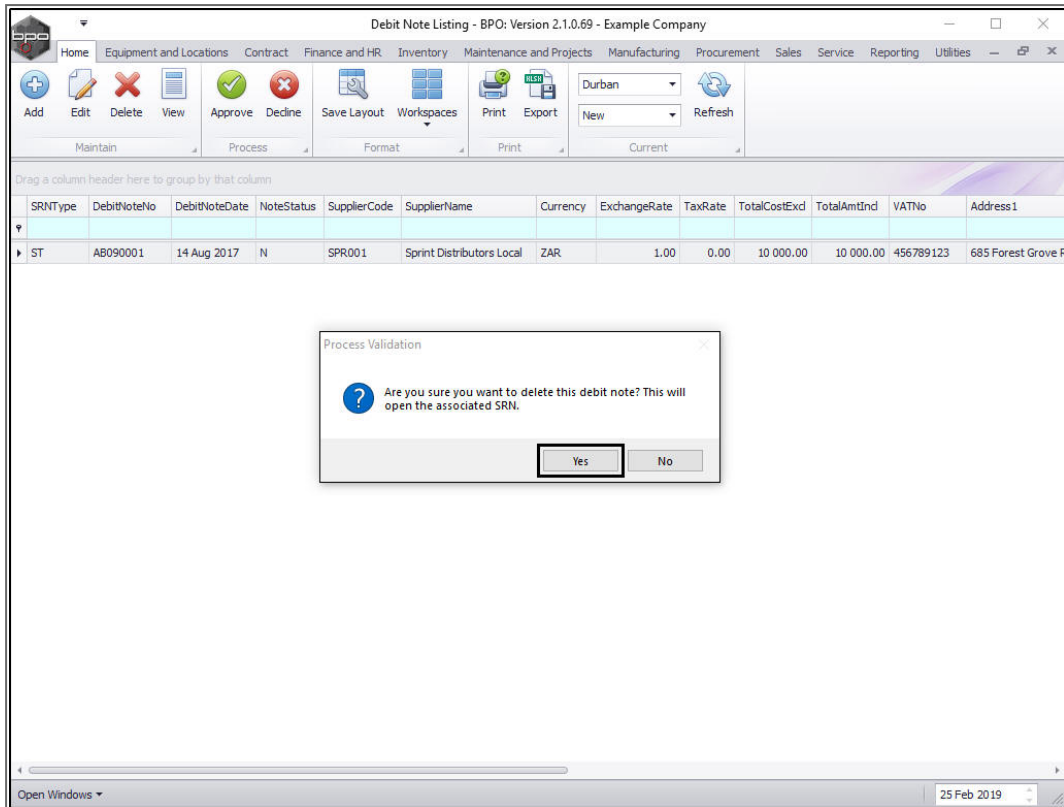
Open Windows | 19 Oct 2017

## SELECT DEBIT NOTE TO DECLINE

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

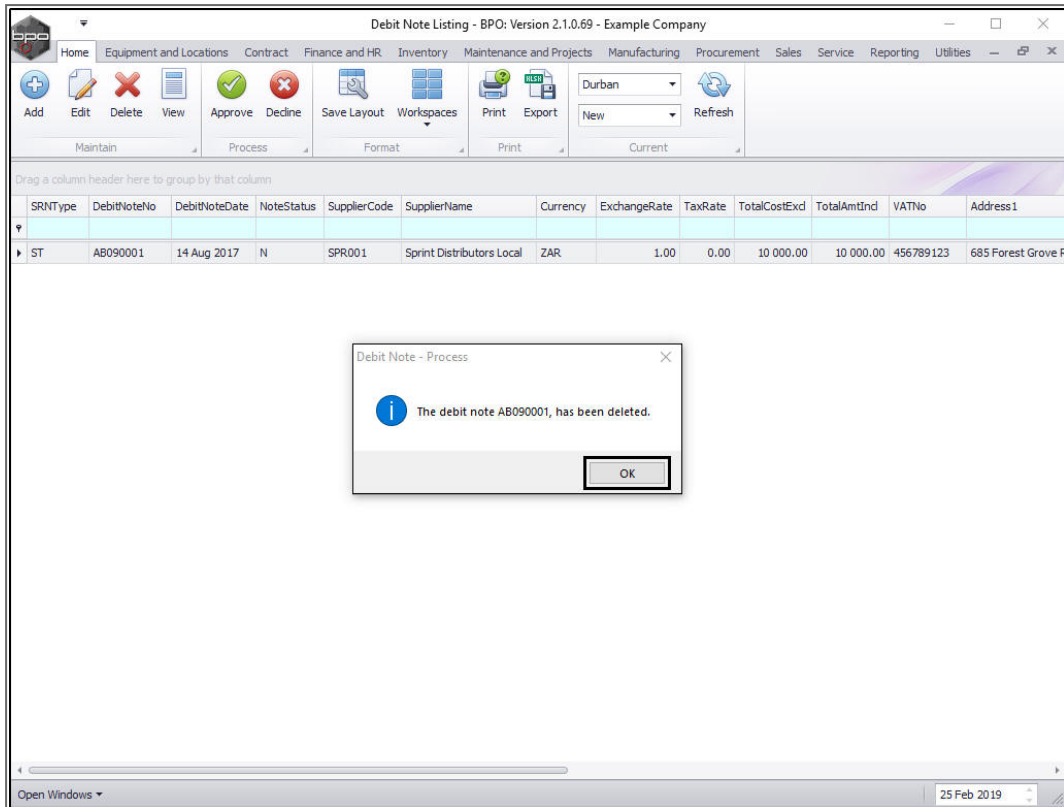


- A **Process Validation** message box will pop up asking;
  - **Are you sure you want to delete this debit note?**  
**This will open the associated SRN.**
- Click on **Yes**.

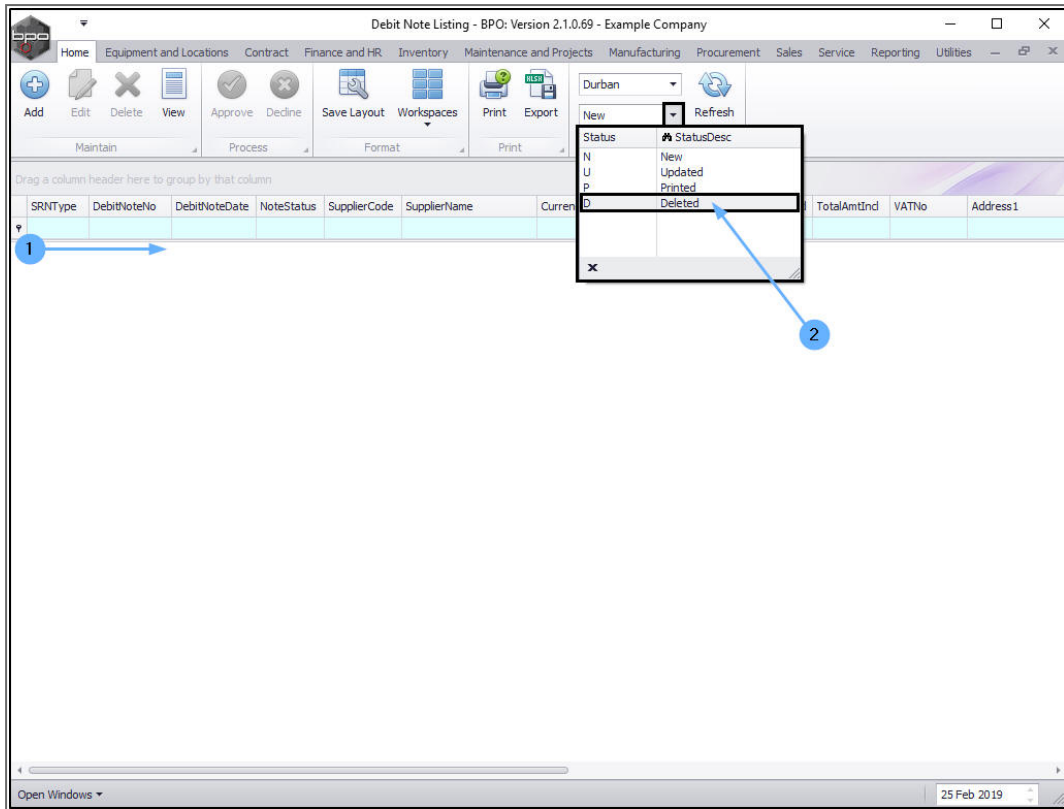


- A **Debit - Process** message box will pop up informing you that;
  - **The debit note [ ], has been deleted.**
- Click on **OK**.





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**.

Debit Note Listing - BPO: Version 2.1.0.69 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Durban | Deleted | Refresh

Drag a column header here to group by that column

SRNTType	DebitNoteNo	DebitNoteDate	NoteStatus	SupplierCode	SupplierName	Currency	ExchangeRate	TaxRate	TotalCostExd	TotalAmtInd	VATNo	Address1
NS	test12:55:45	12 May 2014	D	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	250.00	285.00	456789123	685 Forest Grove R
ST	testPsmTes...	02 Jun 2014	D	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	250.00	285.00	456789123	685 Forest Grove R
ST	DB123410:4...	22 Jun 2015	D	SPR002	Sprint International	USD	10.00	0.00	250.00	250.00	456258741	5 Holly Road
NS	gr240215:1...	18 Nov 2015	D	SPR001	Sprint Distributors Local	ZAR	1.00	14.00	1 000.00	1 140.00	456789123	685 Forest Grove R
ST	AB0900011...	14 Aug 2017	D	SPR001	Sprint Distributors Local	ZAR	1.00	0.00	10 000.00	10 000.00	456789123	685 Forest Grove R

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