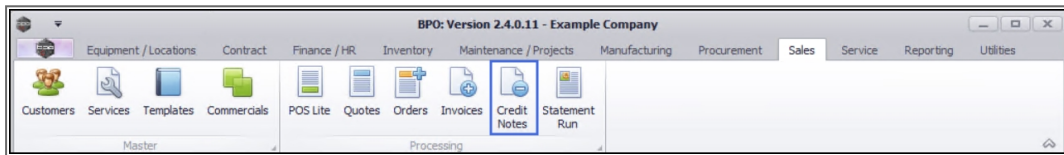


We are currently updating our site; thank you for your patience.

## SALES

### CREDIT NOTES – APPROVE CREDIT NOTE

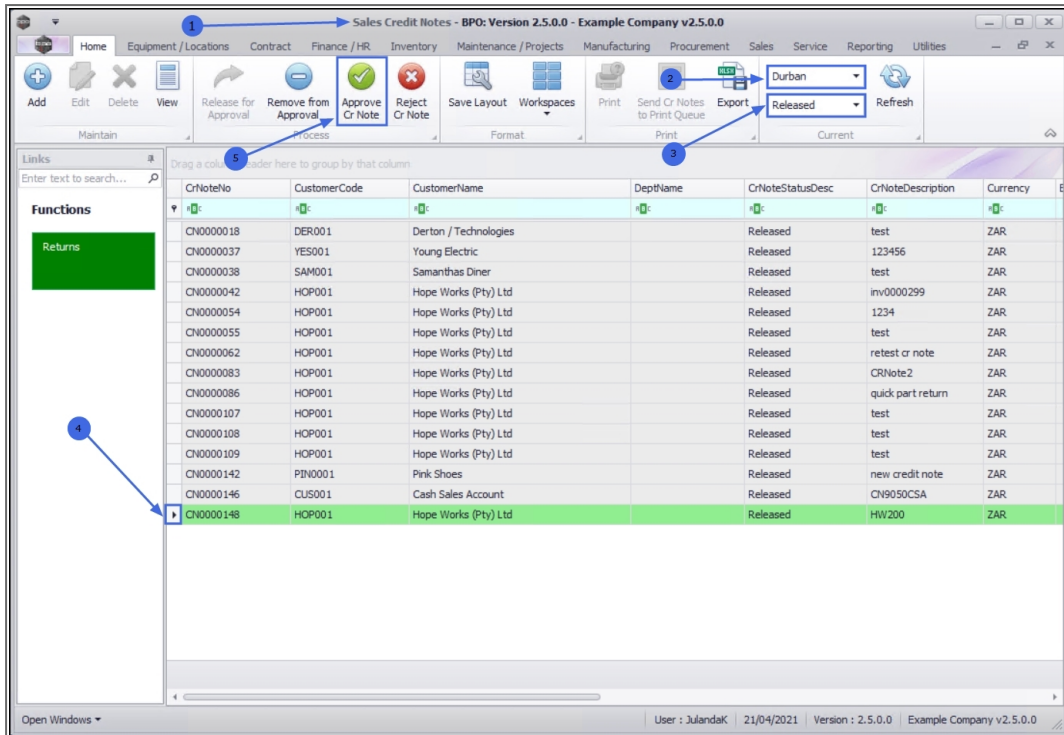
Ribbon Access: Sales > Credit Notes



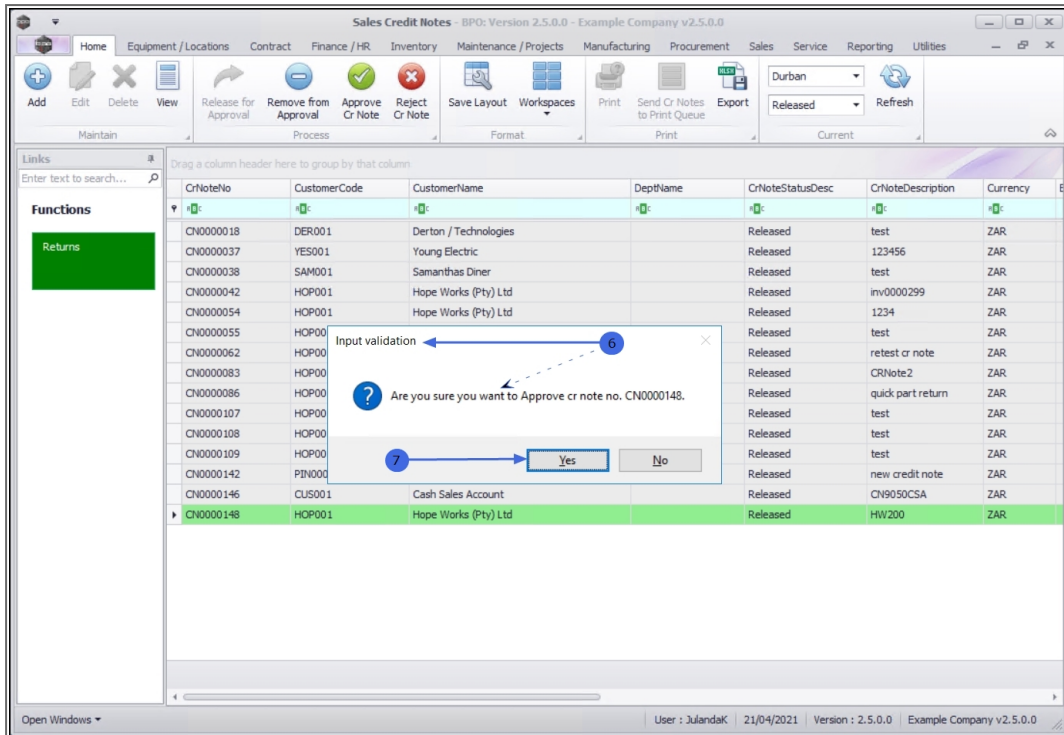
1. The **Sales Credit Notes** listing screen will be displayed.
2. Select the **Site** where the credit note was created.
  - The example has **Durban** selected.
3. Change the **Status** to **Released**.
4. Click on the **row** of the credit note you wish to approve.
5. Click on **Approve Cr Note**.



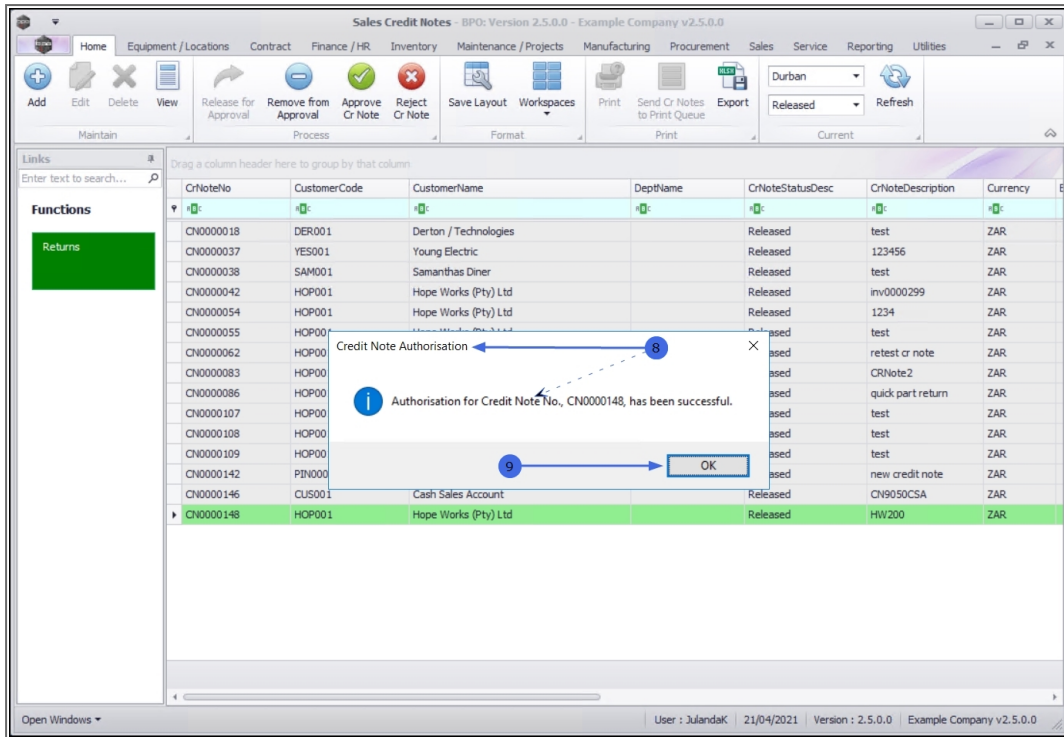
Short cut key: Right click to display the **All groups** menu list. Click on **Approve**.



6. When you receive the **Input Validation** message to confirm;
  - **Are you sure you want to Approve cr note no. CN[credit note number]?**
7. Click on **Yes** to proceed with the approval process, or
  - Click on **No** to ignore the request and to return to the **Sales Credit Notes** listing screen.



8. If you have selected **Yes** on the **Input Validation** screen, then you will receive the **Credit Note Authorisation** message to confirm that;
  - **Authorisation for Credit Note No. CN[credit note number] has been successful.**
9. Click on **OK**.



The authorised credit note can now be viewed in the **Sales Credit Note** listing screen where the **Status** is set to **Approved**.

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