

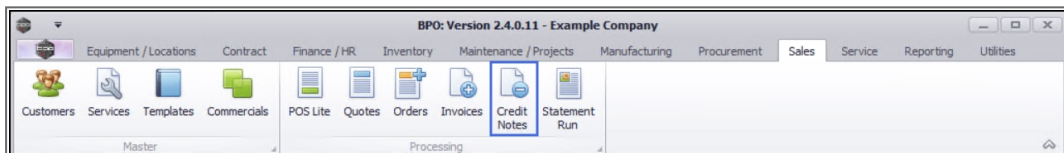
We are currently updating our site; thank you for your patience.

## 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

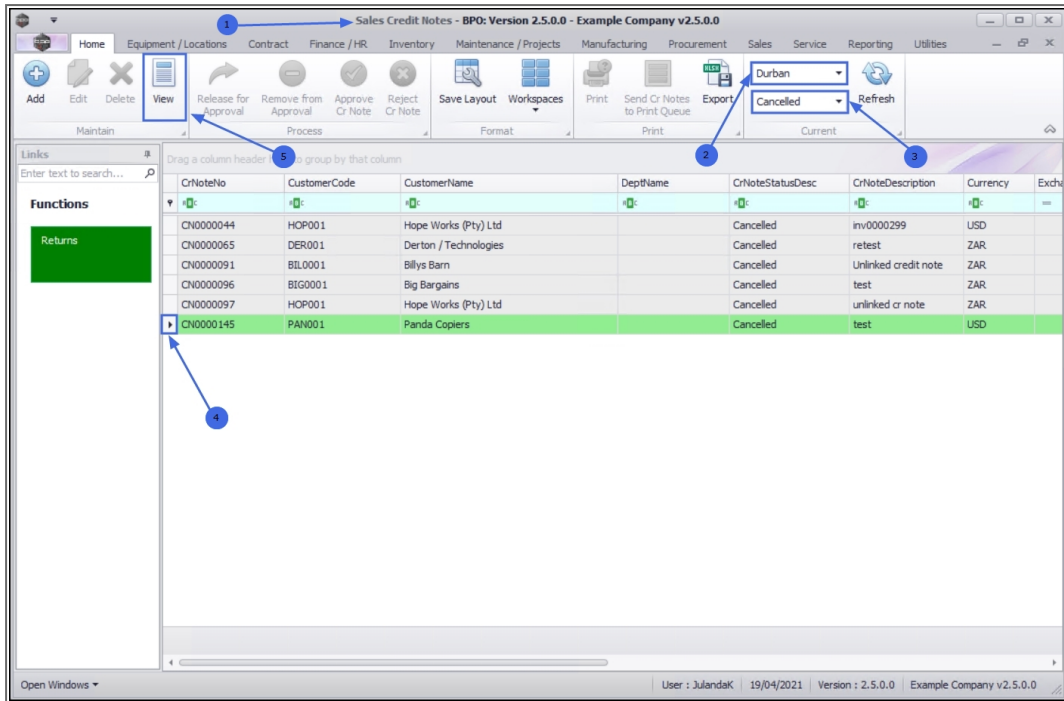


1. The **Sales Credit Notes** listing screen will be displayed.
2. Select the **Site** where the Credit Note was created.
  - The example has **Durban** selected.
3. Select the **Status** of the Credit Note that you wish to view.



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**.



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.

View Credit Note - CN0000145 - BPO: Version 2.5.0.0 - Example Company v2.5.0.0

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

Back | Save Layout | Workspaces

Customer Name: Panda Copiers  
 Contact Name: Mandy van der Linde  
 Commercial: [Dropdown]  
 Salesman: Kame Pillay  
 Billing Customer: Panda Copiers  
 Cr Note Currency: US Dollar  
 Tax Rate: 0

Reference: test  
 Status: C  
 Date & Time: 24/04/2020 04:42:16  
 Billing Contact: Mandy van der Linde  
 Exchange Rate: 10.00

Billing address: PO Box 1234, Ranchville, 11245  
 Shipping address: [Empty]

Return Items to Store

SuppressOnPrint	ItemType	ItemCode	ItemDescription	CrNoteLineDescription	BatchSerialNo	WarehouseName	Quantity	UnitCost	Markup	Discount
No	INWN	AT500	AT500 Copier	AT500 Copier	AT500-103	Main Warehouse	1,000	1,500.000	0.000	0.000
No	INWN	ACR-01	Acer copier outer shell	Acer copier outer shell	ac3145	Main Warehouse	1,000	300.000	0.000	0.000
No	INWN	ACR-02	Acer rollers	Acer rollers	11111	Main Warehouse	1,000	100.000	0.000	0.000

Comment: [Text Area]

Sub Total: 190.00  
 VAT: 0.00  
 Grand Total: 190.00

Open Windows | User: JulandaK | 19/04/2021 | Version: 2.5.0.0 | Example Company v2.5.0.0

MNU.064.011

