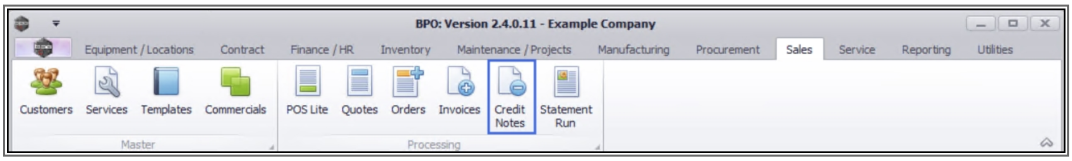
SALES

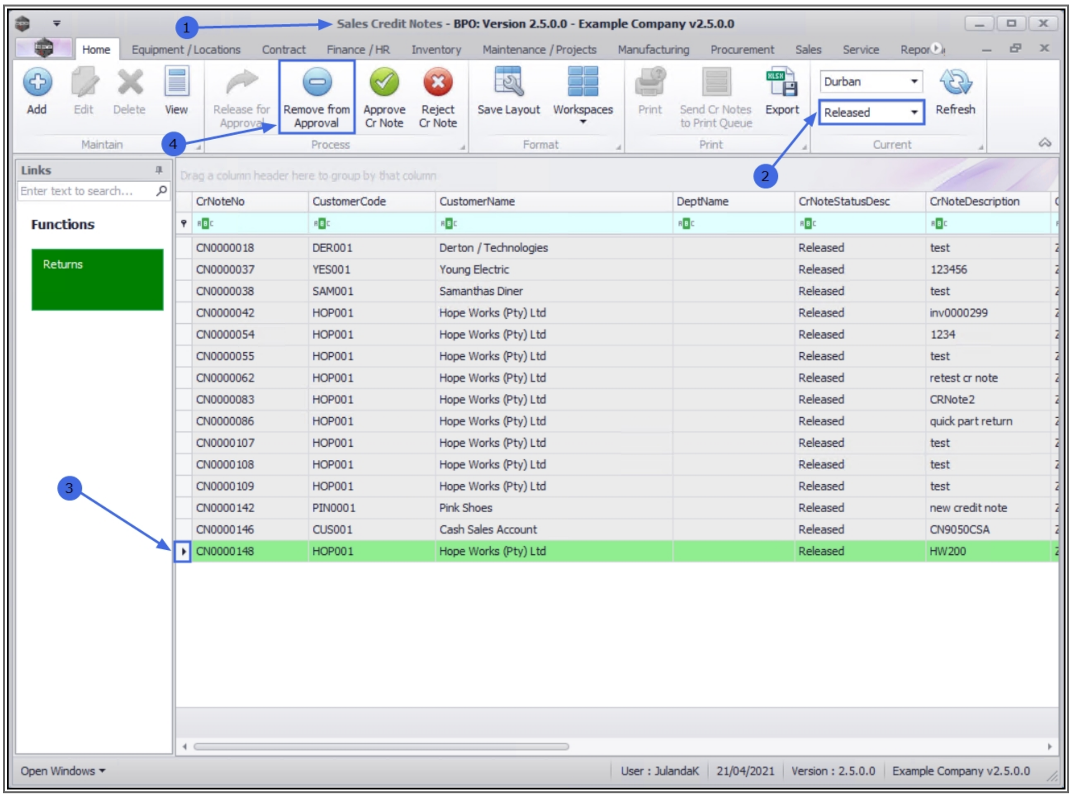
CREDIT NOTES - PLACE ON HOLD

Ribbon Access: *Sales > Credit Notes*

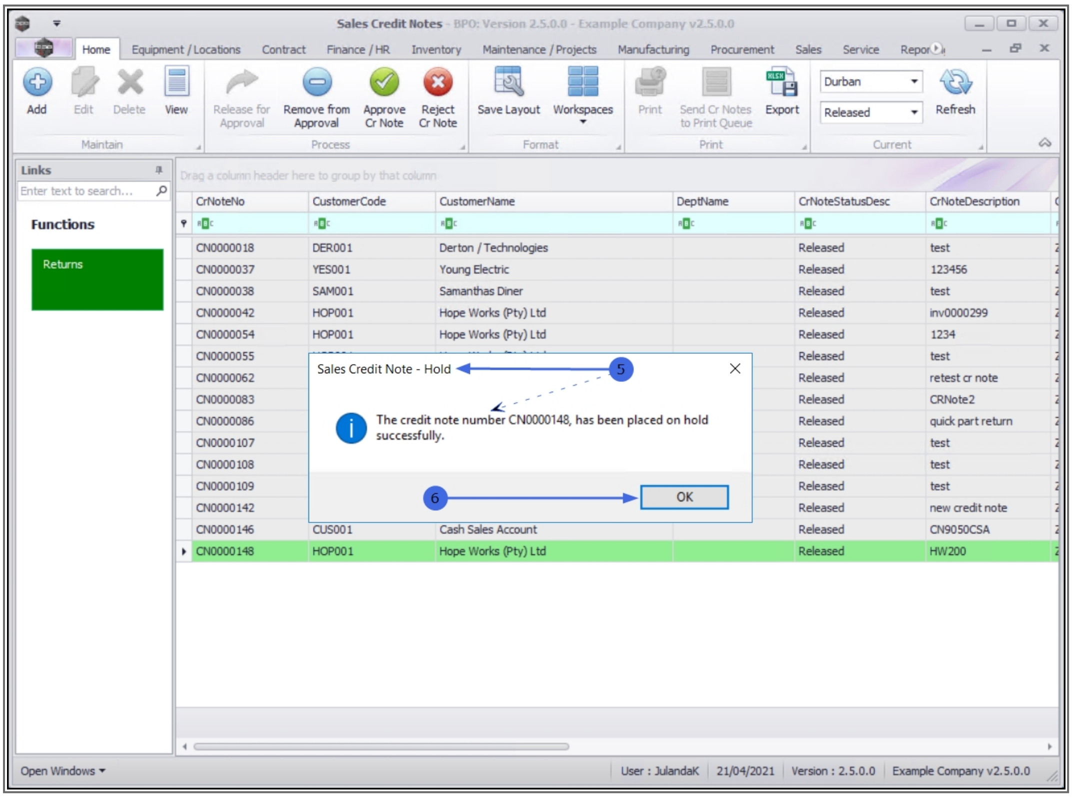


1. The ***Sales Credit Notes*** listing screen will be displayed.
2. Select the ***Site*** the credit note was created in.
   - The example has ***Durban*** selected.
3. Set the ***Status*** to **Released**.
4. Click on the ***row*** of the Credit Note you with to release for approval.
5. Click on ***Remove from Approval***.

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



5. When you receive the ***Sales Credit Note - Hold*** message to inform you that;
    - ***The credit note number CN[****credit note number****] has been placed on hold successfully.***
6. Click on ***OK***.



The selected credit note can now be viewed on the ***Sales Credit Notes*** listing screen where the ***Status*** has been set to ***New***.

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