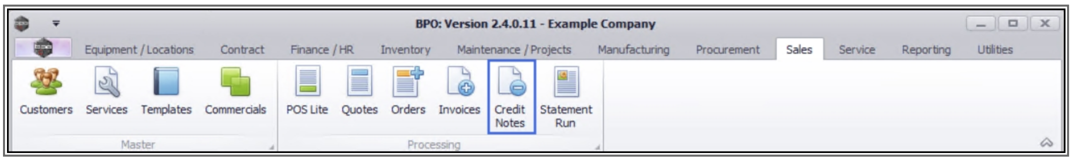
SALES

CREDIT NOTES – RELEASE FOR APPROVAL

Ribbon Access: *Sales > Credit Notes*

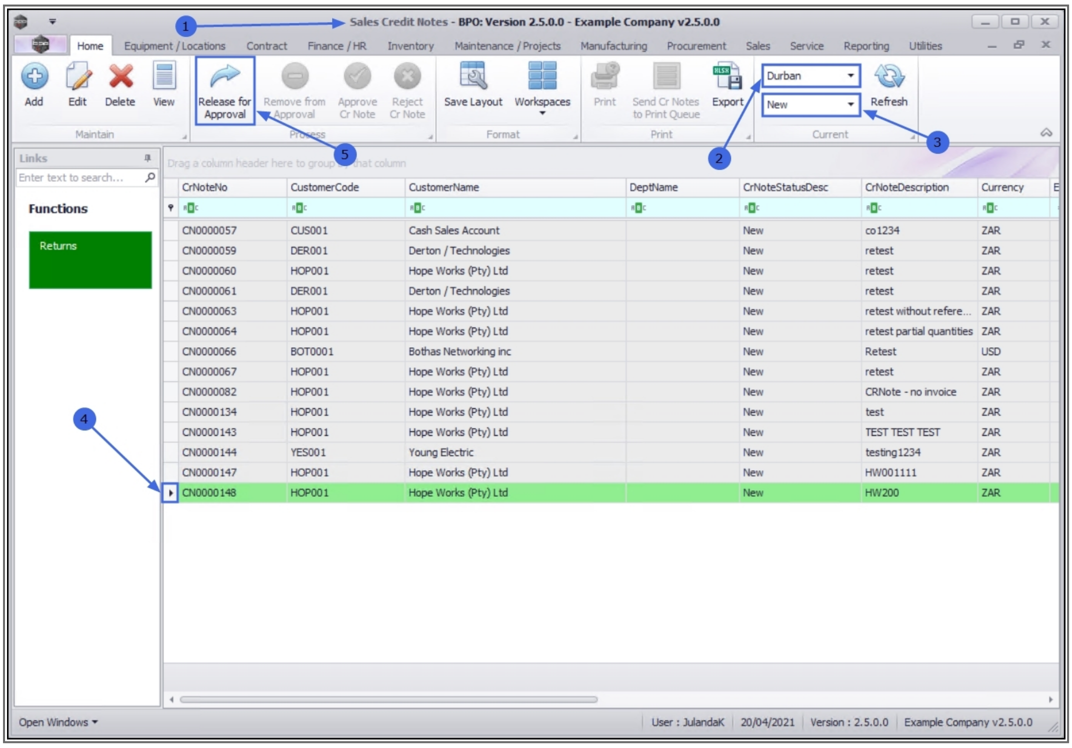


1. The ***Sales Credit Notes*** listing screen will be displayed.
2. Select the ***Site*** the credit note was created in.
    - The example has ***Durban*** selected.
3. Set the ***Status*** to **New**.

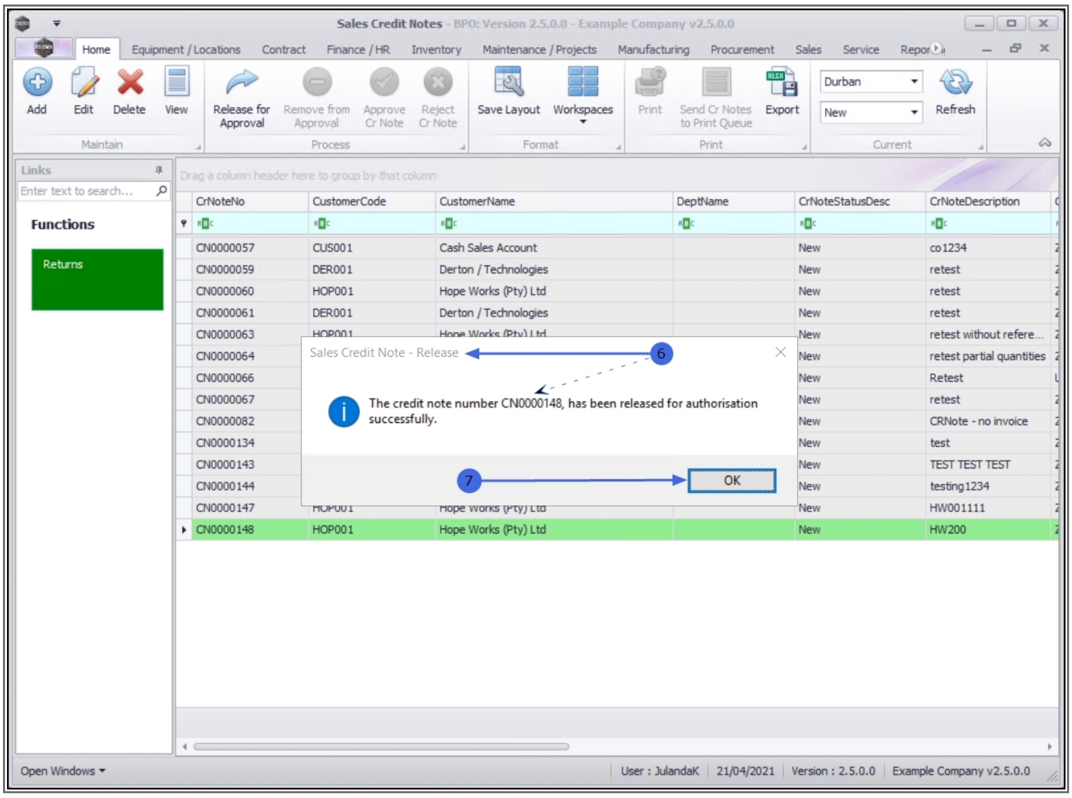
> A Credit Note can only be released in the *New* status.

4. Click on the ***row*** of the Credit Note you with to release for approval.
5. Click on ***Release for Approval***.

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



6. When you receive the ***Sales Credit Note - Release*** message to inform you that;
    - ***The credit note number CN[****credit note number****] has been released for authorisation successfully.***
7. Click on ***OK***.



You can now view the sales credit note in the ***Sales Credit Notes*** listing screen where the status is set to ***Released***.

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