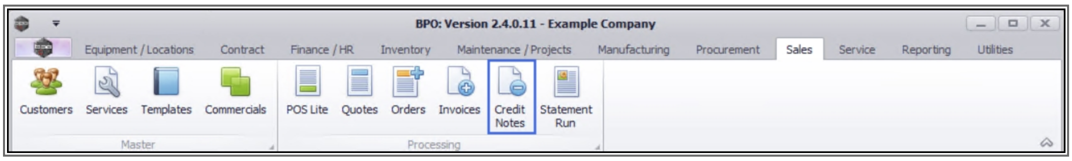
SALES

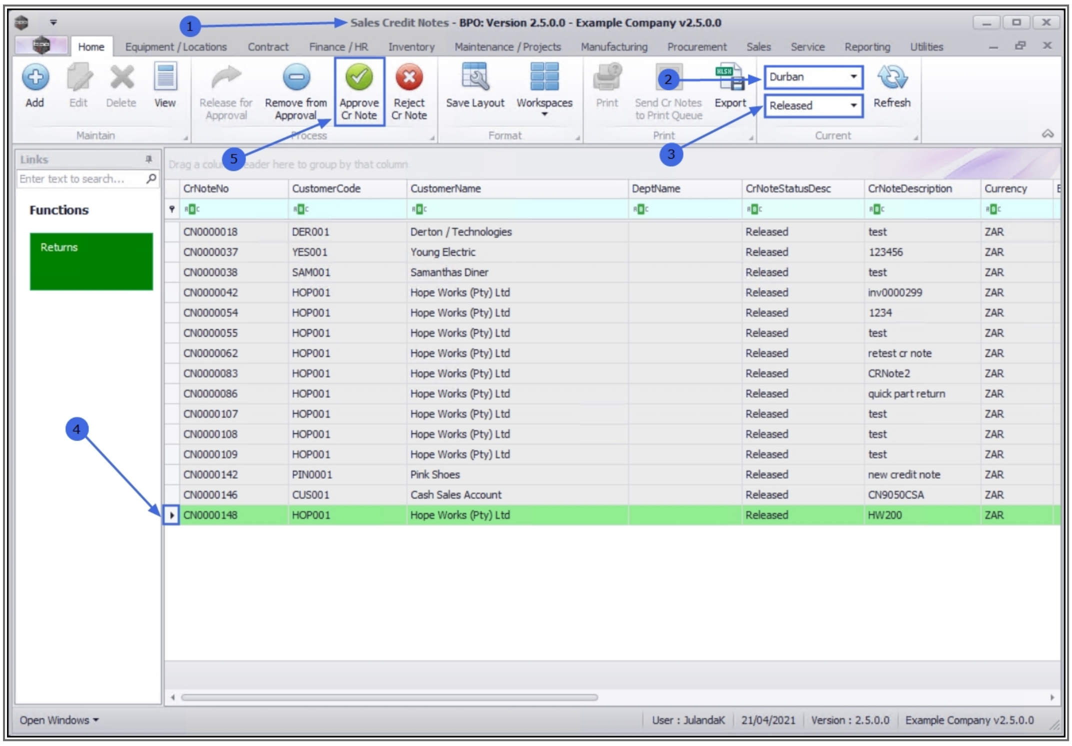
CREDIT NOTES - APPROVE CREDIT NOTE

Ribbon Access: *Sales > Credit Notes*

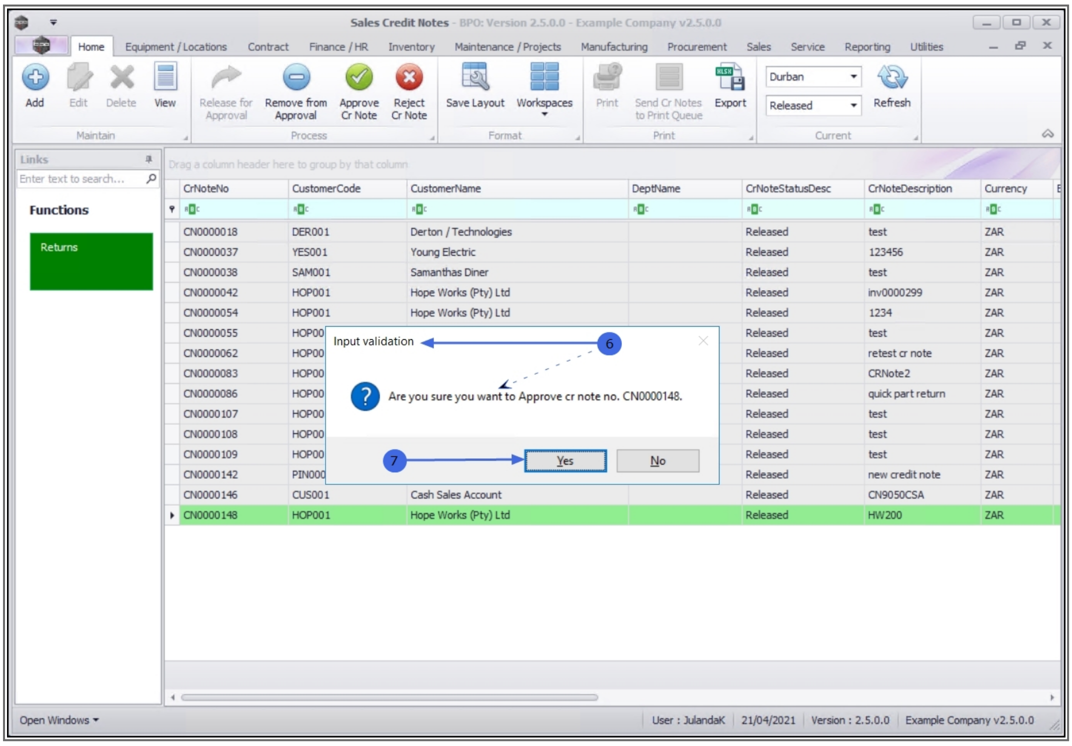


1. The ***Sales Credit Notes*** listing screen will be displayed.
2. Select the ***Site*** where the credit note was created.
    - The example has ***Durban*** selected.
3. Change the ***Status*** to **Released**.
4. Click on the ***row*** of the credit note you wish to approve.
5. Click on ***Approve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

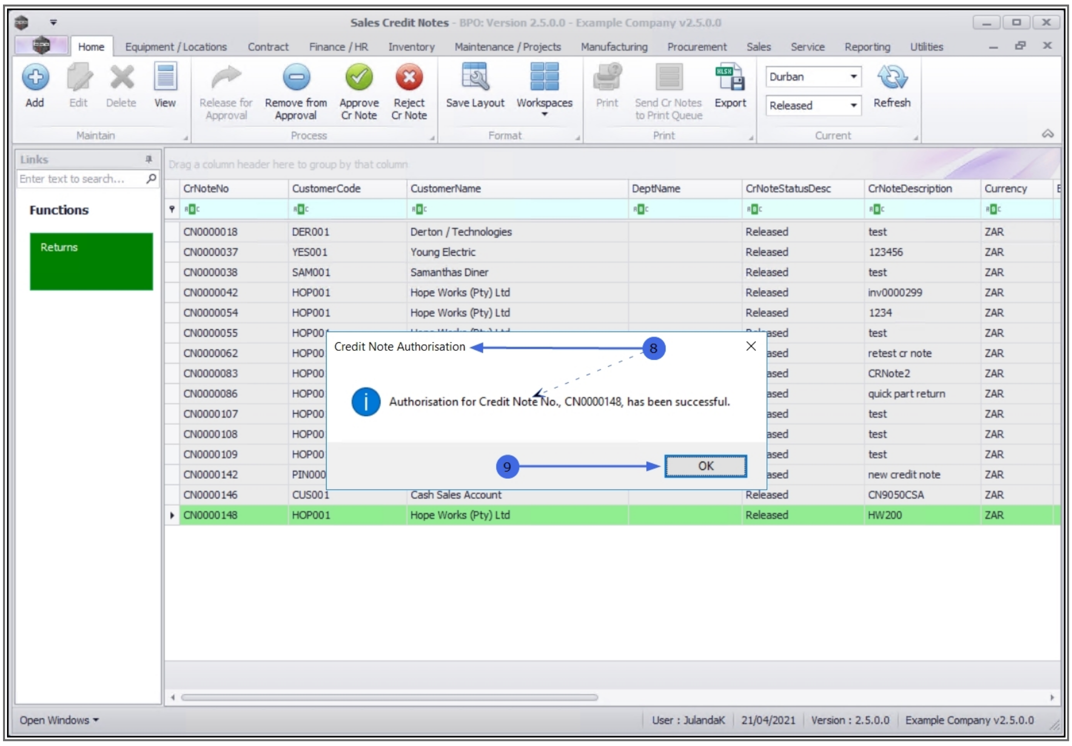
Short cut key: ***Right click*** to display the ***All groups*** menu list. Click on ***Approve***.



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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