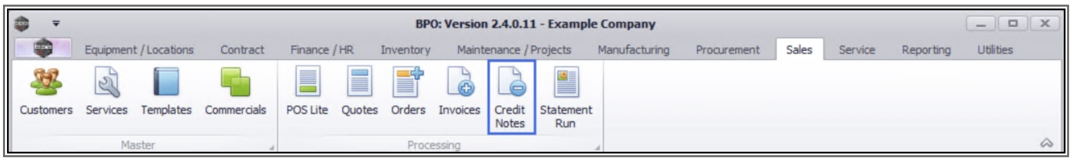
SALES

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*

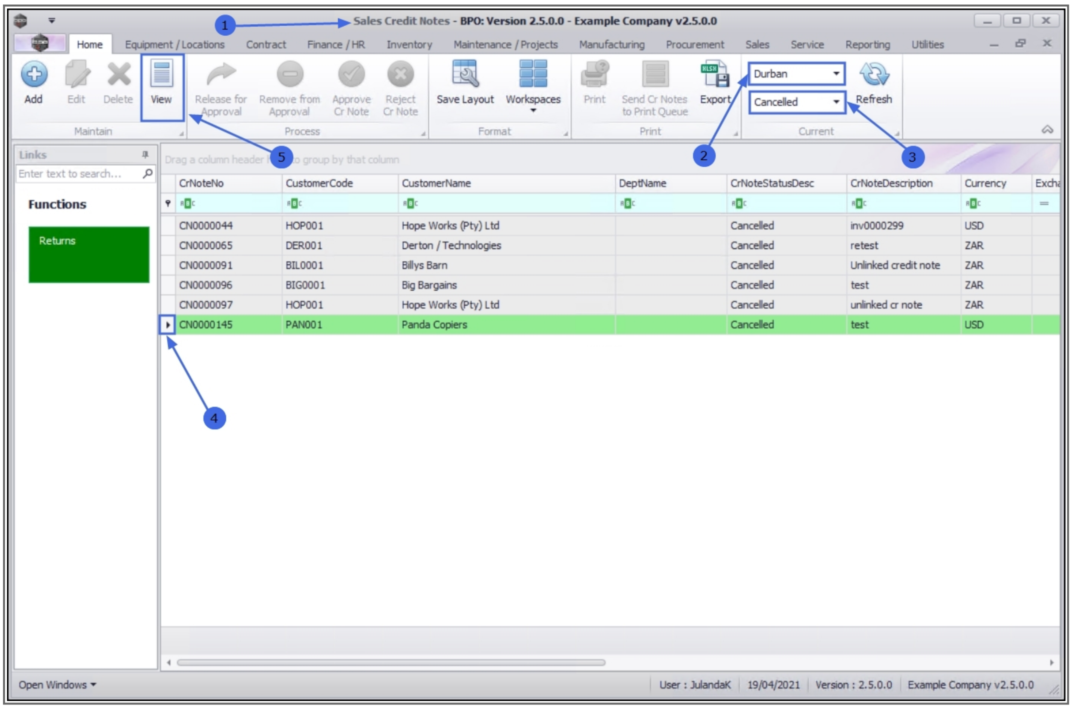


1. The ***Sales Credit Notes*** listing screen will be displayed.
2. Select the ***Site*** where the Credit Note was created.
    - The example has ***Durban*** selected.
3. Select the ***Status*** of the Credit Note that you wish to view.

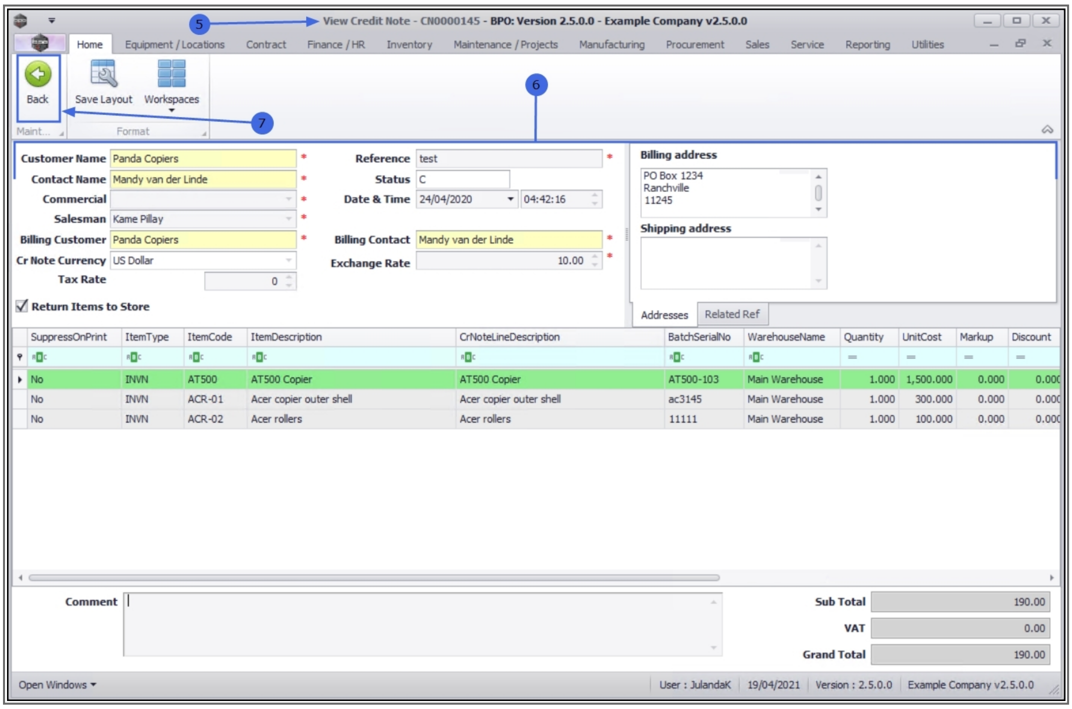
> A Credit Note can be Viewed in all the Status selections.

- 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.


5
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
6
7
Maint...
Format
Customer Name
Panda Copiers
Contact Name
Mandy van der Linde
Commercial
Salesman
Kame Pillay
Billing Customer
Panda Copiers
Cr Note Currency
US Dollar
Tax Rate
0
Return Items to Store
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
Addresses
Related Ref
SuppressOnPrint
ItemType
ItemCode
ItemDescription
CrNoteLineDescription
BatchSerialNo
WarehouseName
Quantity
UnitCost
Markup
Discount
No
INVN
AT500
AT500 Copier
AT500 Copier
AT500-103
Main Warehouse
1.000
1,500.000
0.000
No
INVN
ACR-01
Acer copier outer shell
Acer copier outer shell
ac3145
Main Warehouse
1.000
300.000
0.000
No
INVN
ACR-02
Acer rollers
Acer rollers
11111
Main Warehouse
1.000
100.000
0.000
Comment
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

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