



# **USER GUIDE FOR HOW TO CREATE DEBIT NOTE ADJUSTMENT**



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# 1. Create Debit Note

This user guide helps you to create a Debit Adjustment against to a Customer.

## Step 01

- Go to **Account Receivable** module in SPIL Glass main window.



Figure 1: Account Receivable icon in SPIL Glass main screen

## Step 02

- Go to **Debit or Credit Note option** under **Transactions** section on **Account receivable** module as shown below.

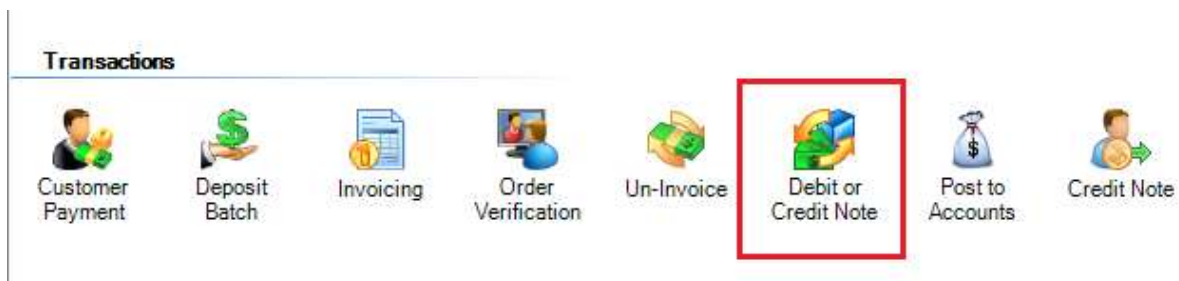


Figure 2: Debit or Credit Note option in Account Receivable

### Step 03

- Then **Customer Transactions** screen will appear as shown below.

The screenshot shows a software window titled "Customer Transaction". At the top, there is a menu bar with "Exit", "Save", "Discard", and "Allocations". Below the menu bar is a blue header bar with the text "Customer Transaction". The main area of the window contains several input fields and dropdown menus. The "Customer" field is a dropdown menu showing "7 STAR GLASS AND WINDOWS". The "Transaction Type" field is a dropdown menu showing "Debit Note". The "Category" field is a dropdown menu showing "General". The "Transaction Number" field is a text box showing "<Auto Number>". The "Transaction Date" field is a date picker showing "25/08/2020". The "Reference" field is a text box. The "Details" field is a text box showing "Test Debit Note". The "Exclusive Amount" field is a text box showing "1,000.00". The "Inclusive Amount" field is a text box showing "1,100.00". The "Tax Code" field is a dropdown menu showing "10% GST". The "Tax Amount" field is a text box showing "100.00".

Figure 3: Customer Transactions screen

### Step 04

- Enter the required details.
  - **Customer:** Customer Name
  - **Transaction Type:** Should be Debit Note.
  - **Category:** Should be General.
  - **Transaction Number:** Generate automatically.
  - **Transaction Date:** Date when the Debit Note is entered.
  - **GL Account:** GL account number for the Debit Note.
  - **Reference:** Reference Number or Text
  - **Details:** User can enter details for the Debit Note
  - **Exclusive Amount:** User can enter the Exclusive amount as user required.
  - **Inclusive Amount:** Inclusive Amount will be automatically calculated with the GST.
  - **Tax Code:** Automatically selected the default tax code.
  - **Tax Amount:** Tax amount will be automatically calculated.

## Step 05

- Click on **Yes** button in Confirmation message.

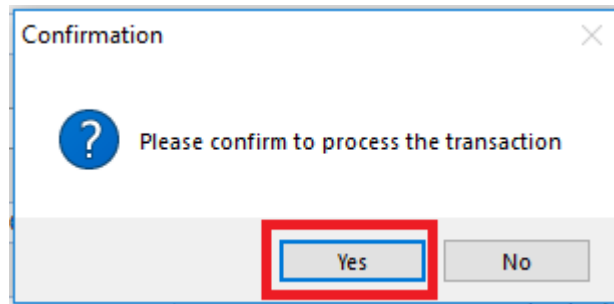


Figure 4: Confirmation message to Save the Debit Note

- Then **Allocations** screen will appear.

## Step 07

- Select the **Receipt** from the **Credit Transactions** and the **Debit Note** from the **Debit Transactions**.

Debit Transactions							
Show:  Unpaid  Part Paid  Fully Paid							
DocType	Date	Reference	Reference2	Descri	Amount	AllocAmou	Outstand
Inv	26/09	11774	1589 - 1		2,428.5	0.00	2,428.58
DrD	25/08	ARDN000365		Test D	1,100.0	0.00	1,100.00

Figure 5: Debit Note in the Debit Transactions

Credit Transactions							
Show:  Unpaid  Part Paid  Fully Paid							
DocType	Dat	Reference	Referen	Descrip	Amount	AllocA	Outst
Rec	29/	RC010495	RC0104	Receipt	2,428.5	0.00	2,428.5

Figure 6: Credit Note in the Credit Transactions

## Step 08

- Click on the **Allocate Selected** button.

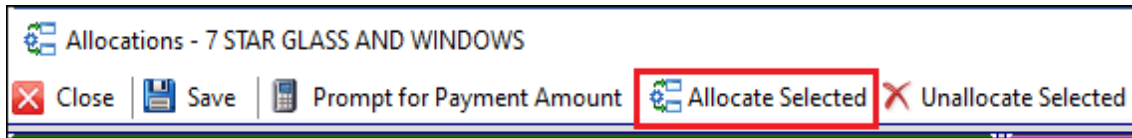


Figure 7: Allocate button in Allocations screen

## Step 09

- Click on the **Save** button.

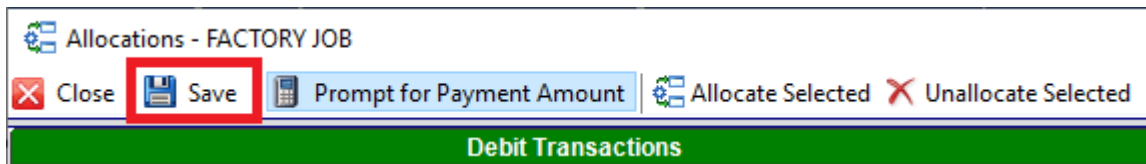


Figure 8: Save button in Allocations screen

## Step 10

- Click on the **Yes** button in confirmation message.

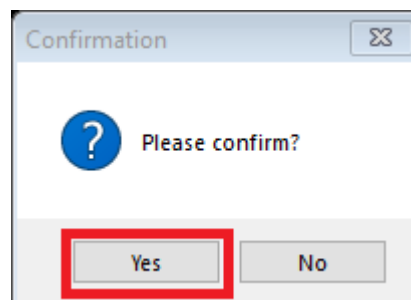


Figure 9: Confirmation message to Save the un- allocation

## 2. Debit Notes in Sales Statistics report

- Debit Notes will be displayed as the Adjustments in the Sales Statistics report.

Sales Statistics Totals			
24/06/2019 To 24/06/2019			
Sales		Totals (Incl GST)	GST
Number of Invoices processed	0		
Value of Invoices	0.00	0.00	0.00
Value of Credit Notes	0.00	0.00	0.00
<b>Balance (Invoice - Credit Notes)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Receipts	
Cash	0.00
Cheque	0.00
Direct Credit	0.00
Credit Cards	0.00
<b>Adjustments</b>	<b>3,400.00</b>
<b>Total Receipts</b>	<b>3,400.00</b>

Summary	
Debtor's Previous Balance	3,466,280.71
Debtor's Periodic Balance	-3,400.00
<b>Debtor's Balance</b>	<b>3,462,880.71</b>
Deposits	0.00

Figure 10: Sales Statistics report

### 3. Debit in Transaction by Category report

- Debit Note will be shown as a separate section in the Transaction by Category report.

Customer Transactions By Category 30/06/2020 to 25/08/2020						
Doc No.	Client	Date	Details	Excl. Amt \$	GST Amt \$	Incl. Amt \$
<b>General</b>						
ARDN000365	7 STAR GLASS AND WINDOWS	25/08/2020	Test Debit Note	1,000.00	100.00	1,100.00
				<b>1,000.00</b>	<b>100.00</b>	<b>1,100.00</b>
				<b>1,000.00</b>	<b>100.00</b>	<b>1,100.00</b>

Figure 11: Transaction by Category report



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