



USER GUIDE FOR HOW TO CREATE CREDIT NOTE ADJUSTMENT



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1. Create Credit Note

This user guide helps you to enter create Credit Note 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.

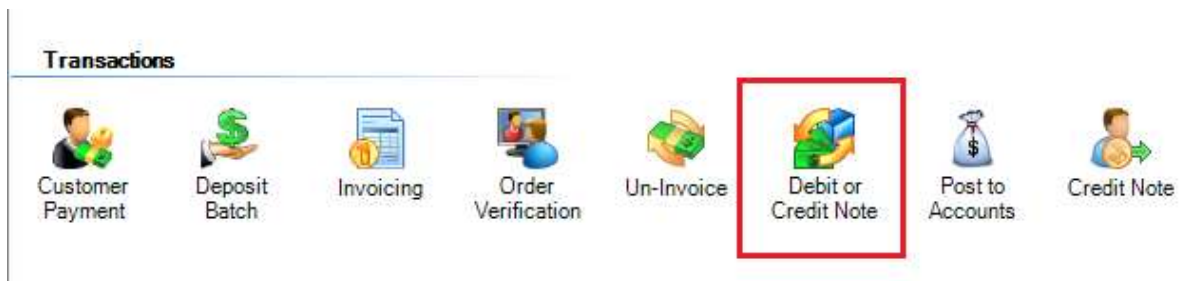


Figure 2: Debit or Credit Note option in Account Receivable

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 contains several input fields and dropdown menus. The "Customer" field is a dropdown menu showing "ACCENT ALUMINIUM WINDOWS & DOORS". The "Transaction Type" is a dropdown menu showing "Credit Note". The "Category" is a dropdown menu showing "General". The "Transaction Number" is a text field showing "<Auto Number>". The "Transaction Date" is a date picker showing "25/08/2020". The "Reference" is a text field. The "Details" is a text field showing "Test Credit Note". The "Exclusive Amount" is a text field showing "1,000.00". The "Inclusive Amount" is a text field showing "1,100.00". The "Tax Code" is a dropdown menu showing "10% GST". The "Tax Amount" is a text field showing "100.00".

Figure 3: Customer Transactions screen

Step 04

- Enter the required details.
 - **Customer:** Customer Name
 - **Transaction Type:** Should be Credit Note.
 - **Category:** Should be General.
 - **Transaction Number:** Generate automatically.
 - **Transaction Date:** Date when the Credit Note is entered.
 - **GL Account:** GL account number for the Credit 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.

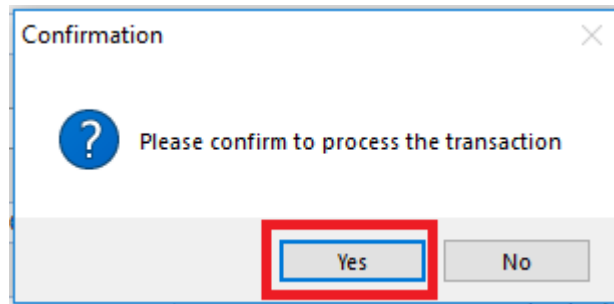


Figure 4: Confirmation message to Save the Credit Note

- Then **Allocations** screen will appear as shown below.

Step 07

- Select Invoice or Order from the **Debit Transactions** and the **Credit Note** from the **Credit Transactions**.

Credit Transactions							
Show: Unpaid Part Paid Fully Paid							
DocType	Dat	Reference	Reference	Descripti	Amount	AllocAm	Outstan
Rec	08/0	RC011053	RC01105	Receipt	100.00	0.00	82.69
DrC	25/0	ARCN000293		Test Cred	1,100.00	0.00	1,100.0

Figure 5: Entered Credit Note in the Credit Transactions

Debit Transactions							
Show: Unpaid Part Paid Fully Paid							
DocType	Dat	Reference	Reference2	Descri	Amount	AllocAmou	Outstan
Inv	01/0	15572	19506 -ANTHON		261.35	0.00	261.35
Inv	01/0	15451	19677 - KORAY B		143.58	0.00	143.58
Inv	01/0	15452	19690 - SHANE T		132.87	0.00	132.87
Inv	01/0	15416	19699 - SHAFI K		614.59	0.00	614.59

Figure 6: Invoice in the Debit Transactions

Step 08

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

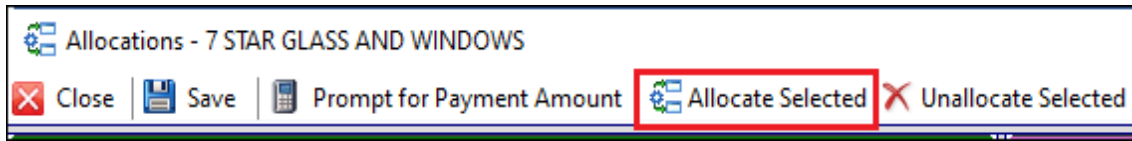


Figure 7: Allocate button in Allocations screen

Step 09

- Click on the **Save** button.

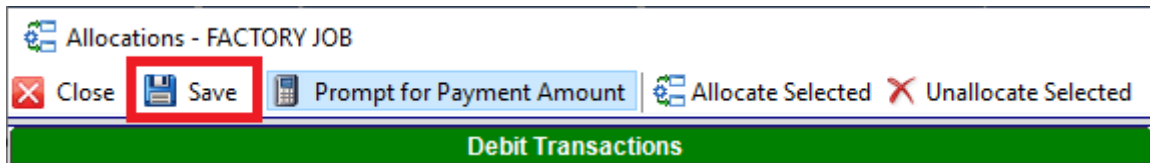


Figure 8: Save button in Allocations screen

Step 10

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

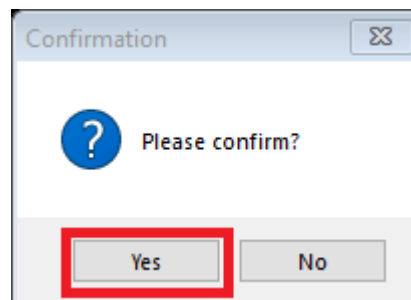


Figure 9: Confirmation message to Save the un- allocation

2. Credit Notes in Sales Statistics report

- Credit Note Adjustments 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
Balance (Invoice - Credit Notes)	0.00	0.00	0.00

Receipts	
Cash	0.00
Cheque	0.00
Direct Credit	0.00
Credit Cards	0.00
Adjustments	3,400.00
Total Receipts	3,400.00

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

Figure 10: Sales Statistics report

3. Credit Notes in Transaction by Category report

- Credit Notes will be shown as a separate section in the Transaction by Category report.

Customer Transactions By Category 25/08/2020 to 25/08/2020						
Doc No.	Client	Date	Details	Excl. Amt \$	GST Amt \$	Incl. Amt \$
General						
ARDN000365	7 STAR GLASS AND WINDOWS	25/08/2020	Test Debit Note	1,000.00	100.00	1,100.00
ARCN000293	ACCENT ALUMINIUM WINDOW	25/08/2020	Test Credit Note	-1,000.00	-100.00	-1,100.00
				0.00	0.00	0.00
				0.00	0.00	0.00

Figure 11: Transaction by Category report

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