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CREDIT NOTE

If we need to pay external charges like installation charge, training charge etc. without purchasing items, then we can use credit note.

1. Select accounts (from toolbar) -> select credit note

2. Add or create account->

3. Select account code or create according to your needs. Enter the amount and save.

Now we can see in account ledger as the given amount as credit

ePlus - asd - [Report : Account Ledger]

File Edit Master Accounts Inventory Reports View Tools Windows Help

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SAP CRYSTAL REPORTS®

Main Report

asd

Account Ledger for the period 01-05-2018 - 31-05-2018

Document Number	Date	Function	Ref.No	Ref. Date	Debit	Credit
240101M00001	milestone					
ADS1819-0002	19/05/2018	Credit Note	978498	19/05/2018	0.00	1,000.00
					0.00	1,000.00

Current Page No.: 1   Total Page No.: 1   Zoom Factor: 130%   Duration : 0.19 sec (0 sec)

Server : localhost | Database : eplus015_data | Terminal : MSERVER | Windows User : Shinas Kabeer | User : admin | ePlus Standard Edition | Version : 1.139.0.0

2:26 PM
19-May-18

DEBIT NOTE

If you need to charge for the non-sale events from the customer (like training about product), then we can use debit note

> Select accounts-> debit note-> select account code-> add price and save

Now we can see the given amount as debit in amount ledger

DISCOUNT AFTER PURCHASE

It uses when the discount is received after the purchase.

1. purchase

2. Providing discount after purchase, then we can enter discount through debit note.
   Accounts-> debit note->

Now we can enter the discount

3. If there is tax for discount, it can also enter through the debit note

4. Account ledger
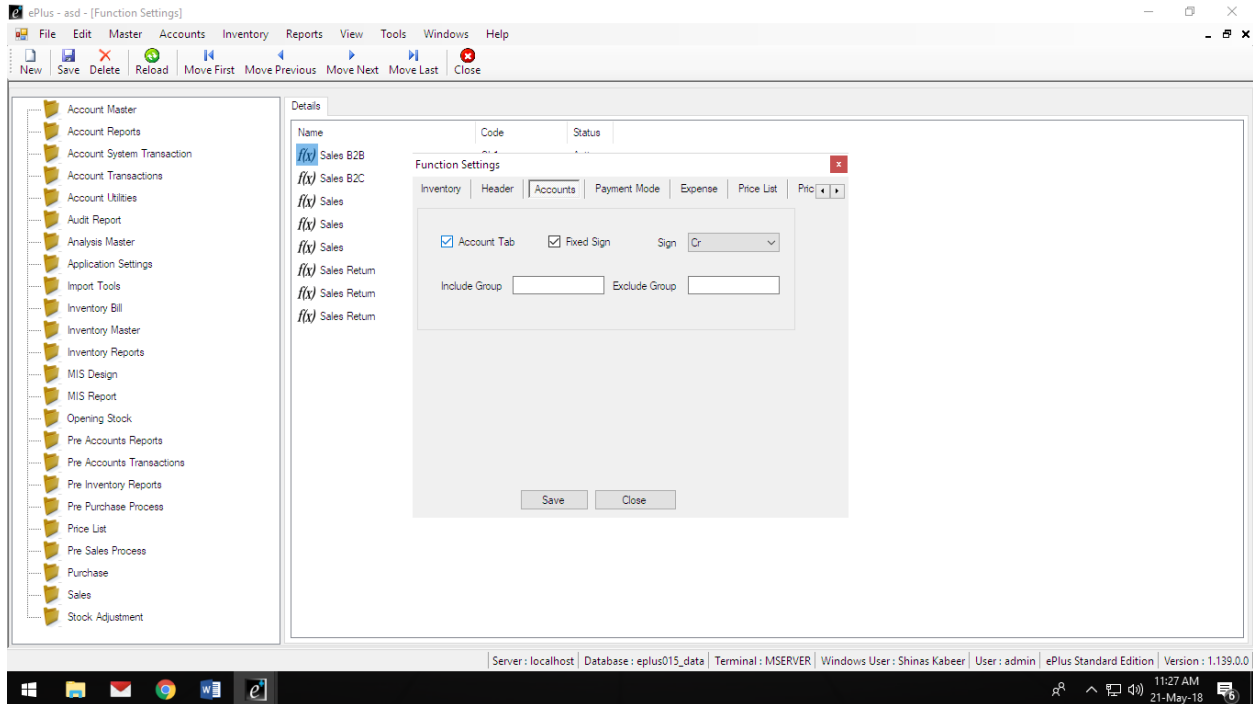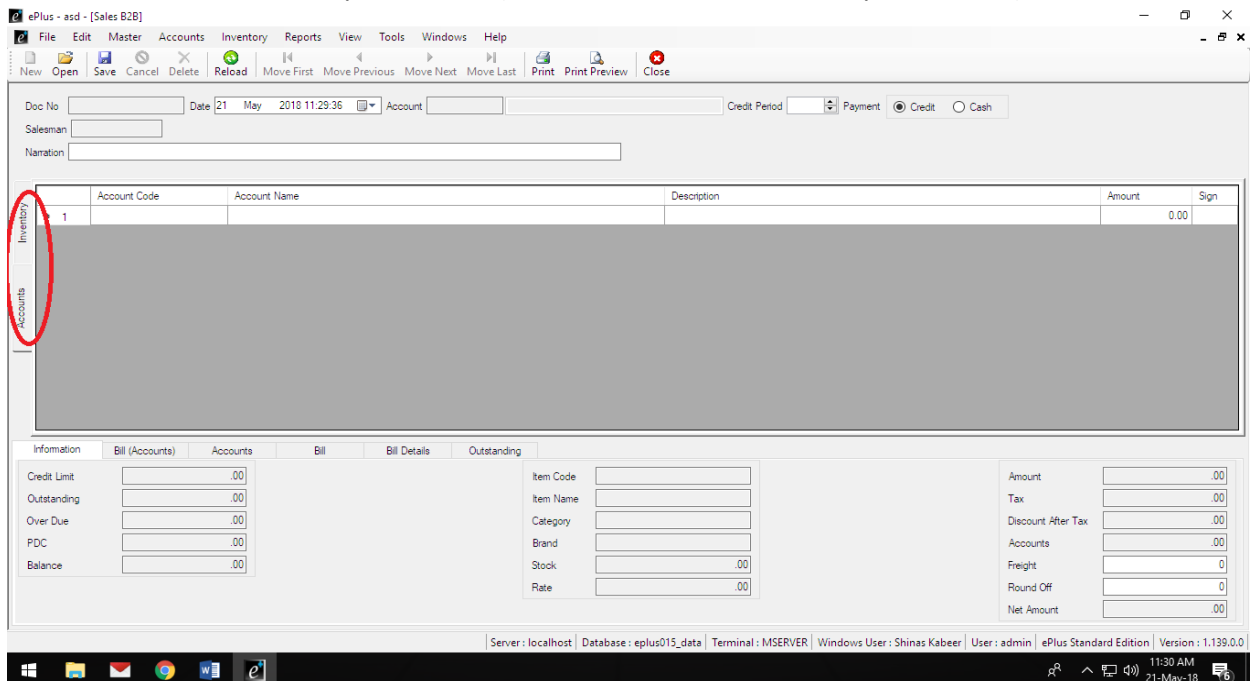
SALES WITH SERVICE

If we need to include service charges with product while sales, we can use this method.

1. To enable the method:-

    Tools-> settings-> function settings-> sales-> salesB2B-> right click-> edit->select accounts-> enable accounts tab and save.

2. Now select inventory-> salesB2B (use can see two tabs inventory & accounts).

(We can also enter taxes for the extra services)

3. While printing bill it comes in one bill