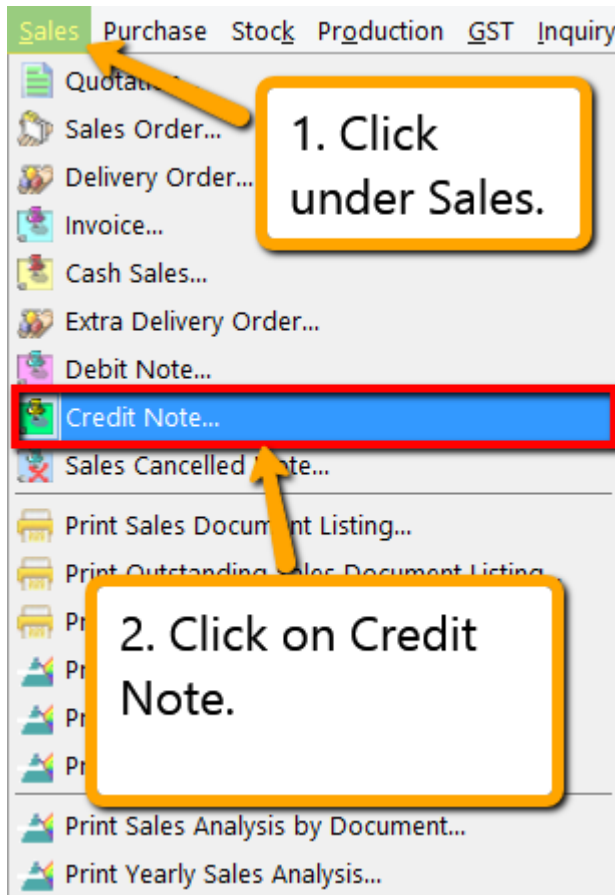


Credit Noted for Sales Rebate & Incentive :

Let say if the customer hit target or you give rebate for the particular customer after you bill all the invoices, for those non stock control related :



Step 1 : Click under **Sales**.

Step 2 : Look for Sales **Credit Note**.

Credit Note

Customer :- 300-A0002
 ALPHA & BETA COMPUTER
 Address :- 838 JALAN WORLD
 40485 RAWANG
 SELANGOR DE

Description :- Sales Returned

CN No :- CN-00023
 Next No :- CN-00024
 Date :- 02/04/2015
 Agent :- SY
 Terms :- 45 Days
 Ref 1 :-
 Ext. No :-

Ite...	Description	Qty	UOM	U/Price	U/Cost	Dis...	Tax	Tax A...	Sub Tota...
	Hit Sales Target Incentive 100K (IV-0001-IV0020)Date : 01/042015	1.00		1,000.00	<AU..		SR	60.00	1,060.00

Local Net Total: 1,060.00 Net Total: 1,060.00

Step 3 : Update the reason, invoice number, invoice date then charge the tax code under SR and Save the credit note.

The reason of the rebate / incentive must together with the invoice number and invoice date:

P/S :

The invoice number = don't need in detail, you just have to list down the first number and the last of the invoice number will do, eg : IV-0001-IV-0005.

Invoice date = For the invoice date, you may insert the last invoice's date for record purpose will do.

How to post the Credit Note to the account that I want?

<input type="checkbox"/> #	<input checked="" type="checkbox"/> Discount
<input type="checkbox"/> Style	<input checked="" type="checkbox"/> Tax
<input type="checkbox"/> No.	<input checked="" type="checkbox"/> Tax Amount
<input checked="" type="checkbox"/> Item Code	<input type="checkbox"/> Sub Total
<input type="checkbox"/> Customer Item	<input checked="" type="checkbox"/> Sub Total (Tax)
<input checked="" type="checkbox"/> Description	<input checked="" type="checkbox"/> Account
<input type="checkbox"/> 2nd Description	<input type="checkbox"/> Printable
<input type="checkbox"/> More Description	<input type="checkbox"/> From Excl. No
<input type="checkbox"/> Local	<input type="checkbox"/> Shelf
<input type="checkbox"/> Project	<input type="checkbox"/> Batch
<input checked="" type="checkbox"/> Qty	<input type="checkbox"/> Country
<input checked="" type="checkbox"/> UOM	<input checked="" type="checkbox"/> Tax Inclusive
<input type="checkbox"/> Rate	
<input type="checkbox"/> S/U QTY	
<input type="checkbox"/> Base Qty	
<input checked="" type="checkbox"/> U/Price	
<input checked="" type="checkbox"/> U/Cost	

3.2 : Ticked/checked on the Account.

3.1 : Click here to call out additional field.

3.1 : Click on the small button to call out those additional field.

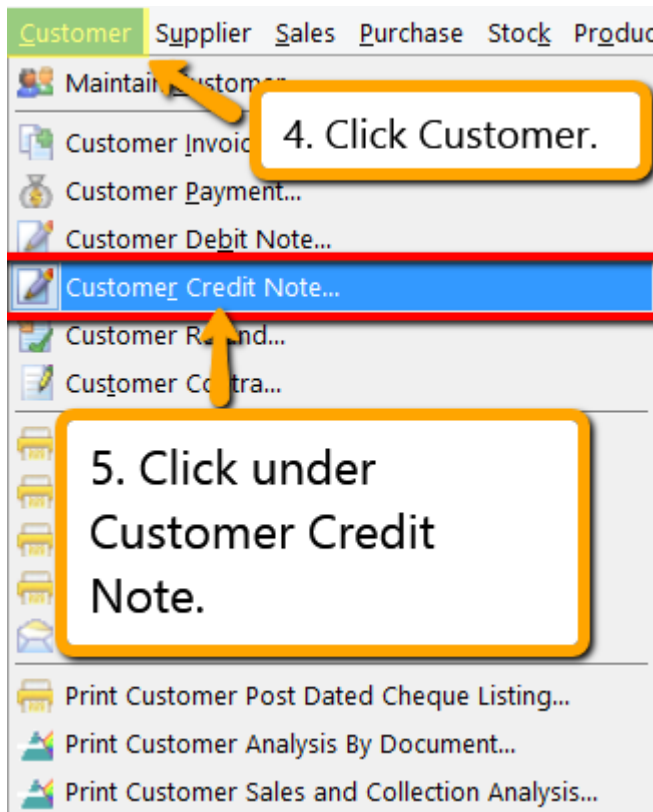
3.2 : Ticked/ Checked on the field of " Account "

Qty	UOM	U/	Sub T...	Account
1.00		1,0	0 1,060.00	510-0000

3.3 : Account column will show out at the screen then you can choose which account that you want to post.

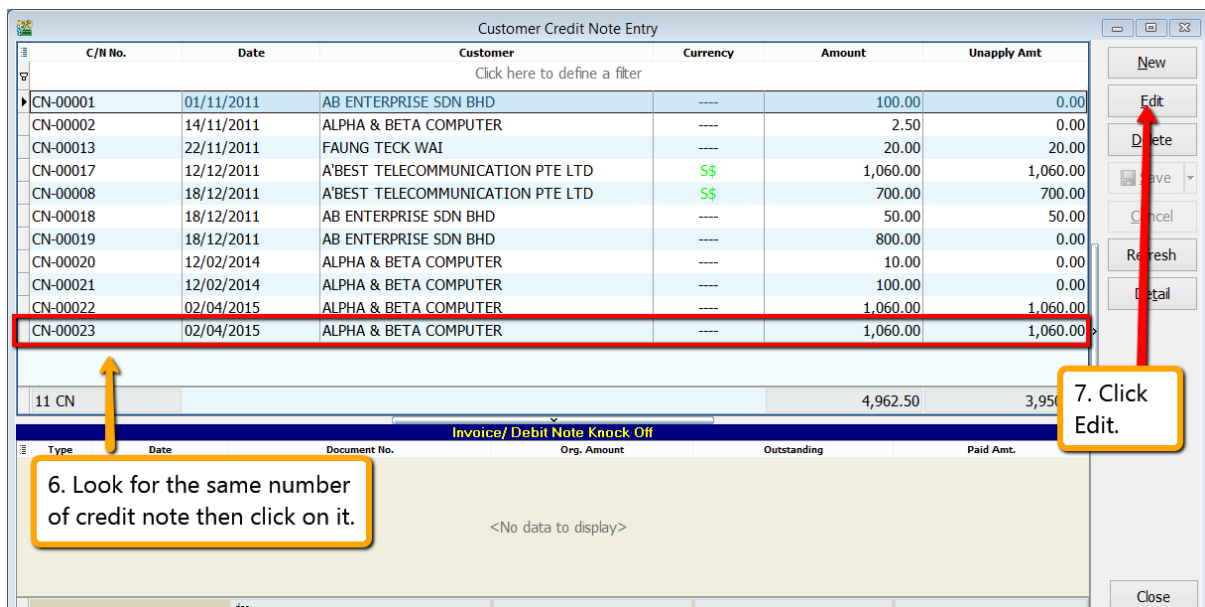
Step 3.3 : Account column will show out at the screen then you may choose which account that you want to post for this credit note.

How to knock off all the outstanding invoices?



Step 4 : Click Customer.

Step 5 : Click under Customer Credit Note.



Step 6 : Look for the same number of the credit note just now that you created.

Step 7 : Click on Edit.

Note

C/N No : C
Next No : C
Date : 0
Agent : S
Ext. No :

COMPUTER

Description

Description	Amount	Tax Inclusive
Hit Sales Target Incentive 100K (IV-0001-IV0020)...	60.00	<input type="checkbox"/>

1,060.00

8. Click Yes.

Confirm

This document was posted from Sales | Credit Note...
Do you want to edit this document?

Yes No

Net Total:

Step 8 : System will prompt you reminder that this document was posted from Sales | Credit Note... Do you want to edit this document? Click Yes.

Customer Credit Note Entry

Customer Code: 300-A0002 Area: RAWANG Currency: ----

Customer Credit Note

Cancelled

Customer: ALPHA & BETA COMPUTER

C/N No: CN-00023
Next No: CN-00024
Date: 02/04/2015
Agent: SY
Ext. No:

GL Account	Description	Project	Amount	Tax	Tax Amount	Tax Inclusive	Sub Total (...)
510-0000	Hit Sales Target Incentive 100K (IV-0001-IV0020)...	----	1,000.00	SR	60.00	<input type="checkbox"/>	1,060.00

1 records

Local Net Total: 1,060.00 Net Total: 1,060.00

C/N Description: Sales Returned Unapplied Amt: 0.00

Knock-off Invoices / Debit Notes

Type	Date	Doc No.	Amount	Outstanding	Pay	
IV	20/02/2011	IV-00004	9,380.00	2,023.00	1,060.00	<input checked="" type="checkbox"/>
IV	18/12/2011	IV-00010			0.00	<input type="checkbox"/>
DN	12/02/2014	DN-00001			0.00	<input type="checkbox"/>
IV	12/02/2014	IV-00101			0.00	<input type="checkbox"/>
IV	18/01/2015	IV-00101			0.00	<input type="checkbox"/>
IV	10/03/2015	1000000			0.00	<input type="checkbox"/>

8 records

Total: 15,016.20 7,159.20 1,060.00

10. Click Save.

9. Tick / check on the invoice that you want to knock off the outstanding.

New Edit Delete Save Cancel Refresh Browse Close

Step 9 : Tick / check on those invoice that you want to knock off the outstanding.

Step 10 : Save the Customer Credit Note.