

# Credit Note

A credit note or credit memorandum (memo) is a commercial document issued by a seller to a buyer. User can create and manage credit notes using this transaction.

When customers are sending back goods, they will issue a Vendor Return Note. Once the goods have been picked up by the company, they will issue a Debit Note. This reference is needed to track the Credit Note issued by the company and match them with the reference used by the customers (Customer Reference Number)\*

Below actions are available under **“Credit Note”**:

 Create new credit note; update, delete, view and search for credit note details

 Adding customer reference number\* in credit note

 View and search for credit note details

Credit Note										
Customer: < Select All >		Sales Rep: < Select All >		Search						
Year: Year 2016	From:	To:	Branch: < Select All >	Create New						
Date	Document #	Reference #	Customer #	Customer Name	Location	Sales Rep	Currency	Grand Total	Status	Receipt
Jan 5, 2016	CN-0016	SI-0051	4110.011/CO001	Cold Storage - HQ	HQ		SGD	\$5670.03	Posted	Partially Paid
Jan 5, 2016	CN-0017	SI-0044	4110.011/WA001	Watsons - HQ	Singapore HQ	EM04 - Neo	SGD	\$520.54	Posted	Partially Paid
Jan 6, 2016	CN-0018	SI-0060	4110.011/CO001	Cold Storage - HQ	HQ		SGD	\$3115.27	Posted	Partially Paid
Jan 12, 2016	CN-0019	SI-0054	4110.011/CO001	Cold Storage - HQ	HQ		SGD	\$3184.90	Posted	Partially Paid
Jan 18, 2016	CN-0020	SI-0057	4110.011/CO001	Cold Storage - HQ	HQ	EM03 - Jessica	SGD	\$5898.54	Posted	Partially Paid
Jan 21, 2016	CN-0025	SI-0072	4110.011/GU001	Guardian - HQ	Singapore HQ		SGD	\$512.97	Posted	Payment Due
Jan 26, 2016	CN-0033		4110.011/TA002	Takashimaya	Orchard Road		SGD		Posted	N/A
Feb 5, 2016	CN-0039	SI-0079	PR-BGD	Prime Stores Bangladesh	City	EM01 - Chris	USD	\$1,500.00	Posted	Payment Due
Feb 5, 2016	CN-0038	SI-0079	PR-BGD	Prime Stores Bangladesh	City	EM01 - Chris	USD	\$900.00	Posted	Payment Due
Feb 5, 2016	CN-0036	SI-0082	PR-BGD	Prime Stores Bangladesh	City	EM01 - Chris	USD	\$617.50	Posted	Payment Due
Feb 5, 2016	CN-0037	SI-0082	PR-BGD	Prime Stores Bangladesh	City	EM01 - Chris	USD	\$123.50	Posted	Payment Due
Feb 5, 2016	CN-0034	SI-0080	4110.011/ME001	Metro	Paragon	EM01 - Chris	SGD	\$5292.48	Posted	Payment Due
Feb 5, 2016	CN-0035	SI-0080	4110.011/ME001	Metro	Paragon	EM01 - Chris	SGD	\$565.00	Posted	Payment Due
Feb 22, 20...	CN-0026		4110.011/MU001	Mustafa	HQ		SGD	\$54.27	Posted	Payment Due
May 18, 2...	CN-0040		4110.011/WA001	Watsons - HQ	Brunei Darussalam		SGD	\$526.41	Posted	Payment Due

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Total SGD : \$56,777.55

Show < All Credit Notes >

Credit Notes List | Credit Note

**Credit Note** | Type: CN01 - Outright Credit Note | Status: Drafted | N/A

Document Date: 16/10/2017 | Document Number: <-AUTO-GENERATED-> | Reference Number: | Branch: HQ - Head Office

Customer: | Currency: | Pick Up From: | Pick Up Location: | Contact Person: |

**Additional Details**

Warehouse: TE01 - Main Warehouse | Delivery Via: | Representative: | Tax: Price Excludes Tax

Payment Term: | Inco Terms: DAP - Delivered at Place | Description: | Related Invoice: <Click to Select Related Invoice>

Analytical Group: | Inventory Movements: With Inventory Movements | Related Invoice Date: |

Items / Articles | Taxes | Postings | Receipts | Notes / Attachments

Product Brand: < Select All > | Filter: |

#	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate	Reason for return	Expense Type
1				1							

Total Qty: 0 | Amount: | Discount: | + Tax: | Grand Total: |

Confirm Credit Note | Customer Reference Number: | Create New | Save | Revert | Delete

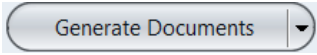
Credit Notes List | Credit Note

Field Name	Explanation	Mandatory Information
Document Date	Date of the sales order	Y
Document Number	Number of the sales order	Y
Reference Number	A unique number on sales order	N
Branch	Company's branch	Y
Customer	Company's customers	Y
Customer Location	Customer's company's location	Y
Contact Person	Contact person at customer's location	N
Deliver To	Self-explanatory	Y
Delivery Location	Self-explanatory	Y
Contact Person	Contact person at delivery location	N
Warehouse	Self-explanatory	Y
Ship Via	Transportation method	N
Payment Term	Payment rules imposed by suppliers on their customers.	N
Inco Term	Commonly used in both international and domestic trade contracts.	Y
Analytical Group		N
Inventory Movements	Select if this transaction involves inventory movements or not	N
Representative	Internal representative	N

Tax	Select if price includes or excludes tax	Y
Description	Description	N
Related Invoice	Link to related invoice document	N
Related Invoice Date	Date of the related invoice document	N
Customer Reference Number	Reference number from customer for the credit note (only editable when Credit Note status is posted and when user have access right to edit)	N
Items/Articles – Product	Name of product	Y
Items/Articles – Description	Description	N
Items/Articles – UOM	Type of product – Unit of Measure	Y
Items/Articles – Qty	The quantity of product	N
Items/Articles – Unit Price	Self-explanatory	N
Items/Articles – Discount	A deduction from the usual cost of product	N
Items/Articles – Nett Price	Self-explanation	N
Items/Articles – Total Amount	Self-explanation	Y
Items/Articles – Tax Rate	Self-explanation	Y
Items/Articles – Reason for Return	Select a reason for returning the product	Y
Items/Articles – Expense Type	Self-explanation	N

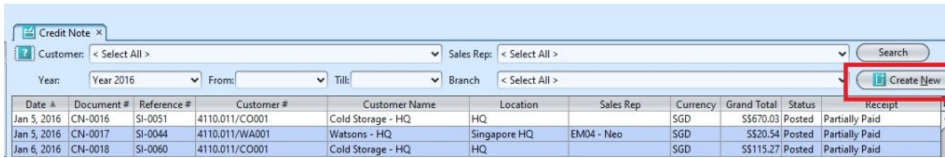
## Create New Credit Note with Inventory Movement (Credit Note to Putaway)

1. From **“Sales – (Sell In Transactions) Sales Invoice”**, double click on a sales invoice in the **“Sales Invoices List”** tab, it will bring up the selected sales invoice record on **“Sales Invoice”** tab.

Click the arrow on  button at the bottom of the screen and select **“Create Credit Note”** option to generate a new credit note referenced to

the sales invoice.

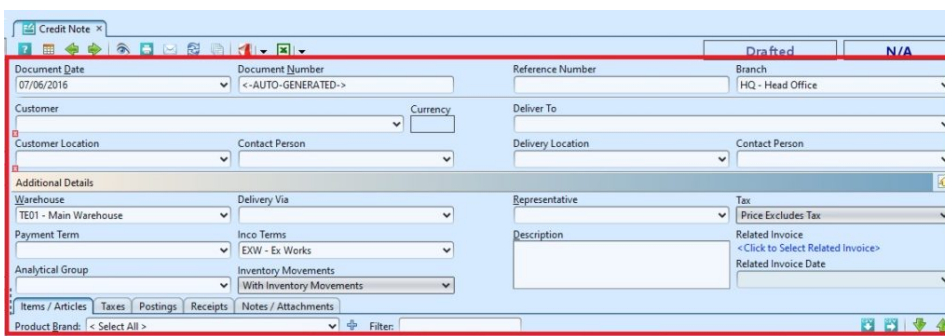
2. Alternatively from **"Sales – (Sell In Transactions) Credit Note"** click on **"Create New"** at the top right of screen of **"Credit Note List"** tab, it will open **"Credit Note"** tab with empty form



The screenshot shows the 'Credit Note List' interface. At the top, there are filters for Customer, Sales Rep, Year (2016), From, To, and Branch. A 'Search' button is on the right. Below the filters is a table with columns: Date, Document #, Reference #, Customer #, Customer Name, Location, Sales Rep, Currency, Grand Total, Status, and Receipt. The table contains three rows of data. A 'Create New' button is highlighted in a red box at the top right of the table area.

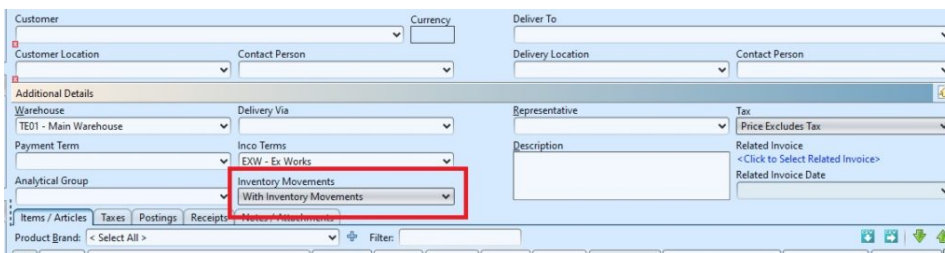
Date	Document #	Reference #	Customer #	Customer Name	Location	Sales Rep	Currency	Grand Total	Status	Receipt
Jan 5, 2016	CN-0016	SI-0051	4110.011/CO001	Cold Storage - HQ	HQ		SGD	\$5670.03	Posted	Partially Paid
Jan 5, 2016	CN-0017	SI-0044	4110.011/WA001	Watsons - HQ	Singapore HQ	EM04 - Neo	SGD	\$520.54	Posted	Partially Paid
Jan 6, 2016	CN-0018	SI-0060	4110.011/CO001	Cold Storage - HQ	HQ		SGD	\$5115.27	Posted	Partially Paid

3. Fill up credit note's information



The screenshot shows the 'Credit Note' form. A red box highlights the main data entry fields, including: Document Date (07/06/2016), Document Number (<-AUTO-GENERATED->), Reference Number, Branch (HQ - Head Office), Customer, Currency, Deliver To, Customer Location, Contact Person, Delivery Location, Contact Person, Additional Details (Warehouse: TE01 - Main Warehouse, Delivery Via, Representative, Tax: Price Excludes Tax, Payment Term, Inco Terms, Description, Related Invoice, Analytical Group, Inventory Movements, Related Invoice Date), and Product Brand (< Select All >).

**\*Note:** Inventory Movements need to be selected as **"With Inventory Movements"** in order to process the document.



The screenshot shows the 'Credit Note' form. A red box highlights the 'Inventory Movements' dropdown menu, which is set to 'With Inventory Movements'.

4. If any, select a related sales invoice document as reference for the credit note document. Click on **"Click to Select Related Invoice"** link on the right side of the screen. It will pop up dialog window with sales invoice document for user to select. Click **"OK"** button to relate to the selected invoice document.

**Credit Note** X

Search Sales Invoice

Search for the Sales Invoice related to the customer in this Credit Note.

Date	Document #	Reference #	Grand Total
Jun 1, 2016	SI-0113	SO-16-030213	\$516.21
May 25, 2016	PS16-030021	SO-16-030213	\$532.42
Mar 28, 2016	SI-0101	SO-16-030195, test cs0302	\$5310.51
Mar 7, 2016	SI-0094	SO-16-020185, Test 2 Free Gift for X Spent	\$5621.03
Dec 30, 2015	SI-0064	SO-15-120141	\$565.25
Dec 10, 2015	SI-0061	SO-15-120113	\$599.51
Dec 8, 2015	SI-0060	SO-15-120118	\$5115.27
Nov 26, 2015	SI-0057	SO-15-110102, PO-123	\$5898.54
Nov 3, 2015	SI-0054	SO-15-110097	\$52,314.80
Nov 3, 2015	SI-0052	SO-15-110096	\$51,076.85
Nov 3, 2015	SI-0051	SO-15-100094	\$5670.03

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OK Cancel

Confirm Credit Note

Credit Notes List Credit Note

Drafted N/A

Branch HQ - Head Office

Contact Person

Tax Price Excludes Tax

Related Invoice <Click to Select Related Invoice>

Related Invoice Date

Reason for return Expense Type

Tax: \$50.00 = Grand Total

Create New Save Revert Delete

The link will be replaced with the sales invoice document number, and related invoice date updated with the invoice date. User can click on the link to open the dialog window again, if need to change the linking

**Credit Note** X

Document Date 07/06/2016 Document Number <- AUTO-GENERATED -> Reference Number

Customer 4110.011/CO001 - Cold Storage - HQ Currency SGD Deliver To

Customer Location HQ Contact Person Delivery Location Contact Person

Additional Details

Warehouse TED1 - Main Warehouse Delivery Via Representative

Payment Term Inco Terms EXW - Ex Works Description

Analytical Group TT02 - Third Party Inventory Movements With Inventory Movements Tax Price Excludes Tax

Related Invoice SI-0113

Related Invoice Date 01/06/2016

Items / Articles Taxes Postings Receipts Notes / Attachments

In Sales Invoice document view, user able to view the linked Credit Note document(s) in the "Credit Notes" tab.

**Sales Invoice** **Credit Note**

Document Date: 01/06/2016 Document Number: SI-0113 Reference Number: Branch: HQ - Head Office

Invoice To: 4110.011/CO001 - COLD STORAGE - HQ Currency: SGD Deliver To: 4110.011/CO001 - COLD STORAGE - HQ

Customer Location: HQ Contact Person: Delivery Location: Cold Storage - Orchard Contact Person:

**Additional Details**

Ship From: TE01 - Main Warehouse Delivery Via: Lorry Representative: Tax: Price Excludes Tax

Payment Term: 30D-EOM - 30 Days End Of Month Inco Terms: EXW - Ex Works Inventory Movements: Without Inventory Movements

Analytical Group: TT02 - Third Party Bank Account: 4010.02 - Bank - OCBC

Zone: Delivery Days:

Items / Articles Taxes Postings Receipts Notes / Attachments Margin Applied Promotions **Credit Notes**


**Related Credit Notes:**

Document Date	Document #	Reference #	Customer Ref #	Total Amount	Status
Jun 7, 2016	CN-0043			\$51.08	Posted

Total Qty: 15, Amount: \$515.15 Discount: + Tax: \$51.06 Grand Total: \$516.21

Generate Documents Generate Report Create New Save Revert Delete

Sales Invoices List Sales Invoice

5. On **"Items / Articles"** tab select a product from **"Product"** drop-down list, fill up product's information, and click  button

Analytical Group: TT02 - Third Party Inventory Movements: With Inventory Movements Related Invoice Date: 01/06/2016

Items / Articles Taxes Postings Receipts Notes / Attachments

Product Brand: < Select All > Filter:

#	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate	Reason for return	Expense Type
1				1							

6. Click on **"Notes / Attachments"** tab at the middle of screen to add notes or files attachment for the credit note

7. Click on **"Save"** button at the bottom of screen to save

8. Click on **"Confirm Credit Note"** button at the bottom left of screen to confirm the credit note

9. Click on **"Post To Accounts"** button at the bottom left of screen to post the credit note to account

Analytical Group: TT02 - Third Party Inventory Movements: With Inventory Movements Related Invoice Date: 01/06/2016

Items / Articles **Taxes** Postings Receipts Notes / Attachments

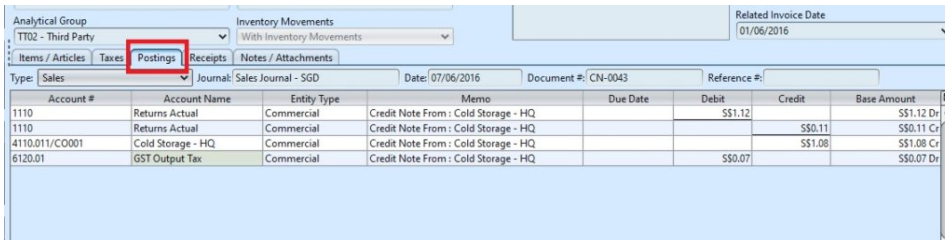
**Taxes applicable for this invoice:**

Product #	Product Name	Tax	Taxable Amount	Tax Amount	Taxable Base Amt	Tax Base Amt
Loa01	Loacker Chocolate	Sales Tax Account 7% SR	\$51.01	\$50.07	\$51.01	\$50.07

Base Taxable Sum: \$51.01 Tax Sum: \$50.07

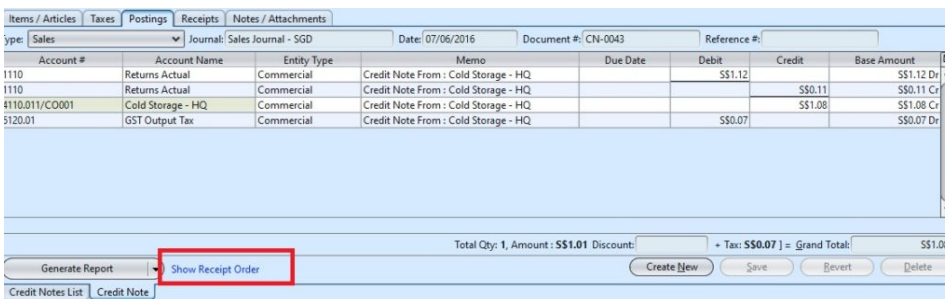
10. Tax entries applicable for the credit note will be automatically created under **"Taxes"** tab if any. Journal entries of the credit note will be

automatically created under ***“Postings”*** tab



Account #	Account Name	Entity Type	Memo	Due Date	Debit	Credit	Base Amount
1110	Returns Actual	Commercial	Credit Note From : Cold Storage - HQ		\$51.12		\$51.12 Dr
1110	Returns Actual	Commercial	Credit Note From : Cold Storage - HQ			\$50.11	\$50.11 Cr
4110.011/CO001	Cold Storage - HQ	Commercial	Credit Note From : Cold Storage - HQ			\$51.08	\$51.08 Cr
6120.01	GST Output Tax	Commercial	Credit Note From : Cold Storage - HQ		\$50.07		\$50.07 Dr

11. Click on ***“Show Receipt Order”*** link at the bottom left side of screen to open the corresponding receipt order document for the returned product(s)

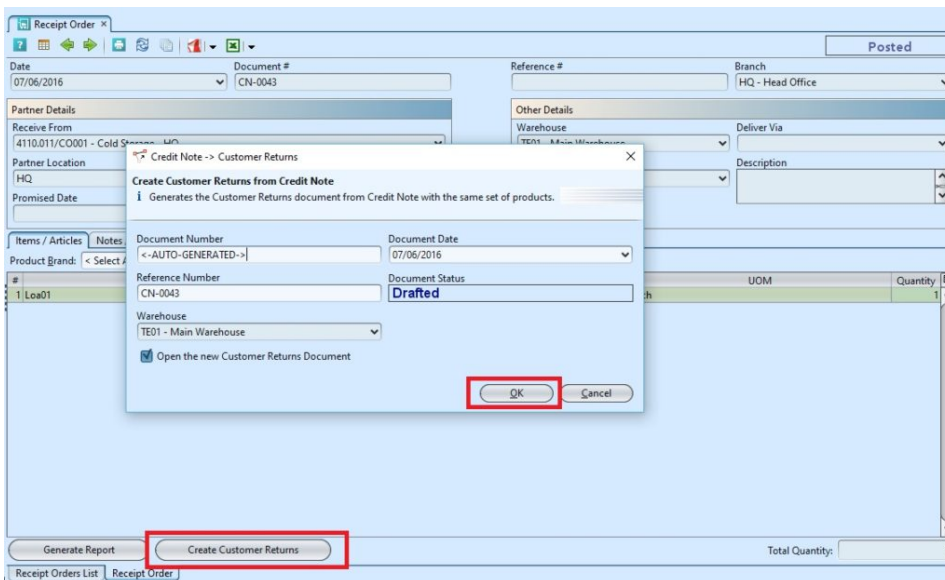


Account #	Account Name	Entity Type	Memo	Due Date	Debit	Credit	Base Amount
1110	Returns Actual	Commercial	Credit Note From : Cold Storage - HQ		\$51.12		\$51.12 Dr
1110	Returns Actual	Commercial	Credit Note From : Cold Storage - HQ			\$50.11	\$50.11 Cr
4110.011/CO001	Cold Storage - HQ	Commercial	Credit Note From : Cold Storage - HQ			\$51.08	\$51.08 Cr
6120.01	GST Output Tax	Commercial	Credit Note From : Cold Storage - HQ		\$50.07		\$50.07 Dr

Total Qty: 1, Amount: \$51.01 Discount: + Tax: \$50.07 = Grand Total: \$51.08

Generate Report **Show Receipt Order** Create New Save Revert Delete

12. Click on ***“Create Customer Returns”*** tab from the Receipt Order module and click on ***“OK”*** to proceed.



Receipt Order

Date: 07/06/2016 Document #: CN-0043 Reference #: Branch: HQ - Head Office

Partner Details: Receive From: 4110.011/CO001 - Cold Storage - HQ Partner Location: HQ Promised Date:

Other Details: Warehouse: TE01 - Main Warehouse Deliver Via: Description:

Items / Articles / Notes: Product Brand: < Select / # 1 Loc01

UOM Quantity

Generate Report **Create Customer Returns** Total Quantity: 1

**Create Customer Returns from Credit Note**

Generates the Customer Returns document from Credit Note with the same set of products.

Document Number: <-AUTO-GENERATED-> Document Date: 07/06/2016

Reference Number: CN-0043 Document Status: Drafted

Warehouse: TE01 - Main Warehouse

☒ Open the new Customer Returns Document

**OK** Cancel

13. Click on ***“Confirm Customer Returns”*** button at the bottom left of screen to confirm the credit note



Customer Returns Receipt Order

Document Date: 07/06/2016 Document Number: CRN-0033 Reference Number: CN-0043 Branch: HQ - Head Office

Customer: 4110.011/CO001 - Cold Storage - HQ Currency: SGD Warehouse: TE01 - Main Warehouse Staging Locator: W01-Staging

Customer Location: HQ Contact Person: Inco Terms: EXW - Ex Works Shipping Method:

Additional Details

Representative: Promised Date: Description:

Analytical Group: TT02 - Third Party

Items / Articles Cost Details Notes / Attachments Postings

Product Brand: < Select All >

#	Product	Description	UOM	Unit Cost	Total Amount
1	Loa01	Locker Chocolate	Each	\$S0.200000	\$S0.20

Confirm Document?

Do you really wish to Confirm the selected Customer Returns(s)?

Yes No

Confirm Customer Returns

Customer Returns List Customer Returns

Total Quantity: 1 Grand Total: \$S0.20

Save Revert Delete

14. Click on **"Post To Accounts"** button at the bottom left of screen to post the credit note to account

Customer Returns Receipt Order

Document Date: 07/06/2016 Document Number: CRN-0033 Reference Number: CN-0043 Branch: HQ - Head Office

Customer: 4110.011/CO001 - Cold Storage - HQ Currency: SGD Warehouse: TE01 - Main Warehouse Staging Locator: W01-Staging

Customer Location: HQ Contact Person: Inco Terms: EXW - Ex Works Shipping Method:

Additional Details

Representative: Promised Date: Description:

Analytical Group: TT02 - Third Party

Items / Articles Cost Details Notes / Attachments Postings

Product Brand: < Select All >

#	Product	Description	UOM	Unit Cost	Total Amount
1	Loa01	Locker Chocolate	Each	\$S0.200000	\$S0.20

Post Document?

Do you really wish to Post the selected Customer Returns(s)?

Yes No

Post To Accounts

Customer Returns List Customer Returns

Total Quantity: 1 Grand Total: \$S0.20

Save Revert Delete

15. Click on **"Putaway number"** and it will link to the related document

#	Product	Description	UOM	Quantity	Batch #	Expiry Date	Unit Cost	Total Amount
1	Loa01	Locker Chocolate	Each	1	CN-0043		\$S0.200000	\$S0.20

Generate Report Putaway: PUT16-060195

Customer Returns List Customer Returns

Total Quantity: 1 Grand Total: \$S0.20

Save Revert Delete

16. Click on **"Confirm Putaway"** button at the bottom left of screen to confirm the putaway.



17. Click on **"Post To Accounts"** button at the bottom left of screen to post the putaway to account.

## Create New Credit Note without Inventory Movement

1. From **"Sales – (Sell In Transactions) Sales Invoice"**, double click on a sales invoice in the **"Sales Invoices List"** tab, it will bring up the selected sales invoice record on **"Sales Invoice"** tab.

Click the arrow on **Generate Documents** button at the bottom of the screen and select **"Create Credit Note"** option to generate a new credit note referenced to the sales invoice.

2. Alternatively from **"Sales – (Sell In Transactions) Credit Note"** click on **"Create New"** at the top right of screen of **"Credit Note List"** tab, it will open **"Credit Note"** tab with empty form

Credit Note

Customer: < Select All > Sales Rep: < Select All > Search

Year: Year 2016 From: Till: Branch: < Select All > **Create New**

Date	Document #	Reference #	Customer #	Customer Name	Location	Sales Rep	Currency	Grand Total	Status	Receipt
Jan 5, 2016	CN-0016	SI-0051	4110.011/CO001	Cold Storage - HQ	HQ		SGD	\$5670.03	Posted	Partially Paid
Jan 5, 2016	CN-0017	SI-0044	4110.011/WA001	Watsons - HQ	Singapore HQ	EM04 - Neo	SGD	\$520.54	Posted	Partially Paid
Jan 6, 2016	CN-0018	SI-0060	4110.011/CO001	Cold Storage - HQ	HQ		SGD	\$5115.27	Posted	Partially Paid

3. Fill up the information.

**\*Note:** Inventory Movements need to be selected as **"With Inventory Movements"** in order to process the document.

Credit Note

Document Date: 08/06/2016 Document Number: < -AUTO-GENERATED-> Reference Number: Branch: HQ - Head Office

Customer: 4110.011/RO001 - Robinson Currency: SGD Deliver To: 4110.011/RO001 - Robinson

Customer Location: The Heeren Contact Person: Delivery Location: The Heeren Contact Person:


Additional Details

Warehouse: TED1 - Main Warehouse Delivery Via: Representative: Tax: Price Excludes Tax

Payment Term: Inco Terms: EXW - Ex Works Description: Related Invoice: <Click to Select Related Invoice>

Analytical Group: TT02 - Third Party Inventory Movements: Without Inventory Movements Related Invoice Date:

Items / Articles Taxes Postings Receipts Notes / Attachments

4. On **"Items / Articles"** tab select a product from **"Product"** drop-down list, fill up product's information, and click  button

Analytical Group: TT02 - Third Party Inventory Movements: Without Inventory Movements Related Invoice Date:

Items / Articles Taxes Postings Receipts Notes / Attachments

Product Brand: < Select All > Filter:

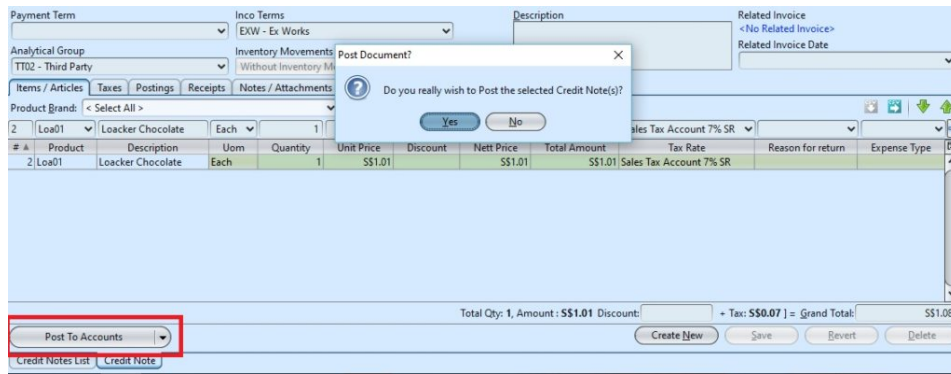
Product	Description	Unit	Quantity	Unit Price	Discount	Net Price	Total amount	Tax Rate	Reason for return	Expense type
1			1							

5. Click on **"Notes / Attachments"** tab at the middle of screen to add notes or files attachment for the credit note

6. Click on **"Save"** button at the bottom of screen to save

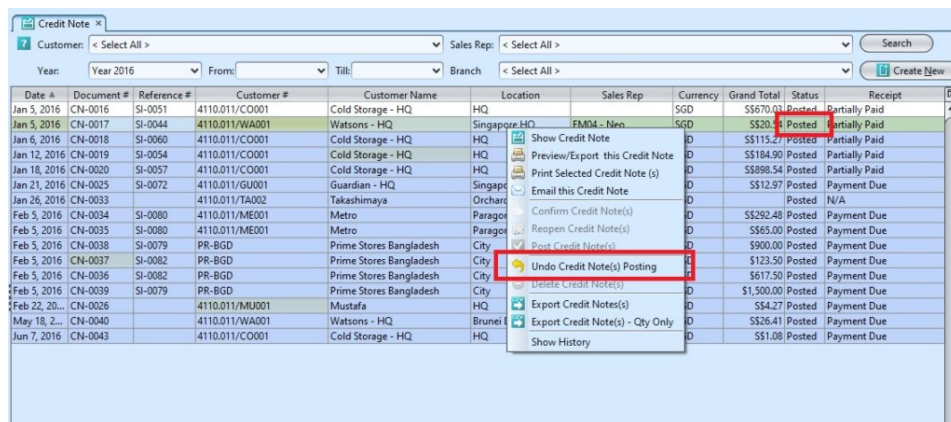
7. Click on **"Confirm Credit Note"** button at the bottom left of screen to confirm the credit note

8. Click on **"Post To Accounts"** button at the bottom left of screen to post the credit note to account



## Update Credit Note Details

1. Click on **"Credit Note List"** tab at the bottom of screen
2. Double click on credit note to be updated, it will bring up the details on **"Credit Note"** tab for the selected note. If a note's status is **"Confirmed"** or **"Posted"**, right click on the note and reopen / undo posting of the note first



3. Make change(s) on the credit note information
4. Click on **"Save"** button at the bottom of screen to save
5. Click on **"Revert"** button at the bottom of screen or refresh icon at the top of the screen to roll back the changes
6. Click on **"Confirm Credit Note"** button at the bottom of screen to confirm the credit note



7. Click on **“Post Credit Note”** button at the bottom of screen to post the credit note

## Delete Credit Note

1. Click on **“Credit Note List”** tab at the bottom of screen
2. Double click on credit note to be deleted, it will bring up the details on **“Credit Note”** tab for the selected note. If a note’s status is **“Confirmed”** or **“Posted”**, right click on the note and reopen / undo posting of the note first
3. Click on **“Delete”** button at the bottom right side of screen
4. Click on **“Yes”** button on the pop-up window to confirm note deletion

## Adding Customer Reference Number in Credit Note

1. Click on **“Credit Note List”** tab at the bottom of screen
2. Double click on credit note (with **“Posted”** status) to be updated, it will bring up the details on **“Credit Note”** tab for the selected note.
3. If user have access right to edit the **“Customer Reference Number”**, they can add **“Customer Reference Number”** for Credit Note with **“Posted”** status. Enter the reference number from customer and click **SAVE** button to save.

The screenshot shows a 'Credit Note' form with the following sections:

- Document Details:** Document Date (30/07/2017), Document Number (ROUT-17-080018), Reference Number (test Sell Out return), Branch (HQ - Head Office).
- Customer Information:** Customer (4110.011/WA002 - Watsons (Consignment) 101), Currency (SGD), Customer Location (Singapore HQ), Contact Person.
- Pick Up Details:** Pick Up From (4110.011/WA001 - Watsons - HQ (Consignment)), Pick Up Location (Consignment - Paraqon (104)), Contact Person.
- Additional Details:** Warehouse (WAT02 - Watsons - Paraqon), Delivery Via, Inco Terms (DAP - Delivered at Place), Analytical Group (TT02 - Third Party), Inventory Movements (With Inventory Movements).
- Items Table:**

#	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate	Reason for return	Expense Type
1	101-003148	Doctor's Label Red Improve Purifying Mask	ch	1	\$514.58		\$514.58	\$514.58	7%		
1	BD01-003148	Doctor's Label Red Improve Purifying Mask	Each	1	\$514.58		\$514.58	\$514.58	7%		
- Summary:** Total Qty: 1, Amount: \$514.58, Discount: \$51.02, Grand Total: \$515.60.
- Buttons:** Generate Report, Show Receipt Order, Customer Reference Number (highlighted), Create New, Save, Revert, Delete.

4. If present, this value will replace the **Credit Note Reference Number** in **Receipts** and **Statement of Accounts** report.

5. User also able to add column for this in the Credit Note list view (by default the column is hidden) and use keyword search for this field.

## View and Search for Credit Note Details

1. Click on **"Credit Note List"** tab at the bottom of screen
2. Enter search parameter to filter the result, i.e. type in account of the credit note to search for in the **"Account"** text field box or select from drop-down list
3. Result can be sorted alphabetically by clicking the fields' columns
4. Double click on credit note to view full details of the note, it will bring up the details on **"Credit Note"** tab for the selected note