

How to Create Debit Note (Without Inventory Movement)

The video will show the user how to create Debit Note (Without Inventory Movement)

Navigate to Purchase, Debit Note, New Entry.
Fill in document date, vendor, and delivery location.
Click Confirm and Approve.

STEP-BY-STEP:

1. Go to Purchase menu
 2. Select Debit Note
 3. Click Create New
 4. Fill in the header info, i.e. document date, vendor, deliver to and location.
(mandatory fields in red color or marked with red x)
 5. Choose "Without Inventory Movements" in the Inventory Movements type
 6. Click Save button
 7. Add line items in the table below.
User can filter the products list by brand, by selecting a brand in the Product Brand drop down list.
Fill in the line info, i.e. Product, UOM, Qty, Unit Price, and Tax Rate.
Click + button or press ENTER to save the line entry.
 8. Click Confirm Debit Note when done editing
 9. Click Post To Accounts button to post the entries.
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