
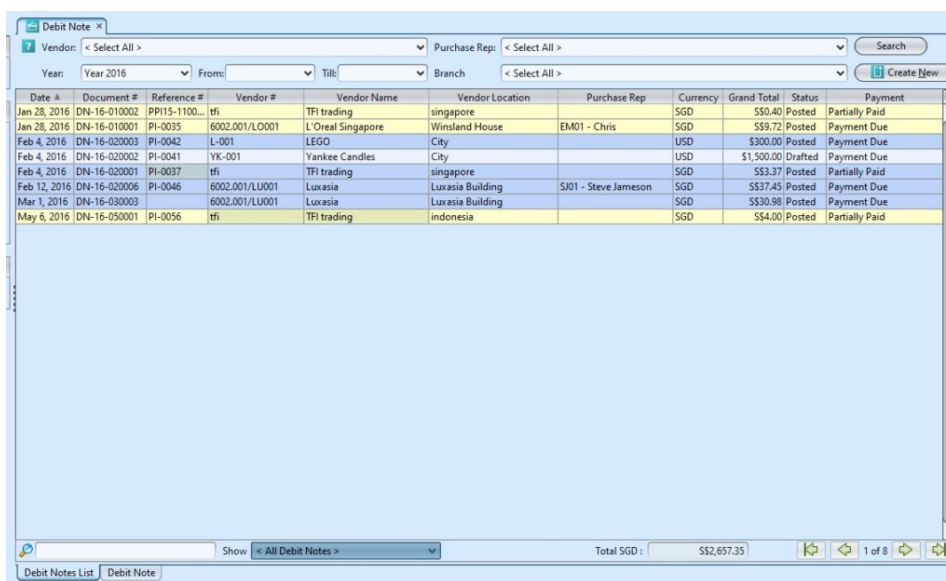


Debit Note

Debit Note is a commercial document issued by a buyer to a seller as a means of formally requesting a credit note. Debit Note view allows the user to create and manage debit note in relation to purchase orders. Below are available actions for the user from Debit Note view:

 Create new debit note, update and delete debit note

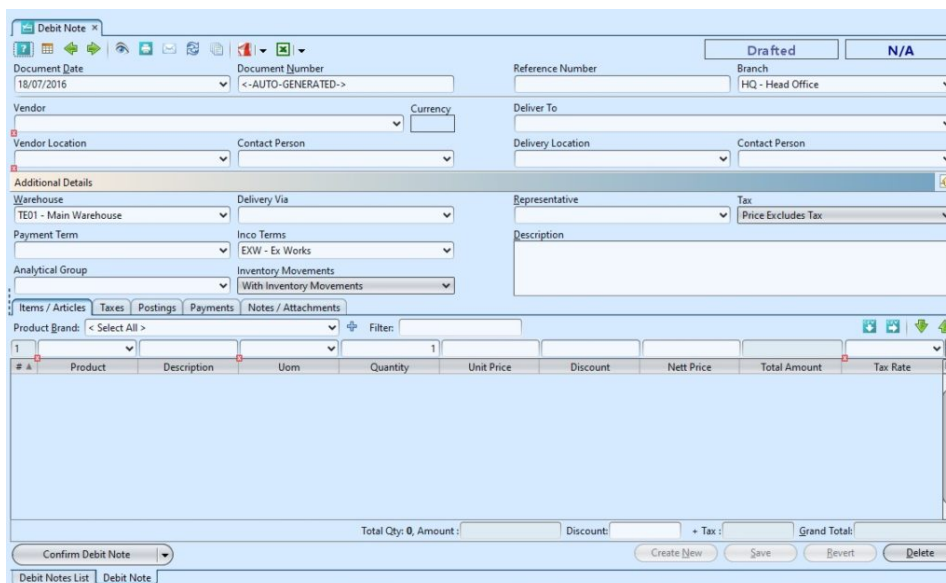
 View and search debit note details



The screenshot shows a 'Debit Note' list view with a search bar at the top and a table of entries. The table columns are: Date, Document #, Reference #, Vendor #, Vendor Name, Vendor Location, Purchase Rep, Currency, Grand Total, Status, and Payment. The data rows are as follows:

Date	Document #	Reference #	Vendor #	Vendor Name	Vendor Location	Purchase Rep	Currency	Grand Total	Status	Payment
Jan 28, 2016	DN-16-010002	PP115-1100...	tfr	TFI trading	singapore		SGD	\$50.40	Posted	Partially Paid
Jan 28, 2016	DN-16-010001	PI-0035	6002.001/LO001	L'Oreal Singapore	Winsland House	EM01 - Chris	SGD	\$59.72	Posted	Payment Due
Feb 4, 2016	DN-16-020003	PI-0042	L-001	LEGO	City		USD	\$300.00	Posted	Payment Due
Feb 4, 2016	DN-16-020002	PI-0041	YK-001	Yankee Candles	City		USD	\$1,500.00	Drafted	Payment Due
Feb 4, 2016	DN-16-020001	PI-0037	tfr	TFI trading	singapore		SGD	\$53.37	Posted	Partially Paid
Feb 12, 2016	DN-16-020006	PI-0046	6002.001/LU001	Luxasia	Luxasia Building	SI01 - Steve Jameson	SGD	\$537.45	Posted	Payment Due
Mar 1, 2016	DN-16-030003		6002.001/LU001	Luxasia	Luxasia Building		SGD	\$530.98	Posted	Payment Due
May 6, 2016	DN-16-050001	PI-0056	tfr	TFI trading	indonesia		SGD	\$54.00	Posted	Partially Paid

At the bottom of the table, there is a 'Total SGD' of \$2,657.35 and a '1 of 8' page indicator.



The screenshot shows the 'Debit Note' detail view. It includes a header with 'Drafted' and 'N/A' status, and a 'Document Date' of 18/07/2016. The form is divided into several sections:

- Document Information:** Document Number (AUTO-GENERATED), Reference Number, Branch (HQ - Head Office).
- Vendor Information:** Vendor, Vendor Location, Contact Person, Currency.
- Delivery Information:** Deliver To, Delivery Location, Contact Person.
- Additional Details:** Warehouse (TED1 - Main Warehouse), Delivery Via, Representative, Tax (Price Excludes Tax), Payment Term (EXW - Ex Works), Analytical Group, Inventory Movements (With Inventory Movements).
- Items / Articles:** A table with columns: #, Product, Description, Uom, Quantity, Unit Price, Discount, Nett Price, Total Amount, Tax Rate. The table is currently empty.
- Summary:** Total Qty: 0, Amount: , Discount: , Tax: , Grand Total: .
- Actions:** Confirm Debit Note, Create New, Save, Revert, Delete.

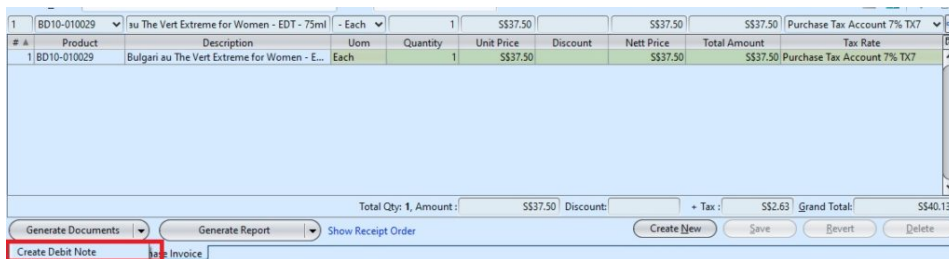
Field Name Explanation Mandatory Information

Document Date	Creation date of the document	Y
Document Number	Document number of the purchase order	Y
Reference Number	Code for easy reference search of the document	N
Branch	Name of company's branch which make the purchase order	Y
Vendor	The vendor of whom the debit note to be send to	Y
Currency	Currency used by the vendor	Y
Vendor Location	The location of vendor	Y
Contact Person	The contact person of vendor	N
Deliver To	Name of company to deliver the purchase order	N
Delivery Location	The location of company to deliver the purchase order	N
Contact Person	The contact person of company at delivery location	N
Warehouse	Warehouse location to deliver the purchase order	Y
Delivery Via	Method of the delivery	N
Representative	Name of staff to process the purchase order	N
Tax	Indicate whether price of the product to purchase include or exclude tax	Y
Payment Term	Payment term for the purchase order	N
Inco Terms	Inco Terms rules associated with the transportation and delivery of goods	Y
Analytical Group		N
Inventory Movements	Indicate whether this process involves inventory movements by the company	Y
Description	Additional information in regard to the purchase invoice document	N
Product Brand	Select product brand(s) to filter products	N
Filter	Enter keyword(s) to filter / search for products	N
Product	Product code of the item	Y
Description	Description of the item	N
Uom	Type of the item	Y
Quantity	Number of quantity of the item to be deliver by vendor	Y
Unit Price	Cost per item	Y
Discount	Discount for the item to purchase	N
Nett Price	Nett price for the item to purchase	Y
Total Amount	Total cost for the item to purchase	Y
Tax Rate	Tax of the item to purchase	Y
Total Amount	Total amount for all the items on the purchase invoice before discount and tax	Y
Total Discount	Total discount for all the items on the purchase invoice	Y
Total Tax	Total tax for all the items on the purchase invoice	Y
Grand Total	Total cost for all the items on the purchase invoice after discount and tax	Y

Create New Debit Note:

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

Click the arrow on **Generate Documents** button and select **“Create Debit Note”** option to generate a new debit note referenced to the purchase invoice



Purchase Invoice -> Debit Note

Create Debit Note from Purchase Invoice

Generates the Debit Note document from purchase Invoice with the same set of products/services

Document Number: <-AUTO-GENERATED-> | Document Date: 18/07/2016

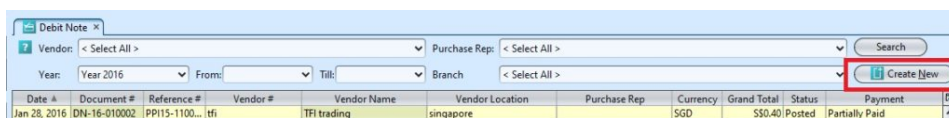
Reference Number: PPI16-070011 | Document Status: Drafted

Warehouse: TE01 - Main Warehouse

Open the new Debit Note Document

Buttons: OK, Cancel

2. Alternatively from **“Purchase – (Transactions) Debit Note”** click on **“Create New”** at the top right of screen of **“Debit Notes List”** tab, it will open **“Debit Note”** tab with empty form



3. Fill up debit note's information

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

#	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
1	-010029	Bulgari au The Vert Extreme for Women - EDT - 75ml	Sh - Each	1	\$537.50		\$537.50	\$537.50	urchase Tax Account 7% TX7

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

6. Click on **“Save”** button at the bottom of screen when completed

Total Qty: 1, Amount: \$537.50		Discount:	+ Tax: \$52.63	Grand Total: \$540.13
Confirm Debit Note	Create New	Save	Revert	Delete

7. Click on **“Confirm Debit Note”** button at the bottom of screen to confirm the debit note

#	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
1	BD10-0100...	Bulgari au The Vert Extreme for Women - EDT -					\$537.50	\$537.50	Purchase Tax Account 7% TX7

Confirm Document?

Do you really wish to Confirm the selected Debit Note(s)?

Yes No

Total Qty: 1, Amount: \$537.50		Discount:	+ Tax: \$52.63	Grand Total: \$540.13
Confirm Debit Note	Create New	Save	Revert	Delete

8. Click on **“Post To Accounts”** button at the bottom of screen to post the debit note. A link to corresponding delivery order will be created at the bottom of the screen if the debit note is for returning order to vendor

#	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
1	BD10-0100...	Bulgari au The Vert Extreme for Women -					\$537.50	\$537.50	Purchase Tax Account 7% TX7

Post Document?

Do you really wish to Post the selected Debit Note(s)?

Yes No

Total Qty: 1, Amount: \$537.50		Discount:	+ Tax: \$52.63	Grand Total: \$540.13
Post To Accounts	Create New	Save	Revert	Delete

9. Tax entries applicable for the debit note will be automatically created under **“Taxes”** tab if any. Journal entries of the debit note will be automatically created under **“Postings”** tab

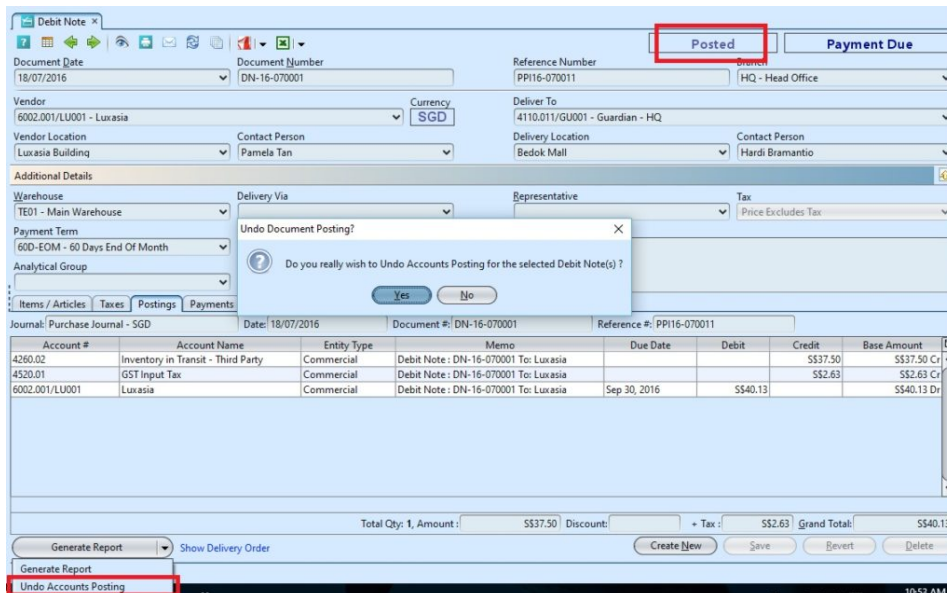
Account #	Account Name	Entity Type	Memo	Due Date	Debit	Credit	Base Amount
4260.02	Inventory in Transit - Third Party	Commercial	Debit Note: DN-16-070001 To: Luxasia			\$337.50	\$337.50 Cr
4520.01	GST Input Tax	Commercial	Debit Note: DN-16-070001 To: Luxasia			\$2.63	\$2.63 Cr
6002.001/LU001	Luxasia	Commercial	Debit Note: DN-16-070001 To: Luxasia	Sep 30, 2016	\$540.13		\$540.13 Dr

Update Debit Note Details:

1. Click on **"Debit Notes List"** tab at the bottom of screen

2. Double click on debit note to be updated, it will bring up the details on **"Debit 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. User can do so from the document as well by clicking the arrow on **"Generate Report"** button at the bottom left of the document screen

The screenshot shows the 'Debit Note' details screen. At the top right, the status is 'Confirmed' (highlighted with a red box) and 'N/A'. Below this, various fields are populated: Document Date (18/07/2016), Document Number (DN-16-070001), Reference Number (PP16-070011), Vendor (6002.001/LU001 - Luxasia), Currency (SGD), Warehouse (TE01 - Main Warehouse), and Payment Term (60D-EOM - 60 Days End Of Month). A dialog box titled 'Re-Open Document?' is displayed in the center, asking 'Do you really wish to Re-Open the selected Debit Note(s) for editing?' with 'Yes' and 'No' buttons. At the bottom left, the 'Generate Report' button is highlighted with a red box. The bottom right shows summary statistics: Total Qty: 1, Amount: \$337.50, Discount: \$2.63, Grand Total: \$540.13.

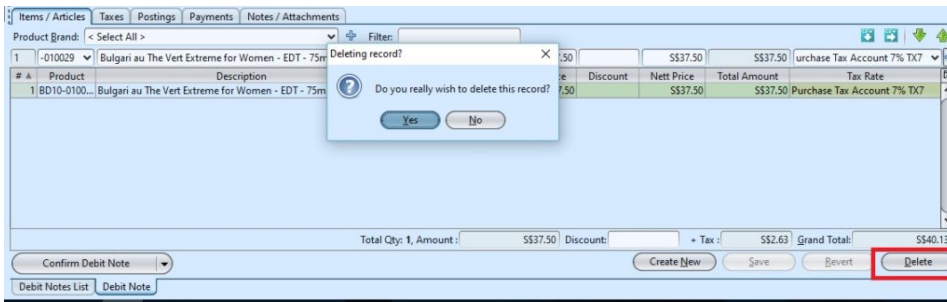


3. Make change(s) on the debit note information
4. Click on **“Save”** button at the bottom of screen when done
5. Click on **“Revert”** button at the bottom of screen or refresh icon at the top of the screen to roll back the changes
6. Click on **“Confirm Debit Note”** button at the bottom of screen to confirm the debit note
7. Click on **“Post To Accounts”** button at the bottom of screen to post the debit note

Delete Debit Note:

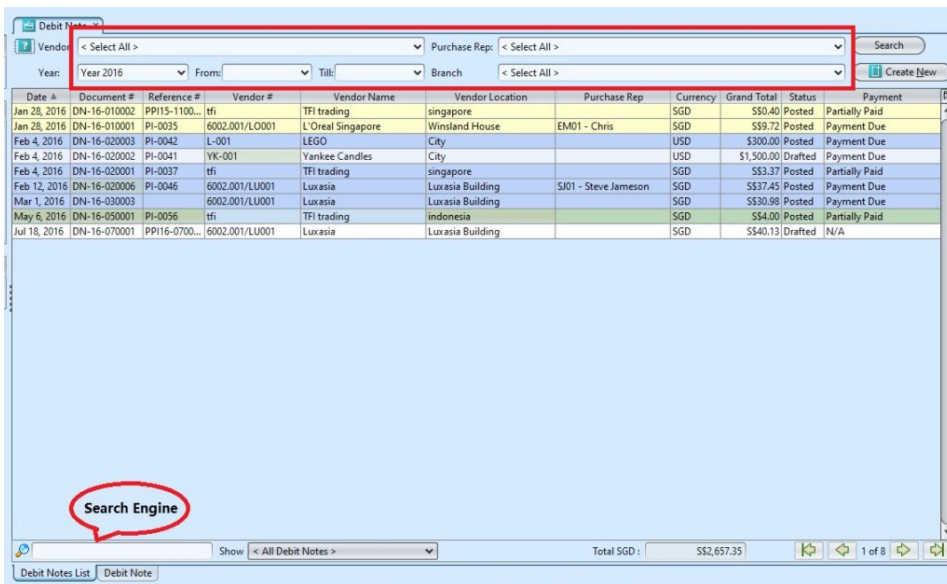
1. Click on **“Debit Notes List”** tab at the bottom of screen
2. Double click on debit note to be deleted, it will bring up the details on **“Debit Note”** tab for the selected note. If a note’s status is **“Confirmed”** or **“Posted”**, right click on the note and reopen / undo posting of the note 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

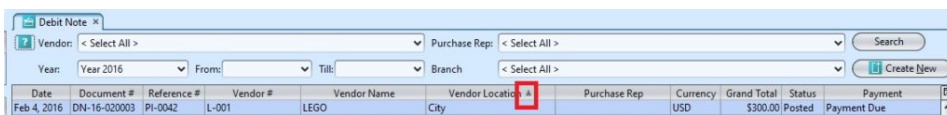


View and Search for Debit Note Details:

1. Click on **“Debit Notes List”** tab at the bottom of screen
2. Enter search parameter to filter the result, i.e. type in vendor name to search for in the **“Vendor”** text field box or select from drop-down list



3. Result can be sorted alphabetically by clicking the fields' columns



4. Double click on debit note to view full details of

the note, it will bring up the details on **“Debit Note”** tab for the selected note
