


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

Debit Note

Vendor: < Select All >

Purchase Rep: < Select All >

Search

Year: Year 2016

From:

To:

Branch: < Select All >

Create New

Date	Document #	Reference #	Vendor #	Vendor Name	Vendor Location	Purchase Rep	Currency	Grand Total	Status	Payment
Jan 28, 2016	DN-16-010002	PII15-1100...	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

Show < All Debit Notes >

Total SGD: \$52,657.35

1 of 8

Debit Notes ListDebit Note

Debit Note

Document Date: 18/07/2016

Document Number: <-AUTO-GENERATED-->

Reference Number:

Branch: HQ - Head Office

Vendor:

Currency:

Deliver To:

Vendor 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:

Analytical Group:

Inventory Movements:

With Inventory Movements:

Items / Articles

Taxes

Postings

Payments

Notes / Attachments

Product Brand: < Select All >

Filter:

#	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
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Total Qty: 0, Amount:

Discount:

+ Tax:

Grand Total:

Confirm Debit Note

Create New

Save

Revert

Delete

Debit Notes ListDebit Note

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

The screenshot shows the 'Purchase Invoice' form. At the bottom, there is a 'Generate Documents' button with a dropdown arrow. A red box highlights this button. Below it, the 'Create Debit Note' option is visible in the dropdown menu. The form also displays a table of items with columns: #, Product, Description, Uom, Quantity, Unit Price, Discount, Nett Price, Total Amount, and Tax Rate. The total amount is \$540.13.

The screenshot shows the 'Create Debit Note from Purchase Invoice' dialog box. It contains the following fields and options:

- 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

The screenshot shows the 'Debit Notes List' tab. At the top right, there is a 'Create New' button highlighted with a red box. The table below shows a list of debit notes with columns: Date, Document #, Reference #, Vendor #, Vendor Name, Vendor Location, Purchase Rep, Currency, Grand Total, Status, and Payment.

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

Items / Articles Taxes Postings Payments Notes / Attachments									
Product Brand: < Select All > Filter:									
1	-010029	Bulgari au The Vert Extreme for Women - EDT - 75ml	Each	1	\$537.50		\$537.50	\$537.50	Purchase Tax Account 7% TX7
#	A	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount

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									
Debit Notes List Debit Note									

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

Items / Articles Taxes Postings Payments Notes / Attachments									
Product Brand: < Select All >									
1	-010029	Bulgari au The Vert Extreme for Women - EDT - 75ml	Each	1	\$537.50		\$537.50	\$537.50	Purchase Tax Account 7% TX7
#	A	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount
1	BD10-0100...	Bulgari au The Vert Extreme for Women - EDT - 75ml						\$537.50	Purchase Tax Account 7% TX7
Total Qty: 1, Amount: \$537.50 Discount: + Tax: \$52.63 Grand Total: \$540.13									
Confirm Debit Note									
Create New Save Revert Delete									
Debit Notes List Debit Note									

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

Items / Articles Taxes Postings Payments Notes / Attachments									
Product Brand: < Select All >									
1	-010029	Bulgari au The Vert Extreme for Women - EDT - 75ml	Each	1	\$537.50		\$537.50	\$537.50	Purchase Tax Account 7% TX7
#	A	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount
1	BD10-0100...	Bulgari au The Vert Extreme for Women - EDT - 75ml						\$537.50	Purchase Tax Account 7% TX7
Total Qty: 1, Amount: \$537.50 Discount: + Tax: \$52.63 Grand Total: \$540.13									
Post To Accounts									
Create New Save Revert Delete									
Debit Notes List Debit Note									

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

Journal: Purchase Journal - SGD								
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			\$537.50	\$537.50 Cr
4520.01		GST Input Tax	Commercial	Debit Note: DN-16-070001 To: Luxasia			\$52.63	\$52.63 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

Debit Note

Document Date: 18/07/2016

Document Number: DN-16-070001

Reference Number: PPI16-070011

Vendor: 6002.001/LU001 - Luxasia

Currency: SGD

Deliver To: 4110.011/GU001 - Guardian - HQ

Vendor Location: Luxasia Building

Contact Person: Pamela Tan

Delivery Location: Bedok Mall

Contact Person: Hardi Bramantio

Warehouse: TE01 - Main Warehouse

Delivery Via:

Representative:

Tax: Price Excludes Tax

Payment Term: 60D - EOM - 60 Days End Of Month

Inco Terms: EXW - Ex Works

Description:

Analytical Group:

Re-Open Document?

Items / Articles

Taxes

Postings

Payments

Journal:

Account #	Account Name	Due Date	Debit	Credit	Base Amount

Total Qty: 1, Amount: \$537.50

Discount:

+ Tax: \$52.63

Grand Total: \$540.13

Post To Accounts

Debit Note

Document Date: 18/07/2016 Document Number: DN-16-070001 Reference Number: PPI16-070011 HQ - Head Office

Vendor: 6002.001/LU001 - Luxasia Currency: SGD Deliver To: 4110.011/GU001 - Guardian - HQ

Vendor Location: Luxasia Building Contact Person: Pamela Tan Delivery Location: Bedok Mall Contact Person: Hardi Bramantio

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

Payment Term: 60D-EOM - 60 Days End Of Month Analytical Group:

Items / Articles Taxes Postings Payments

Journal: Purchase Journal - SGD Date: 18/07/2016 Document #: DN-16-070001 Reference #: PPI16-070011

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			\$537.50	\$537.50 Cr
4520.01	GST Input Tax	Commercial	Debit Note : DN-16-070001 To: Luxasia			\$52.63	\$52.63 Cr
6002.001/LU001	Luxasia	Commercial	Debit Note : DN-16-070001 To: Luxasia	Sep 30, 2016	\$540.13		\$540.13 Dr

Total Qty: 1, Amount: \$537.50 Discount: + Tax: \$52.63 Grand Total: \$540.13

Generate Report Show Delivery Order Create New Save Revert Delete

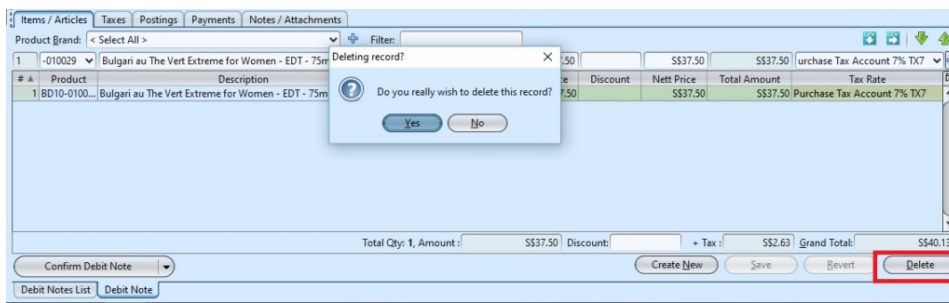
Generate Report Undo Accounts Posting

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

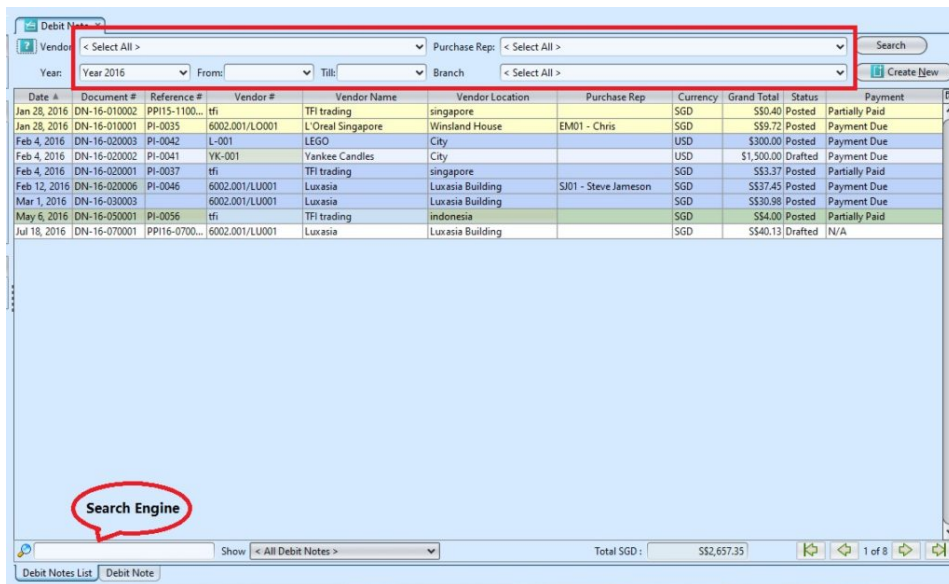
4. Click on **“Yes”** button on the pop-up window to confirm note deletion



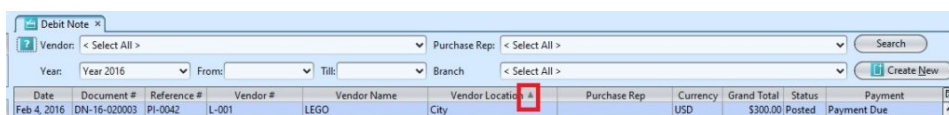
View and Search for Debit Note Details:

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
