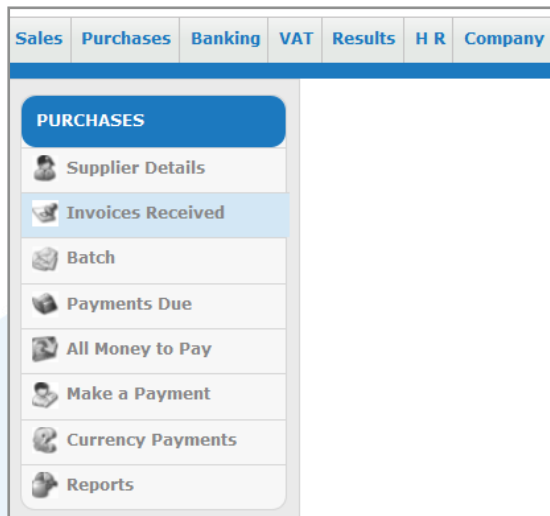


Enter a Purchase Credit Note

This help document will show you how to enter a full or partial credit note. A credit note is used when full or partial credit has been issued by the supplier. Please note that a credit note has to be allocated against the original invoice.

Full Credit Note

Press the **Purchases** tab and then the **Invoices Received** button.



Select the invoice you wish to create a credit note for. Click the number to select it.

Search: ED1 Ellis Designers Ltd. Year end: 20 Dec 2011

New invoice Allocate Payments Page size 50

Date	Our inv no	Their ref	Source	Debit	Credit	Balance	Status
3 Jun 2010	6		PI		1,080.00	-1,080.00	Paid
17 Sep 2010	33		PI	0	117.50	-1,197.50	Outstanding
17 Sep 2010	20100917 025130/	product 1	PP	0	100.00	-1,097.50	Outstanding
24 Mar 2011	49		PI		100.00	-1,197.50	Paid
24 Mar 2011	50		PI	100.00		-1,097.50	Paid
24 Mar 2011	51		PI		286.00	-1,383.50	Outstanding
24 Mar 2011	20110324 111343/		PP	100.00		-1,283.50	Allocated
24 Mar 2011	20110324 111347/		PP		100.00	-1,383.50	Allocated

Press the **Create credit note** button.

Supplier transaction [Audit](#) [Copy](#) [Create credit note](#) [New invoice](#) [Close](#)

Account: ED1 Supplier: Ellis Designers Ltd. NF12 1WU
 Our number: 6 Deliver to:
 Period/Year end: 1 20 Dec 2011 Currency code: £ Exchange rate: 1
 Delivery date: 3 Jun 2010 On hold:
 Invoice date: 3 Jun 2010 Their ref:
 Settle date: 3 Jul 2010 Debit note:
 Paid: 1,080.00

[Update header only](#)

	Line	Stock code	Detail	Total qty	Unit price	Net	VAT	Costing	Total
Select	1		Website Design	6.0000	150.0000	900.00	0.00		900.00
Select	2		Video commercials	1.0000	180.0000	180.00	0.00		180.00
						1,080.00	0.00		1,080.00

[New line](#)

Enter the header details. You may wish to record in the **Debit note** box that it is credit for a particular invoice. If you make any changes press the **Update header only** button.

Supplier transaction [Audit](#) [Copy](#) [Create credit note](#) [New invoice](#) [Close](#)

Account: ED1 Supplier: Ellis Designers Ltd. NF12 1WU
 Our number: 58 Deliver to:
 Period/Year end: 3 20 Dec 2011 Currency code: £ Exchange rate: 1
 Delivery date: 30 Mar 2011 On hold:
 Invoice date: 30 Mar 2011 Their ref:
 Settle date: 29 Apr 2011 Debit note:
 Paid: 0.00

[Update header only](#)

	Line	Stock code	Detail	Total qty	Unit price	Net	VAT	Costing	Total
Select	1		Website Design	-6.0000	150.0000	-900.00	0.00		-900.00 Delete
Select	2		Video commercials	-1.0000	180.0000	-180.00	0.00		-180.00 Delete
						-1,080.00	0.00		-1,080.00

[New line](#)

To allocate the credit note with the invoice, go to **Make a payment**.

Sales Purchases **Banking** VAT Results H R Company

PURCHASES

- Supplier Details
- Invoices Received
- Batch
- Payments Due
- All Money to Pay
- Make a Payment**
- Currency Payments
- Reports

Tick the **Select** box next to the purchase invoice and credit note you wish to allocate. The **Amount** should equal zero [0] for a full credit note. Enter the details and press **Save**. They will now be allocated.

Search: 999 Refresh Set page Reset page >>

Select items paid first

Date	Source	Their Ref	Inv No	Curr	Amount	Paid	Balance	GBP	To allocate	Select
17/09/2010	PI		122	£	-525.00	0.00	-525.00	-525.00	-525.00	<input checked="" type="checkbox"/>
17/09/2010	PI		123	£	525.00	0.00	525.00	525.00	525.00	<input checked="" type="checkbox"/>
							0.00			

Amend allocations

Amount paid (Please enter any payment on account separately from payments of invoices)

Account: BANK01 - Bank account Date: 17/09/2010 Their ref: Our ref: Amount: .00 Base curr: .00 Save/Allocate

Partial Credit Note

There are two ways to create a partial credit note. You can follow the method demonstrated for a full credit note; simply deleting the lines that you don't want to be included in it. Alternatively, as the example below demonstrates, you can create a new invoice with a negative [-] amount in the line details.

Press the **Purchases** tab and then the **Invoices Received** button.

Sales Purchases Banking VAT Results H R Company

PURCHASES

- Supplier Details
- Invoices Received**
- Batch
- Payments Due
- All Money to Pay
- Make a Payment
- Currency Payments
- Reports

Press the **New invoice** button.

Search: ED1 Ellis Designers Ltd. Year end: 20 Dec 2011 Page size: 50

New invoice Allocate Payments

Date	Our inv no	Their ref	Source	Debit	Credit	Balance	Status
3 Jun 2010	6		PI		1,080.00	-1,080.00	Paid
17 Sep 2010	33		PI	0	117.50	-1,197.50	Outstanding
17 Sep 2010	20100917 025130/	product 1	PP	0	100.00	-1,097.50	Outstanding
24 Mar 2011	49		PI		100.00	-1,197.50	Paid
24 Mar 2011	50		PI	100.00		-1,097.50	Paid
24 Mar 2011	51		PI		286.00	-1,383.50	Outstanding
24 Mar 2011	20110324 111343/		PP	100.00		-1,283.50	Allocated
24 Mar 2011	20110324 111347/		PP		100.00	-1,383.50	Allocated

Enter the header details and then press **New line**. You may wish to record in the **Debit note** box that it is credit towards a particular invoice.

Supplier transaction Close

Account: ED1 Supplier: Ellis Designers Ltd.

Our number: Deliver to: Currency code: £

Period/Year end: Exchange rate: 1

Delivery date: 30 Mar 2011 On hold:

Invoice date: 30 Mar 2011 Their ref: **Debit note**

Settle date: 29 Apr 2011

New line

Enter the line details. Ensure you put a negative amount [-] in the **Qty** field and have it attributed to the same **Nominal** code as the original invoice. Press **Save**. Enter any additional lines as required.

Details Line Total

Qty: 1 Price: Net: VC: NA VAT: Nominal:

G>N

Save New line Cancel

To allocate the invoice with the credit note, go to [Make a payment](#).

Sales	Purchases	Banking	VAT	Results	H R	Company
PURCHASES						
Supplier Details						
Invoices Received						
Batch						
Payments Due						
All Money to Pay						
Make a Payment						
Currency Payments						
Reports						

Tick the boxes in the **Select** column next to the relevant invoices. In the **To allocate** column, edit the figure of the original invoice to match that of the credit note. The **Amount** should equal zero [0] below. Enter the details and press **Save** to allocate.

Date	Source	Their Ref	Inv No	Curr	Amount	Paid	Balance	GBP	To allocate	Select
3 Jun 2010	PI		6	£	-1,080.00	0.00	-1,080.00	-1,080.00	-1080.00	<input checked="" type="checkbox"/>
30 Mar 2011	PI		58	£	1,080.00	0.00	1,080.00	1,080.00	1080.00	<input checked="" type="checkbox"/>
							0.00			

Amend allocations

Amount paid (Please enter any payment on account separately from payments of invoices)

Account: BANK01 - Bank account Date: 30 Mar 2011 Their ref: Our ref:

Currency: £ Exch rate: 1.0000 Amount: 0 Banked: FX P/L: Base curr: 0.00

Current rate: 1.0000 Banked rate: 1.0000

Once the credit note has been allocated, only the amount left to pay will be shown on the list.