Credit Notes

Module Guide: Credit Note (Accounts Payable)

Module Location

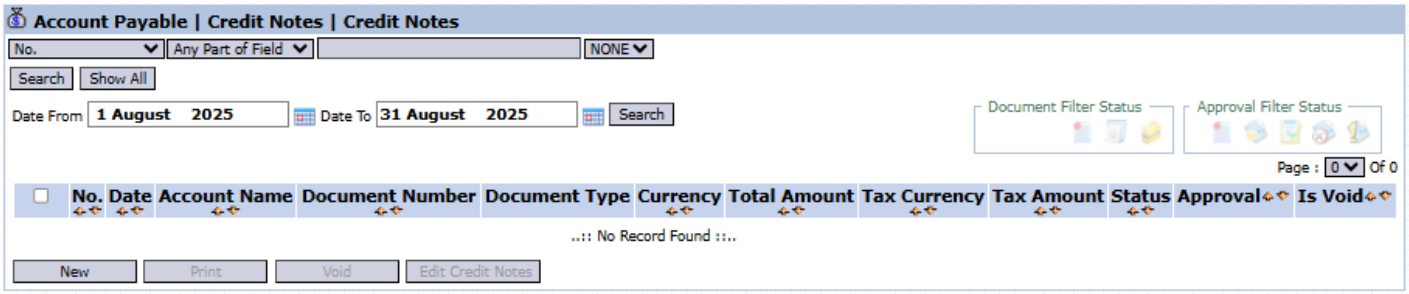
Accounts Payable > Credit Note > Credit Note

Module Objective

The **Credit Note** module within Accounts Payable is used to record Credit Note documents received from suppliers (vendors). In the context of payables, a Credit Note from a supplier serves to **increase the company's liability or debt**. It is typically used to record additional charges that were not included in the original purchase invoice or to correct an invoice that was under-billed.

1. Main View (Credit Note List)

The main page of this module displays a list of all Credit Notes that have been received from vendors and recorded in the system.



View Explanation & Filters

This page is for viewing and managing all existing Credit Notes.

- **Filters**: You can search for a specific Credit Note by its document number (**No.**) or a date range (**Date From / Date To**).

- **Credit Note List**: The table below will display all documents that match the filters, with columns such as **Document Number**, **Account Name** (Vendor Name), **Total Amount**, **Status**, and **Approval**.

Button Functions

- **New**: The primary button to record a new Credit Note from a vendor.

- **Print**: To print the details of a selected Credit Note.

- **Void**: To cancel a Credit Note that has already been recorded.

2. Steps to Create a Credit Note

Step 1: Create a New Credit Note

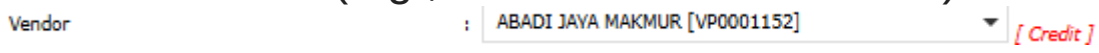
From the Main View, click the **New** button to open the **New Credit Notes** form.



Step 2: Fill in Header Information

On the form that appears, fill in the general information:

- **Vendor**: Select the name of the supplier (vendor) who sent the Credit Note (e.g., ABADI JAYA MAKMUR).



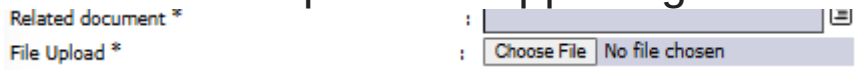
- **Date**: Enter the document date (e.g., August 11, 2025).



- **Memo**: Provide a clear explanation for the reason for the Credit Note (e.g., "Additional shipping costs for invoice No. XXX").



- **Related document / File Upload**: You can link another document or upload a supporting evidence file.



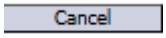
Step 3: Save and Confirm

After all data and the journal entry have been filled in correctly, use the buttons in the bottom-left section:

- **Save**: To save the Credit Note as a draft. 

- **Confirm**: To finalize the document and send it into the approval workflow.



- **Cancel**: To cancel the entry. 

Tips & Important Notes

- A Credit Note in the Accounts Payable module is used to **increase the amount of debt you owe to a vendor**. This is the opposite of a Debit Note (for purchase returns) in the same module.

- Ensure the journal entry in the detail table is correct before it is confirmed.
- A confirmed Credit Note will go to the **Credit Note Inbox** to be approved, after which it will increase the total payable to the vendor.

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