

Credit Notes

Module Guide: Credit Note (Accounts Payable)

Module Location

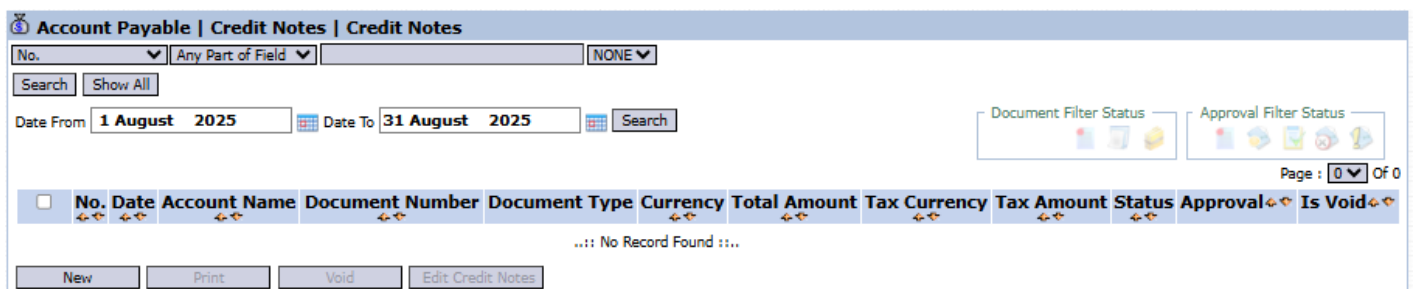
Accounts Payable > Credit Note > Credit Note

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.



The screenshot shows the 'Credit Notes' list view in the Accounts Payable module. The interface includes a search bar with a dropdown menu for 'No.' and a 'Show All' button. Below the search bar, there are date filters for 'Date From' (1 August 2025) and 'Date To' (31 August 2025), along with a 'Search' button. On the right side, there are two filter status boxes: 'Document Filter Status' and 'Approval Filter Status'. The main area displays a table with the following columns: No., Date, Account Name, Document Number, Document Type, Currency, Total Amount, Tax Currency, Tax Amount, Status, Approval, and Is Void. The table is currently empty, showing 'No Record Found'. At the bottom, there are buttons for 'New', 'Print', 'Void', and 'Edit Credit Notes'.

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).

Vendor

: ABADI JAYA MAKMUR [VP0001152] [Credit]

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

Date : 11 August 2025 

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

Memo :


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

Related document * :
File Upload * :

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.

Revision #1

Created 11 August 2025 14:16:39 by Muhammad Ali Akbar

Updated 11 August 2025 14:31:36 by Muhammad Ali Akbar