

# Credit Notes

## Module Guide: Credit Notes

### Module Location

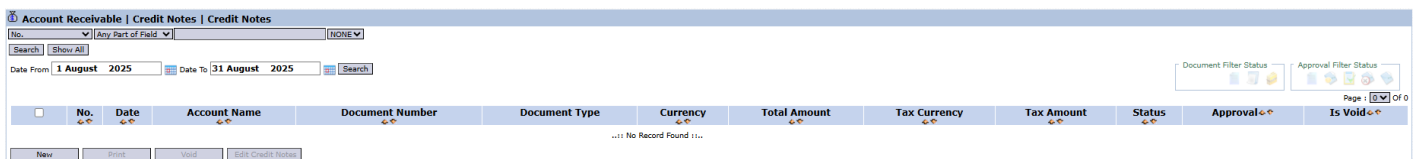
Accounts Receivable > Credit Notes > Credit Notes

### Module Objective

The **Credit Notes** module within Accounts Receivable is the opposite of Debit Notes. This module is used to create and manage Credit Note documents which function to **reduce the amount of a receivable or a bill** to a customer. The most common reason for issuing a Credit Note is for a **sales return**, but it can also be used to provide an additional discount or to correct an invoice that was **over-billed**.

## 1. Main View (Credit Note List)

The main page of this module displays a list of all Credit Notes that have been issued.



No.	Date	Account Name	Document Number	Document Type	Currency	Total Amount	Tax Currency	Tax Amount	Status	Approval	Is Void
...! No Record Found !..											

### View Explanation & Filters

This page is the center for 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** (Customer Name), **Total Amount**, **Status**, and **Approval**.

## Button Functions

- **New:** The primary button to create a new Credit Note.
- **Print:** To print a selected Credit Note.
- **Void:** To cancel a Credit Note that has already been issued.

## 2. Steps to Create a Credit Note

The following is the complete workflow for creating a new 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

Fill in all the general information at the top of the form:

- **Customer:** Select the customer who will be given the Credit Note from the dropdown.

A. Karim,Bp-palembang [012917]  

Search

A. Karim,Bp-palembang [012917] 

A. Munawar,Bp-Balikpapan [012450] 

Abadi Sejahtera,UD-Pemalang [12028]


Achmad Handryansyah [UMSCC00115]

Adhitya Ary Utama,Pt (TF)-Bogor [012771]

Afdal Jaya Karsa,Cv-Makassar [012761]

AHS TRANS [VP0001066]

AK,Tk (TF)-Banjarmasin / Rundini ex DBDL [012799] 

- **Date:** Enter the document date; it will default to today's date (August 2, 2025). Date :  

- **Document Type:** Select the appropriate document type, for example, **"Sales Return"** for a goods return.

Document Type :  

- **Memo:** Provide a clear explanation for the reason the Credit Note is being issued.

Memo :  

### Step 3: Detail the Credited Items

In the detail table at the bottom, list the products or services whose value will be credited:

1. Click the **[+] Multiple Item [-]** button to add or remove rows.   
[\[+ Multiple Item\]](#) [-]
2. Enter the **Item Code**, **Qty** (Quantity), and **Item Price**. The system will calculate the subtotal in the **Amount** column.

### Step 4: Calculate Total and Save

1. After all items have been entered, click the **Calculate** button to update the **Grand Total** value in the bottom-right section.

Calculate

2. Use the buttons in the bottom-left section to finish:

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

- **Confirm:** To finalize the Credit Note.

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

## Tips & Important Notes

- Credit Notes are used to **decrease** a customer's receivable amount, the opposite of Debit Notes.
- Ensure you select the correct **Document Type**, for example, "Sales Return", for accurate transaction classification.
- A confirmed Credit Note will reduce the customer's receivable balance and can be used to be **deducted from a subsequent invoice payment** or be **refunded**.

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