Debit Notes

Module Guide: Debit Note (Accounts Payable)

Module Location

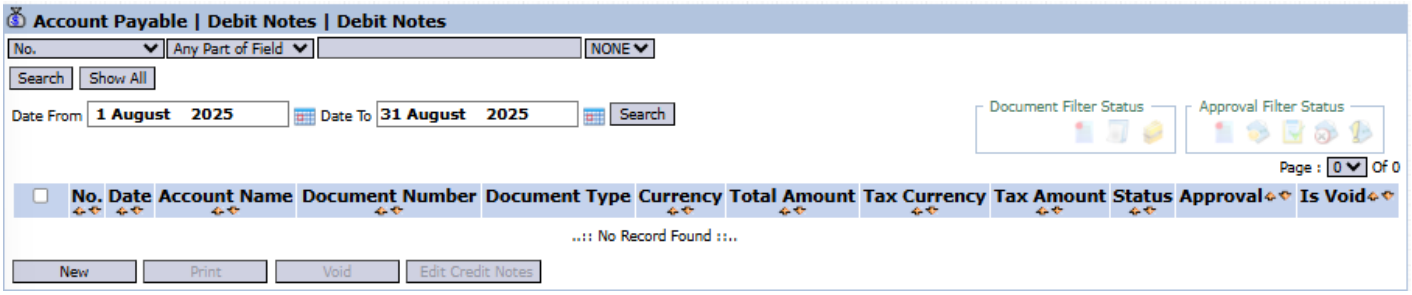
Accounts Payable > Debit Note > Debit Note

Module Objective

The **Debit Note** module within Accounts Payable is used to create and manage Debit Note documents that record a **reduction in the company's liability or debt** to a supplier (vendor). The most common reasons for issuing a Debit Note here are for a **Purchase Return** (returning goods to a supplier) or for a claim on damaged or non-conforming goods.

1. Main View (Debit Note List)

The main page of this module displays a list of all Debit Notes that have been created for vendors.



View Explanation & Filters

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

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

- **Debit 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 create a new Debit Note.

- **Print**: To print a selected Debit Note.

- **Void**: To cancel a Debit Note that has already been issued.

2. Steps to Create a Debit Note

Step 1: Create a New Debit Note

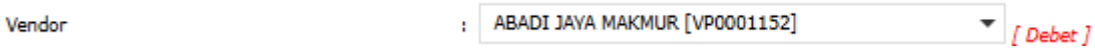
From the Main View, click the **New** button to open the **New Debit Notes** form.



Step 2: Fill in Header Information

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

- **Vendor**: Select the name of the supplier (vendor) related to this Debit Note (e.g., ABADI JAYA MAKMUR).



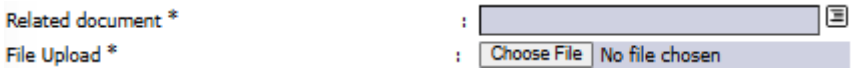
- **Date**: Enter the document date (e.g., August 11, 2025).



- **Memo**: Provide a clear explanation for the reason the Debit Note is being created (e.g., "Return of damaged goods as per delivery order No. XXX").



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



Step 3: Fill in Journal Details

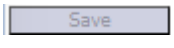
In the detail table at the bottom, you must enter the accounting journal entry for this transaction:

1. Click the **[+]** icon to add a row. 

2. Enter the appropriate journal entry. For a purchase return, the typical entry is:
    - **Debit** the vendor's **Accounts Payable** account to reduce the liability.
    - **Credit** the **Purchase Return** or **Inventory** account.
3. Fill in the **Amount** column, and allocate it to a **CostCenter** if necessary.

Step 4: 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 Debit 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 Debit Note in the Accounts Payable module is used to **reduce the amount of debt you owe to a vendor**.
- Ensure the journal entry in the detail table is correct and balanced before it is confirmed.
- A confirmed Debit Note will go to the **Debit Note Inbox** to be approved, after which it can be used to reduce a vendor invoice payment.

Revision #1
Created 11 August 2025 13:50:33 by Sayu
Updated 11 August 2025 13:59:50 by Sayu