Debit Notes Inbox

Module Guide: Debit Notes Inbox

Module Location

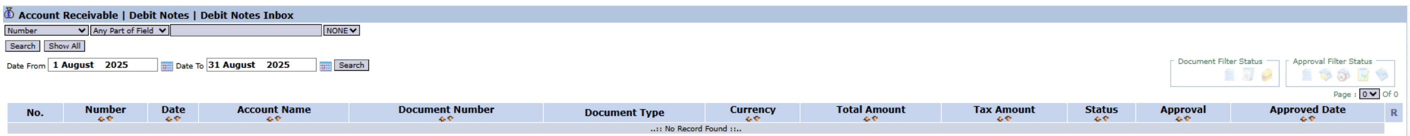
Accounts Receivable > Debit Notes > Debit Notes Inbox

Module Objective

The **Debit Notes Inbox** module serves as the approval center for all Debit Note documents that have been created and submitted. This module is used by a superior or manager who is authorized to conduct a final review before the Debit Note is officially posted and affects a customer's receivable balance.

1. Main View (Debit Note List)

The main page of this module is an "inbox" that displays all Debit Notes requiring your action.



View Explanation

This page provides a summary of all Debit Notes that are awaiting approval.

- **Filters**: You can search for a specific Debit Note by its document number (**Number**) or a date range (**Date From / Date To**). You can also filter by **Document Filter Status** and **Approval Filter Status**.

- **Request List**: The table below will display all Debit Notes awaiting action. The table currently shows "...No Record Found...".

Column Explanation

- **Number / Document Number**: The unique number of the submitted Debit Note document.

- **Date**: The date the Debit Note was created.

- **Account Name**: The name of the customer associated with the Debit Note.

- **Total Amount**: The total value of the Debit Note.

- **Status / Approval**: Icons that indicate the document's status and the approval process status.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Debit Notes Inbox** module to see the list of Debit Notes that require approval.

Step 2: Review the Debit Note Details

Click on one of the rows in the table to open its detail view. In the detail view, you can check all the information that has been input, such as the customer's name, the amount, and the reason for the Debit Note's creation.

Step 3: Provide Approval

After you open and review the Debit Note details in Step 2, you will find the buttons to grant approval (e.g., **"Approve"** or **"Reject"** buttons) **within that detail page**. Click the appropriate button to complete the review process.

3. Workflow & Integrated Business Process

This module is an important part of the internal control workflow.

1. **Submission**: A user (e.g., AR staff) creates an entry in the **Debit Notes** module and clicks **Confirm**.

2. **Entering the Queue**: The confirmed Debit Note automatically enters the queue in this **Debit Notes Inbox** module.

3. **Review & Approval**: A manager or approver opens this module, reviews, and provides approval from within the detail page.

4. **Finalization**: After approval, the Debit Note becomes an official document, increases the customer's receivable balance, and is ready to be printed and sent.

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