

Debit Notes

Module Guide: Debit Notes

Module Location

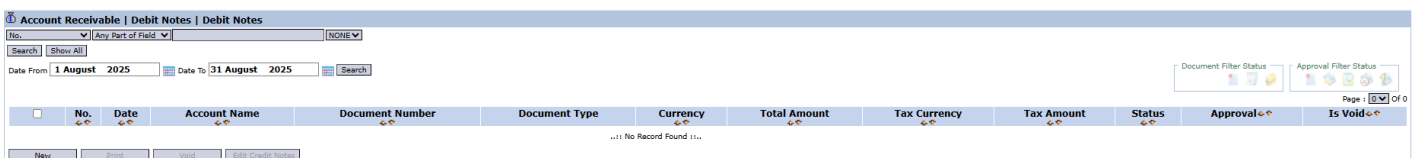
Accounts Receivable > Debit Notes > Debit Notes

Module Objective

The **Debit Notes** module within Accounts Receivable is used to create and manage Debit Note documents issued to customers. A Debit Note is a formal document that serves to **increase the amount of a receivable or a bill** to a customer. It is typically used to correct an invoice that was **under-billed** or to add other charges that were not included in the original invoice.

1. Main View (Debit Note List)

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



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

View Explanation & Filters

This page is the center for 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. Its columns include **Document Number**, **Account Name** (Customer Name), **Total Amount**, **Status**, and **Approval**. The table currently shows "...No Record Found...".

Button Functions

- **New:** The primary button to create a new Debit Note.
- **Print:** To print a selected Debit Note to be sent to the customer.
- **Void:** To cancel a Debit Note that has already been issued (for example, due to an error).
- **Edit Credit Notes:** This button is likely misnamed in the system and should function as "**Edit Debit Notes**" or be used to modify an existing Debit Note draft.

2. Steps to Create a Debit Note

The following is the complete workflow for creating a new 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 Debit Note Details

Fill in all the relevant information on the form that appears.

- **Customer:** Select the customer to whom the Debit Note will be sent from the dropdown.



- **Date:** Enter the document date; it will default to today's date (August 1, 2025). Date : 1 August 2025

- **Document Type:** Select the appropriate document type.

Document Type : Purchase Return

- **Memo:** Provide a clear explanation for the reason the debit note is being issued (e.g., "Correction for under-billing on invoice XXX").


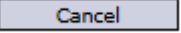
Memo :

- **Billing Details:** You will then enter the billing details and amount in the detail section (not fully shown), including the **Amount** value and tax information if any.

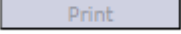
Step 3: Save and Confirm

After all data is filled in, use the buttons in the bottom-left section:

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

- **Confirm:** To finalize and send the document to an approval workflow (if any). 
- **Cancel:** To cancel the entry. 

Step 4: Print and Send

After the Debit Note is saved or confirmed, return to the main page. Select the newly created Debit Note from the list, then click **Print** to print it and send it to the customer. 

Tips & Important Notes

- Debit Notes are used to **increase** a customer's receivable amount. To **decrease** a receivable (for example, due to a return), use the **Credit Note** module.
- Ensure you always provide a **clear description** in the **Memo** so the customer understands the reason for the additional charge.
- The **Void** button is used to cancel an incorrectly issued Debit Note. A voided document will not be deleted from the system but will be marked as "canceled".

Revision #1

Created 1 August 2025 15:26:36 by Muhammad Ali Akbar

Updated 1 August 2025 15:53:36 by Muhammad Ali Akbar