Debit Notes

Module Guide: Debit Notes

Module Location

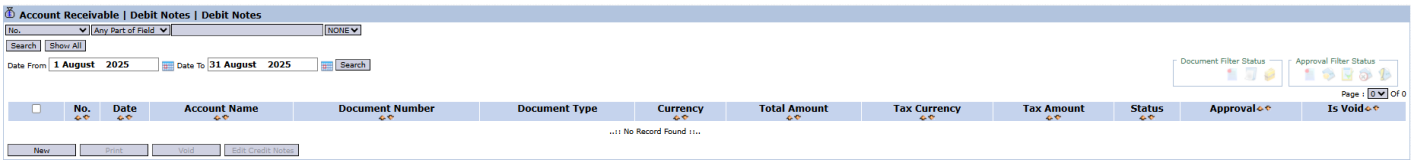
Accounts Receivable > Debit Notes > Debit Notes

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.



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

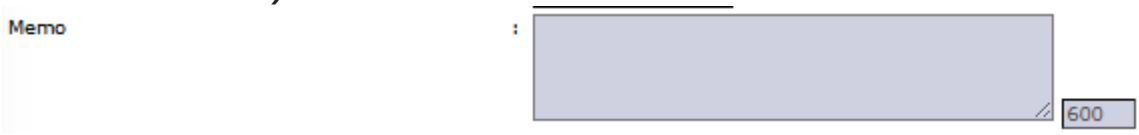
Fill in all the relevant information on the form that appears.

- **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). 

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


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


- **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 Sayu
Updated 1 August 2025 15:53:36 by Sayu