


Printing an Outstanding Credit Note Report

- Select Stock/Parts
- Select Outstanding Credit Note Report
- If you wish to limit the report to a specific supplier, enter the supplier account code. Leave blank for all.
- Click the tick.
- Pick the printer by double clicking on it.

Allocate Credit Notes

- Click Stock/Parts.
- Select Allocate Credit Notes.
- Search for required job using search fields available. Double click on the required job to display the details.



- Select job by clicking the tick .
- Double click on required Returns No.

(PARTS9A.PER)

Order No	Supplier	Suppliers Name	Return No	Return Date
PA0603288	PEN1	Pentacon Sheffield	RA0604548	08/11/2006

- Enter supplier Credit Note No and press enter.
- Enter the Date that the Credit Note was received.
- Press enter to open the parts list.

Supplier					
PEN1	Pentacon Sheffield				
Order No	Order Date	Return No	Return Date		
PA0603288	14/09/2006	RA0604548	08/11/2006		
Credit Note No	Date	08/11/2006			
Part/Service Description	Invoice No	Ret Qty	Credit Expected	CR Qty	Credit Value
BADGE WING D4D	46011664	1	7.39	0	0.00
O/S/R DOOR	46011664	1	159.89	0	0.00

- Once parts list has opened move to the required part and press enter.
- Once part has been entered onto, the cursor will automatically be in the CR Qty field. This should match the Ret Qty.

Part/Service Description	Invoice No	Ret Qty	Credit Expected	CR Qty	Credit Value
BADGE WING D4D	46011664	1	7.39	0	0.00
O/S/R DOOR	46011664	1	159.89	1	0.00

- Press enter again and this will fill the Credit Value field with the Credit Expected.

Part/Service Description	Invoice No	Ret Qty	Credit Expected	CR Qty	Credit Value
BADGE WING D4D	46011664	1	7.39	0	0.00
O/S/R DOOR	46011664	1	159.89	1	159.89



- Click the tick  to write away.