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CAPTURING CREDIT NOTES

CREDIT NOTES are generated for deposits returned (kegs, coke crates etc.); incorrectly finalized GRV's (invoices) and credit notes as received from suppliers (out of stock items billed for on GRV's).

<u>STEPS TO FOLL</u>	<u>ow</u>	VISUAL REFERENCE
 Open SPACEbiz back office ar CENTRE. 	nd navigate to COST	Cost Center Suppliers / Creditors Inventory Control Purchases/Credit Notes Transfer/Produce Corder Planing Stock Take
2. Click on PURCHASES / CREDIT	NOTES.	Cost Center Suppliers / Creditors Purchases/Credit Notes Purchases/Credit Notes Corder Planing Corder Planing Stock Take
3. Select SUPPLIER CREDIT NOT	Ξ.	Cost Center Suppliers / Creditors Purchases/Credit Notes Purchase Orders/PO Delivery Notes/GRV Supplier Invoices Supplier Credit Note

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4.	SUPPLIER CREDIT NOTE screen will open. Click on CREATE NEW DOCUMENT.	Supplier Credit Note Lookup Document Create New Document
5.	CREATE NEW CREDIT NOTE screen will open.	Create a new Credit Note Supplier: @DELIGHTS (430) Date: 20/09/2015 Credit Note Number: Create Create
6.	Select relevant supplier from SUPPLIER list.	Supplier: Distri Liq (dis001) COOL TIME REFRIDGERATION (248) Cool Wines LTD (131) COVY EXPRESS (445) Core Catering (COR001) Cred Crystal Kitchens (315) D LEE AGENCIES (392) Dad's Toys (420) DAd's Toys (420) Deckle Edge (deck100) Deckle Edge (deck100) Deckle Edge (deck100) Dekra (412) Demand Cooling (ros) Decvonvale (443) DGB (dgb001) DH'S Electrical (344) Dial A Nerd (dial) digital express (149) Diming out (177) orster (dis002) Distri Lig (dis001) V
7.	Select date on which invoice was received.	Date: 18/09/2015

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8. In CREDIT NOTE NUMBER block, enter invoice number	Supplier: Distri Liq (dis001)
9. Click on CREATE.	Date: 18/09/2015
10. CREDIT NOTE screen will open.	Credit Note Date: 2015-09-20 Document Number: 123456CN, Distri Lip Code Description Oty Unit Price VATNONVAT Nett Amount Totals: Items Value R 0.00 Nett R 0.00 VAT R 0.00 Gross Incl R 0.00 Select type of Item: Cost of Sales v Commands edd data Cot of Sales tem Search Qby 1 Unit Price 6.125 VATTABLE ? V edd data BEV = BEERS - [1016] - Pumpkin Ale Bt Concel / refresh Concel / refresh Concel / refresh
ALL <u>COST OF SALES ITEMS ON</u> CREDIT NOTE TO BE CAREFER TO OTHER EXPENSES BELOW FOR CAPTURIN CONSUMABLES ETC.)	PTURED AS EXPLAINED HENCEFORTH IN STEP 11 – 16. IG OF BUDGETED EXPENSES (CLEANING MATERIALS,
11. In COST OF SALES ITEM SEARCH block, enter item which need to be credited.	Select type of Item: Cost of Sales
12. In QTY block, enter quantity of item which needs to be credited.	Select type of Item: Cost of Sales v Cost of Sales Item Search SAB Qty 1 bit Prio BEV - BEERS - [SAB912] - SABOTEUR ENGLISH IPA BEV - BEERS - [SABKEG] - SAB KEG DEPOSIT BEV - BEERS - [WL5] - WINDHOEK LAGER BEV - BDANDY - [110] - KWU BDANDY

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13.	UNIT PRICE should appear automatically and should correspond with amount on invoice.	f Sales v B Qty 1 Unit Price 315.79 VATTAE BOTEUR ENGLISH IPA IS KEG DEPOSIT HOEK LAGER BRANDY
14.	Click on ADD DATA.	add data cancel / refresh Print Document
15.	Description of item which need to be credited, will appear in CREDIT NOTE screen.	I Credit Note Date: 2015-09-20 Document Number: 123456CN, Distriction ode Description Qty Unit Price VATINONVAT Nett Amount ABKEG BEERS - SAB KEG DEPOSIT 1 R315.79 14 % R315.79
16.	Repeat STEPS 11-16 for all items on invoice which need to be credited. CREDIT NOTE screen will reflect all items from invoice which need to be credited.	LCECRIT INDICE Date: 2015-09-2/0 Document Number: 1234566, District Lo Code Description Oxy Unit Price VATNONVAT Nett Amount SABKEG BEERS - SAB KEG DEPOSIT 1 R315.79 14 % R315.79 ¥ 6710CD Cold BEVERAGES - COKE CRATE DEPOSIT 4 R5.00 14 % R20.00 ¥ Totals: 5 Items Value R 335.79 Nett R 335.79 VAT R 47.01 Gross Incl R 382.80
ALL	OTHER EXPENSES ITEMS ON INVOICE TO BE CREDIT	ED EXPLAINED HENCEFORTH IN STEPS 17 – 24.
17.	Select OTHER EXPENSES from SELECT TYPE OF ITEM list.	Iect type of Item: Cost of Sales Price is a to Qty Cost of Sales Dis Qty Cost of Sales Dis VERAGES - BAP on intxed Assets N. SLICED C VERAGES - BAP on intxed Assets N. SLICED C VERAGES - BAP on intxed Assets N. SLICED C VERAGES - BAP on intxed Assets N. SLICED C VERAGES - BAR SNACKS [344] BEEF ONTWORS STICKS, VERAGES - BAR SNACKS - [345] - BEEF SNAP STICKS, e VERAGES - BAR SNACKS - [345] - ISUON

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Spacebiz Enterprise Business Management

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18.	OTHER EXPENSES window will appear.	Select type of Item: Other Expences Price is a total Price Includes Vat M/plier 1 Description: Qty: Price: R Discount R Vehicle Reg Nr Diver I Odometer (km) Expense Category: PixeD COSTS / EXPENSES CONSUMABLES BAR KITCHEN READ Other FIXED COSTS / EXPENSES Other FIXED COSTS / EXPENSES IT EXPENSES IT EXPENSES
19.	Select relevant Expense category from FIXED COST / EXPENSES list.	FIXED COOLS / LALLISES BAR KITCHEN FRONT OF NOOSE Other FIXED COSTS / EXPENSES IT EXPENSES
20.	Enter description of expense in DESCRIPTION block.	Select type of Item: Other Expences
21.	Enter quantity of item to be credited in QTY block. For items purchased which cannot be quantified (eg. Maintenance) enter "1" in QTY block.	Qty: 10 Driver
22.	Enter amount to be credited toward expense in PRICE block.	Price: R 200 Discount Odometer (km) OSTS / EXPENSES MABLES
23.	Check invoice for unit price. If unit price is displayed as a total, tick PRICE IS A TOTAL box.	Price is a total 🗹 Price Includes Vat
24.	Click on ADD DATA.	s Vat ♥ M/plier 1

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