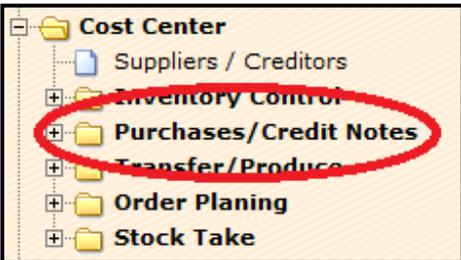
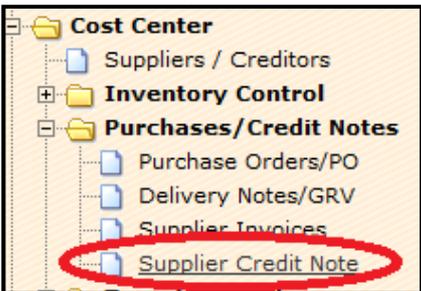
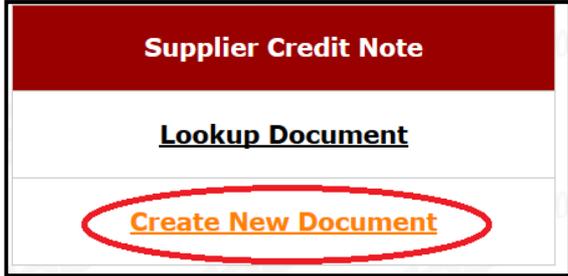
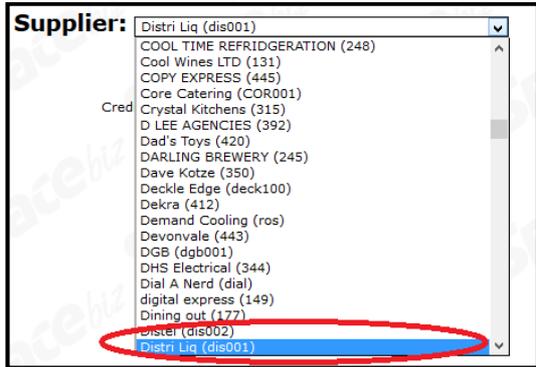
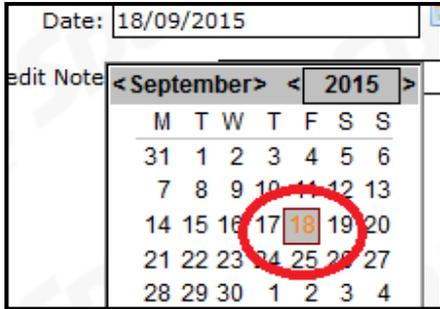


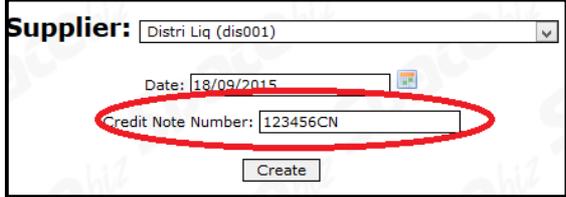
CAPTURING CREDIT NOTES

- *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 FOLLOW</u>	<u>VISUAL REFERENCE</u>
1. Open SPACEbiz back office and navigate to COST CENTRE.	 <p>A screenshot of the SPACEbiz application menu. The 'Cost Center' folder is highlighted with a red oval. Other visible items include 'Suppliers / Creditors', 'Inventory Control', 'Purchases / Credit Notes', 'Transfer / Produce', 'Order Planing', and 'Stock Take'.</p>
2. Click on PURCHASES / CREDIT NOTES.	 <p>A screenshot of the SPACEbiz application menu. The 'Purchases / Credit Notes' folder is highlighted with a red oval. Other visible items include 'Cost Center', 'Suppliers / Creditors', 'Inventory Control', 'Transfer / Produce', 'Order Planing', and 'Stock Take'.</p>
3. Select SUPPLIER CREDIT NOTE.	 <p>A screenshot of the SPACEbiz application menu. The 'Supplier Credit Note' item is highlighted with a red oval. Other visible items include 'Cost Center', 'Suppliers / Creditors', 'Inventory Control', 'Purchases / Credit Notes', 'Purchase Orders/PO', 'Delivery Notes/GRV', and 'Supplier Invoices'.</p>

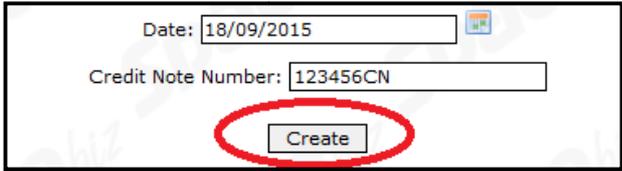
<p>4. SUPPLIER CREDIT NOTE screen will open. Click on CREATE NEW DOCUMENT.</p>	
<p>5. CREATE NEW CREDIT NOTE screen will open.</p>	
<p>6. Select relevant supplier from SUPPLIER list.</p>	
<p>7. Select date on which invoice was received.</p>	

8. In CREDIT NOTE NUMBER block, enter invoice number



Supplier: Distri Liq (dis001)
 Date: 18/09/2015
 Credit Note Number: 123456CN
 Create

9. Click on CREATE.



Date: 18/09/2015
 Credit Note Number: 123456CN
 Create

10. CREDIT NOTE screen will open.



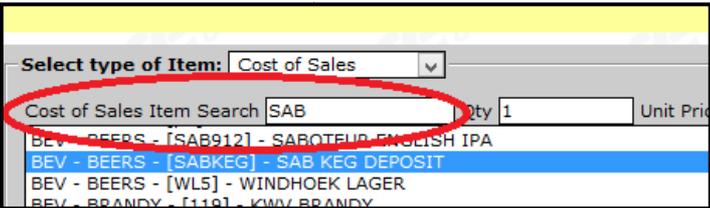
Credit Note Date: 2015-09-20 Document Number: 123456CN, Distri Liq

Code	Description	Qty	Unit Price	VAT/NOVAT	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
 Cost of Sales Item Search: [] Qty: 1 Unit Price: 6.125 VATTABLE ? [x]
 BEV - BEERS - [1] - CASTLE
 BEV - BEERS - [1016] - Pumpkin Ale Bl

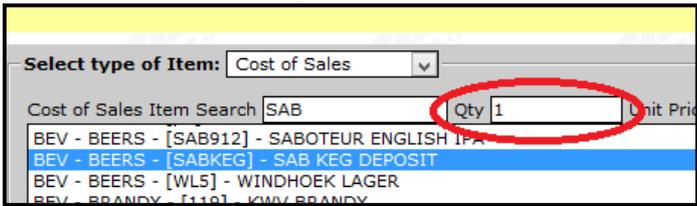
ALL COST OF SALES ITEMS ON CREDIT NOTE TO BE CAPTURED AS EXPLAINED HENCEFORTH IN STEP 11 – 16. REFER TO OTHER EXPENSES BELOW FOR CAPTURING OF BUDGETED EXPENSES (CLEANING MATERIALS, CONSUMABLES ETC.)

11. In COST OF SALES ITEM SEARCH block, enter item which need to be credited.



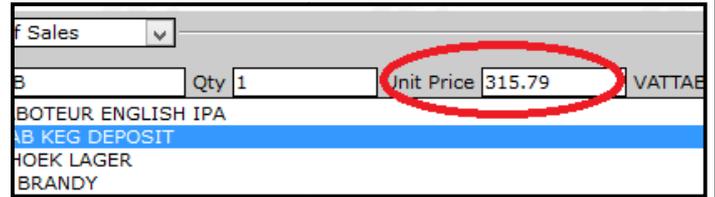
Select type of Item: Cost of Sales
 Cost of Sales Item Search: SAB Qty: 1 Unit Price: []
 BEV - BEERS - [SAB912] - SABOTEUR ENGLISH IPA
 BEV - BEERS - [SABKEG] - SAB KEG DEPOSIT
 BEV - BEERS - [WL5] - WINDHOEK LAGER
 BEV - BRANDY - [1191] - KWV BRANDY

12. In QTY block, enter quantity of item which needs to be credited.

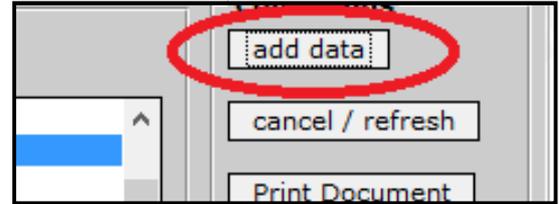


Select type of Item: Cost of Sales
 Cost of Sales Item Search: SAB Qty: 1 Unit Price: []
 BEV - BEERS - [SAB912] - SABOTEUR ENGLISH IPA
 BEV - BEERS - [SABKEG] - SAB KEG DEPOSIT
 BEV - BEERS - [WL5] - WINDHOEK LAGER
 BEV - BRANDY - [1191] - KWV BRANDY

13. UNIT PRICE should appear automatically and should correspond with amount on invoice.



14. Click on ADD DATA.



15. Description of item which need to be credited, will appear in CREDIT NOTE screen.

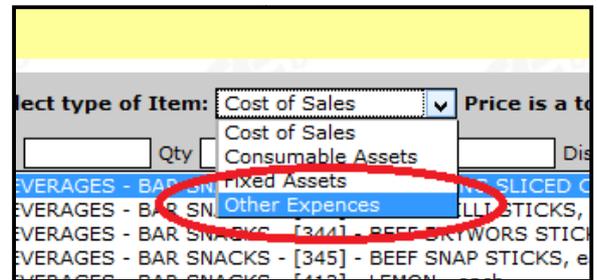
Credit Note						Date: 2015-09-20 Document Number: 123456CN, Distr
Code	Description	Qty	Unit Price	VATNONVAT	Nett Amount	
SABKEG	BEERS - SAB KEG DEPOSIT	1	R315.79	14 %	R315.79	

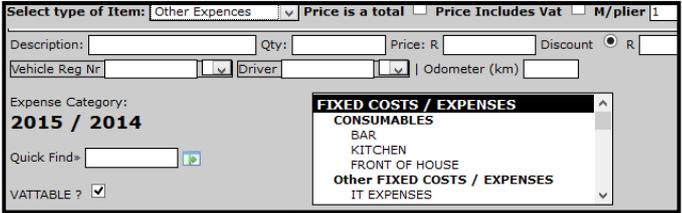
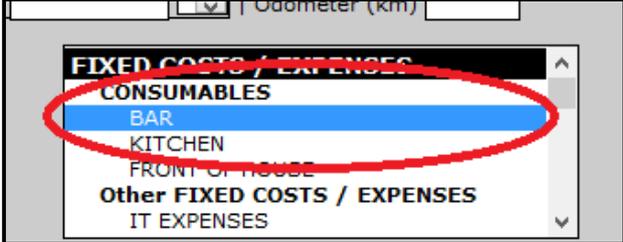
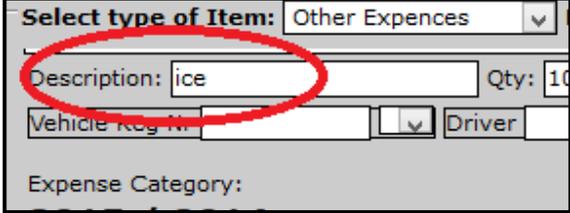
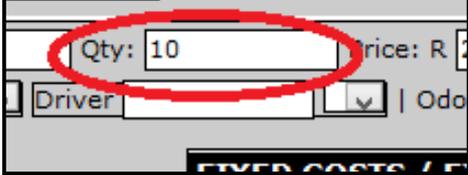
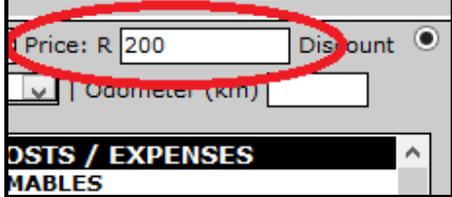
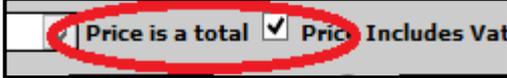
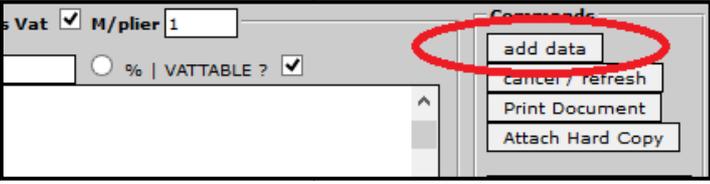
16. Repeat STEPS 11-16 for all items on invoice which need to be credited. CREDIT NOTE screen will reflect all items from invoice which need to be credited.

Credit Note						Date: 2015-09-20 Document Number: 123456CN, Distr
Code	Description	Qty	Unit Price	VATNONVAT	Nett Amount	
SABKEG	BEERS - SAB KEG DEPOSIT	1	R315.79	14 %	R315.79	
671CCD	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 CREDITED EXPLAINED HENCEFORTH IN STEPS 17 – 24.

17. Select OTHER EXPENSES from SELECT TYPE OF ITEM list.



<p>18. OTHER EXPENSES window will appear.</p>	
<p>19. Select relevant Expense category from FIXED COST / EXPENSES list.</p>	
<p>20. Enter description of expense in DESCRIPTION block.</p>	
<p>21. Enter quantity of item to be credited in QTY block. <i>For items purchased which cannot be quantified (eg. Maintenance) enter "1" in QTY block.</i></p>	
<p>22. Enter amount to be credited toward expense in PRICE block.</p>	
<p>23. Check invoice for unit price. If unit price is displayed as a total, tick PRICE IS A TOTAL box.</p>	
<p>24. Click on ADD DATA.</p>	

17. Double check that all information on Credit Note screen is correct. Click on FINALIZE DOCUMENT.

