

## IES Purchasing: Credit Note Processing

### Purpose

The purpose of this Document is to explain how to process Credit Note Events on Purchase Orders.

### Summary of Order Types

CP = Central Purchasing  
ASO = Automated Stock Orders  
DDP = Delegated Direct Purchasing  
MOD = Manufacture On Demand

### Introduction

Credit Note processing does not occur on all Purchase Orders, and is only processed when

- a) an Actual Credit Note from the Supplier for the Purchase Order is processed
- b) a correction is necessary because of prior Invoice Processing that was done incorrectly (CRN event processing is the alter ego of Invoice Processing, and the only way to correct mistakes with Invoice Processing)

### Source Document

Source Documents are primary input to Purchase Order processing. The source document for CRN processing is typically the Credit Note Number as received from the Supplier, and may optionally be supplemented by the Event Status Print for CRN processing (see the User Manual for Purchasing Event Status Prints). In the case of corrections (as opposed to a real CRN), the source document number is locally invented.

### Where to Process

CRN Processing is part of what is referred to as Purchase Order Events, and the Purchase Order Events are all processed from the visual Event Screens, where the entire status of a Purchase Order is visible on a single screen.



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From the main Purchasing options, choose "Order Event Processing" and then choose the appropriate option for the Order type, i.e. Standard CP/ASO or Indent CP/ASO (pre-paid Orders), or DDP. MOD Orders must be processed from the MOD Sheets in Manufacture.



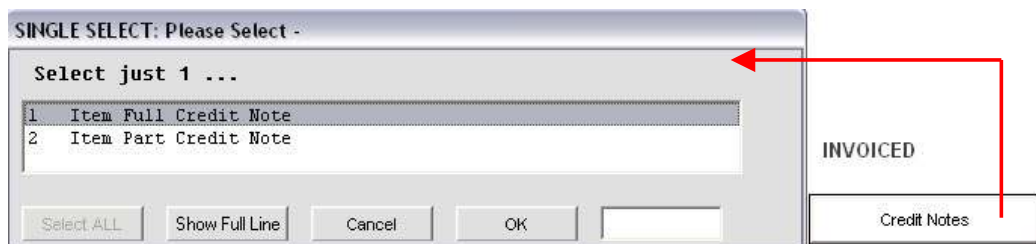
The system will open the appropriate screen according to the option selected, and at "PO Number" you must either type the Order Number to process, or use the lookup to select the correct Order.

>>> RECEIVED	Code	Description	Unit	Price	Quantity	Actual	RECEIVED
1							

>>> INVOICED	Code	Description	Unit	Price	Quantity	Actual	INVOICED
1	1531088	c/4 DUST-OFF FLUO C	ea	19.99	2.00	2.00	
2	3002094	c/3 CAMMIN A25 DIGIT	ea	21.99	2.00	2.00	
3	4700110	c/2 KODAK MIRA 404 P	ea	14.99	2.00	2.00	

Any Purchase Order Events may be processed on this screen, but this document is about Credit Note processing specifically, and as such we will only discuss the CRN events. The CRN event may be processed on any or all Order Items currently showing in the "Invoiced" section. To activate a CRN event, you can either dbl-click on an item in this section, or choose the "Credit Notes" function. The system responds as follows: -



Options 1 and 2 are both CRN events. A Credit Note may be processed on the total Quantity previously Invoiced, or on a reduced Quantity.

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We start with option **1: Item Full Credit Note**

**SINGLE SELECT: please select now -**

**select 1 Item, please**

1	1531088	c/4	DUST-OFF PLUS COMP AIR W/NOZZL
2	3002094	c/3	CANON A85 DIGITAL
3	4700110	c/2	KODAK KMA 464 P (S-8 40 ASA)
4	3002329	c/1	CANON NB-2L BATTERY
5	1531088	c/4	DUST-OFF PLUS COMP AIR W/NOZZL
6	3002094	c/3	CANON A85 DIGITAL
7	4700110	c/2	KODAK KMA 464 P (S-8 40 ASA)
8	3002329	c/1	CANON NB-2L BATTERY

Select ALL Show Full Line Cancel OK

The next step is to select the Item to process a Credit Note on. Bearing in mind that 'Item Full Credit Note' means that the exact Quantity that is shown as Invoiced for the selected Item will be processed as CRN and will be returned to the 'received section', i.e. as prior to Invoicing.

**Full Credit Note [3] (Save / Update : Active(ENG))**

Action: Full Item Credit Note

Trans Date: 23/05/2006

Period: 68 [Jun 2005]

Batch:

Order Number: CP704

Order Item: 1531088

Item Code: c/4

Description: DUST-OFF PLUS COMP AIR W/NOZZLE

Unit: ea

Price: 19.99

Quantity: 2.00

	Actual	Currency
1	19.99	Local

Store: Main Store

Cr Note Ref: CRN Number

Quit Process

If "batching" is ON, then you will have to capture a Batch Number. If not, then only the "Cr Note Ref" field has to be satisfied. This is the Supplier's CRN number.

After this, you may choose PROCESS to complete the CRN step for this Order Item.


Hint: The Transaction Date and Period may be amended from what the system defaults, but this is usually not necessary. (See the User Manual for "Period Control on PO's."

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