

GRA Number for Credit Note

Return Authorization Document for Credit Note

Often called:

- **RMA (Return Merchandise Authorization)** – Common in retail and manufacturing.
- **GRA (Goods Return Authorization)** – More typical in wholesale or distribution.

These are **pre-numbered documents** issued before the actual credit note is finalized. They serve as placeholders and authorization for goods to be returned, inspected, and eventually credited.

GRA Number setup in Reference Values

Reference Values

Manage Reference Value

General Ledger

Debtors

Debtors Ageing

Creditors

Creditors Ageing

Inventory

Job Costing

Gener

Quote:

QT

294

Debtors Code Next Number:

☐

3003

Sales Order:

SO

70

Invoice:

INV

467

Credit Note:

CN

32

Use Credit Note as Invoice No:

☐

DM Cashbook:

DMCB

2

DM Journal:

DMJRN

29

Dispatch Stock:

DS

35

GRA No

GRA

35

Assign a GRA number

Debtors Module

Credit Notes

Search Add Edit Clone Cancel Process Credit Note Quick Process Functions Print / Export

Basic Search Custom Search Expand

Debtors: L: Credit Note Status: Preparation

Description:

Date From: 20

Order Number:

Attachments Memo Create Reminder Change Warehouse Create Quote Assign GRA No

Credit Note GRA121

Detail Address Shipping Extras Docs Custom Fields Save Close

Credit Note No.: Preparation Description: Storm Project Job October

Debtors: ST001 Reference: ST - October

Debtors Name: Storm Co

Sales Rep.: Credit Re

Credit Note Date: 2024-09-03 Currency

Due Date: 20 Net 20th after EOM Exchange Rate: 1 NZD - NZ Dollar

Debtor Status: Comment:

Items

Page 0 of 0

#	Line Ref.	Seq. No.	LS	Status	Type	Item	Description	Warehouse	Sales Rep	Total Selling Ex GS	Total
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Print out for Credit note

If the credit note has a GRA number, then it will add these to the Credit Note

Attachments

Memo

Create Reminder

Change Warehouse

Create Quote

Credit Note

Detail

Address

Link

Shipping

Extras

Docs

Custom Fields

Save

Close

Credit Note No.:

Debtors:

Debtors Name:

Sales Rep.:

Credit Note Date:

Due Date:

Debtor Status:

Preparation

Description: new CN

Reference:

Print

Email

Email To Self

Close

HUGE

ERP

Credit Note

GRA - Goods Return Authorisation

Credit Note To:

Air BNB 01

01 Chase Street

Christchurch

Delivery Address:

01 Chase Street

Christchurch

Huge ERP DEMO

Address:

Wanaka WH, 12 Signup Road, City Central, Christchurch, New Zealand 8000

Phone: +64 22 123456

Email: malcolm@erpsolutions.co.nz

Web: https://erpsolutions.co.nz

GST No: 135-000-345

Doc No: GRA121

Credit Note Date: 21/02/2025

Terms: Net 20th after EOM

Due Date: 20/03/2025

Order No: GRA No GRA121

Code

Description

QTY

Price

Disc

Sub Total

PEN001a

Pen MG Stock

1.0000

90.00

50.0000

45.00

Currency: NZ Dollar

Sub Total: 45.0000

Discount: 0.00 %

Total Excluding GST: 45.00

Search grids

GRA Number on grid with icon

Debtors Module



Configuration +

Activity -

Debtors Dashboard

Debtors Journal Transactions

Quotation

Sales Order

Sales Order Confirm

Invoice

Collect / Deliver

Credit Notes

Allocations

Collections

Credit Notes

Search Add Edit Clone Cancel Process Credit Note Quick Process Functions Print / Export

Basic Search Custom Search Expand

Debtors: Description: Date From: 2024-07-19 Order Number:

Credit Note Status: Preparation Reference: Date To: 2025-08-18 Sales Rep:

Total Ex GST: 225.00 Total GST: 33.75 Total Inc GST: 258.75

Status B GRA No A

Remove Paging: Import From Invoice Print Credit Note

#	Att	Memo	Credit Note Date	Debtors Code	Debtors Name	Description	Reference	Order No.	Sales Rep.	Currency	On Hold	To
1			2024-07-19	NEW-8	Hair rise one	Manufacture pc		order no		NZ Dollar		
2			2024-07-03	ST001	Storm Co	Storm Project J...	ST - October	Faheema		NZ Dollar		
3			2025-02-	AIRBNB01	Air BNB 01	new CN			DEALER	NZ Dollar		

Preparation = Gray Circle
Preparation with GRA No = creditnote.png

Add in GRA No column

History grid will show GRA number

Debtors Module



Configuration +

Activity +

Analysis -

Debtors Search

Customer Price Enquiry

Debtors Analysis

Debtors Document History

Debtors Transaction History

Dispatch Stock History

Document Management

Document History

Search View Clone Delete Create Template Related Transactions Create Reminder Email Self Functions Print

Basic Search Custom Search Expand

Document Type: Invoice And Credit Notes Processed Document Number: To: Debtors Code: Date From: 2024-07-19 Short Description:

Order By: Date Sales Rep.: All Debtors Name: Date To: 2025-08-19 Reference:

Page 1 of 1 Remove Paging: Revert Quote

Total Ex GST: 50 191.0000

#	Att	Memo	Doc. Date	Approval Status	Doc. Type	Doc. No	Debtors Code	Debtors Name	GRA No	Short C
1			2025-08-12	Posted	Invoice	INV466	AIRBNB03	Air BNB 03	Dealer	JOB785
2			2025-07-25	Posted	Invoice	INV465	AIRBNB03	Air BNB 03	Dealer	JOB785
3			2025-07-15	Posted	Invoice	INV464	AIRBNB03	Air BNB 03	Dealer	JOB785
4			2025-07-08	Posted	Invoice	INV463	AIRBNB03	Air BNB 03	Dealer	JOB785
5			2025-05-29	Posted	Invoice	INV460	AIRBNB02	Air BNB 02	Dealer	Stock c
6			2025-05-29	Posted	Invoice	INV461	AIRBNB02	Air BNB 02	Dealer	Stock c
7			2025-05-29	Posted	Invoice	INV462	AIRBNB02	Air BNB 02	Dealer	Stock c
8			2025-05-28	Posted	Invoice	INV459	AIRBNB02	Air BNB 02	Dealer	Stock c
9			2025-05-27	Posted	Invoice	INV456	AIRBNB03	Air BNB 03	Dealer	Stock C
10			2025-05-27	Posted	Invoice	INV457	AIRBNB03	Air BNB 03	Dealer	Stock C
11			2025-05-27	Posted	Invoice	INV458	CLBC003	Ceedee Shading	Dealer	NEW d
12			2025-05-27	Posted	Credit Note	CN31	AIRBNB03	Air BNB 03		Stock C
13			2025-04-16	Posted	Invoice	INV454	ABC0010	ABC Company	Dealer	SO to I
14			2025-04-16	Posted	Invoice	INV455	ABC0010	ABC Company	Dealer	SO to I

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