

Import Invoice to Credit Note

The simplest way of creating a credit note by simply “Import from invoice”

You can however use the long method of capturing

Open Debtors Module> Activity > Credit Note

Select Import from Invoice

Credit Notes

Search

Add

Edit

Clone

Cancel

Process Credit Note

Quick Process

Functions

Print / Export

Basic Search

Custom Search

Expand

Customer:

L:

Credit Note Status:

Preparation

Description:

Reference:

Date From:

2024-05-28

Date To:

2024-06-27

Order Number:

Sales Rep:

Total Ex VAT:

7,500.00

Total VAT:

1,125.00

Total Inc VAT:

8,625.00

Page

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of 1

Remove Paging:

Import From Invoice

	#	Att	Memo	Credit Note Date	Debtor Code	Debtor Name	Description	On Hold	Reference	Order No.
	1			2024-06-04	SAS	Sound And Sec...	tab seq			

Search by document number or customer, remember the date range also counts.

The default option is to import from an invoice or import from a quote.

Importing from quote helps keep the Task build structure in place for Credit note

You can view the invoice to verify that it’s the correct one you want to reverse by clicking on the view invoice button.

Click on the Import button to create a credit note

Import Invoice

Search

View Invoice

Close

Document Type:

☒ Invoice☐ Quote

Debtor Name:

Document Number:

Date From:

2024-08-20

Date To:

2025-08-20

Page 1 of 3

Displaying 1 - 100 of 210

#	Date	Doc No.	Debtor Code	Debtor Name	Description	Reference	Currency	Total Ex VAT	Total VAT	Total Inc VAT
1	2024-08-22	INV808905	1002	TRACEY LEE M...	test slow mover...		R	3 750.00	562.50	4 312.!
2	2024-08-23	INV808906	1008	ACE Traders		JOB5068	R	0.00	0.00	0.!
3	2024-08-23	INV808907	1008	ACE Traders		JOB5070	R	0.00	0.00	0.!
4	2024-08-26	INV808908	1008	ACE Traders	invoice test	JOB5071	R	0.00	0.00	0.!
5	2024-08-30	INV808910	1008	ACE Traders		JOB5073	R	0.00	0.00	0.!
6	2024-08-30	INV808909	1002	TRACEY LEE M...	invoice test	JOB5072	R	0.00	0.00	0.!
7	2024-09-02	INV808911	MG/ALLOC...	MG Allocations ...	Invoice 1		R	210.00	31.50	241.!
8	2024-09-02	INV808912	MG/ALLOC...	MG Allocations ...	second invoice		R	220.00	33.00	253.!
9	2024-09-02	INV808913	MG/ALLOC...	MG Allocations ...	third invoice		R	226.50	33.98	260.!
10	2024-09-03	INV808914	X002	X002 Debtor	Testing Journal ...	Testing Journal ...	R	681.09	102.16	783.!
11	2024-09-03	INV808915	X002	X002 Debtor	Testing Journal ...	Testing Journal ...	R	340.54	51.08	391.!
12	2024-09-04	INV808920	1008	ACE Traders	payment test		R	9.53	1.43	10.!
13	2024-09-04	INV808916	1172	IMRAAN NEW	test cr limit 2		R	950.00	142.50	1 092.!
14	2024-09-04	INV808917	1003	TRACEY LEE M...	Cash Payment ...		R	125.00	18.75	143.!
15	2024-09-04	INV808918	1003	TRACEY LEE M...	Cash Payment ...		R	125.00	18.75	143.!
16	2024-09-04	INV808919	1002	TRACEY LEE M...	wastqage item t...		R	270.00	40.50	310.!

Import

Close

And Click Continue

Select VAT Type

VAT Type:

03 Credit Note VAT

Keep Doc Date:

Date:

2024-06-27

Excl Bulk Email From Invoice:

Allocate To Invoice:

Continue

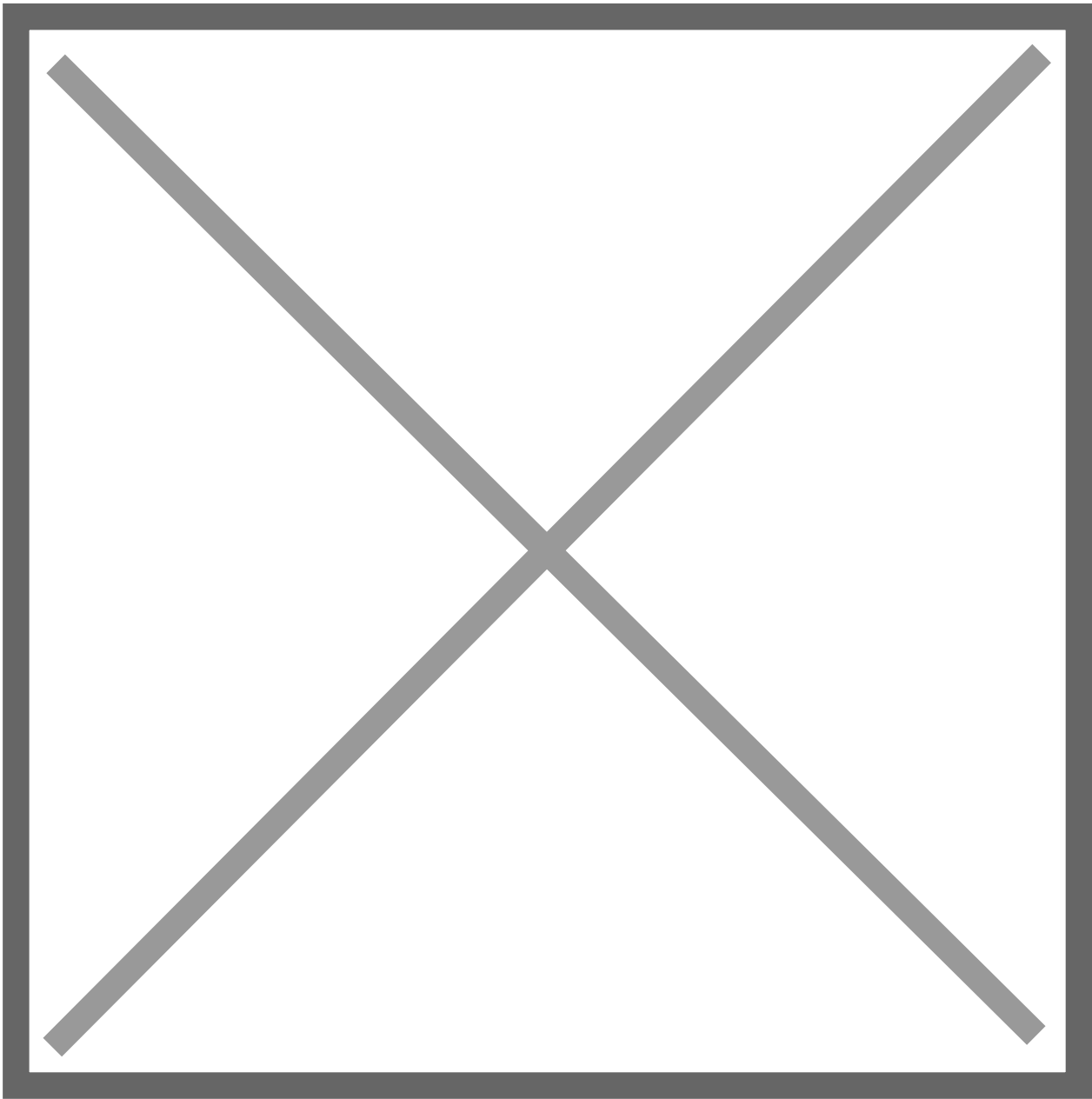
Close

VAT / GST Type	Select the correct Tax Type for Credit Note
Keep Doc Date	Enforce credit note to make date same as invoice date

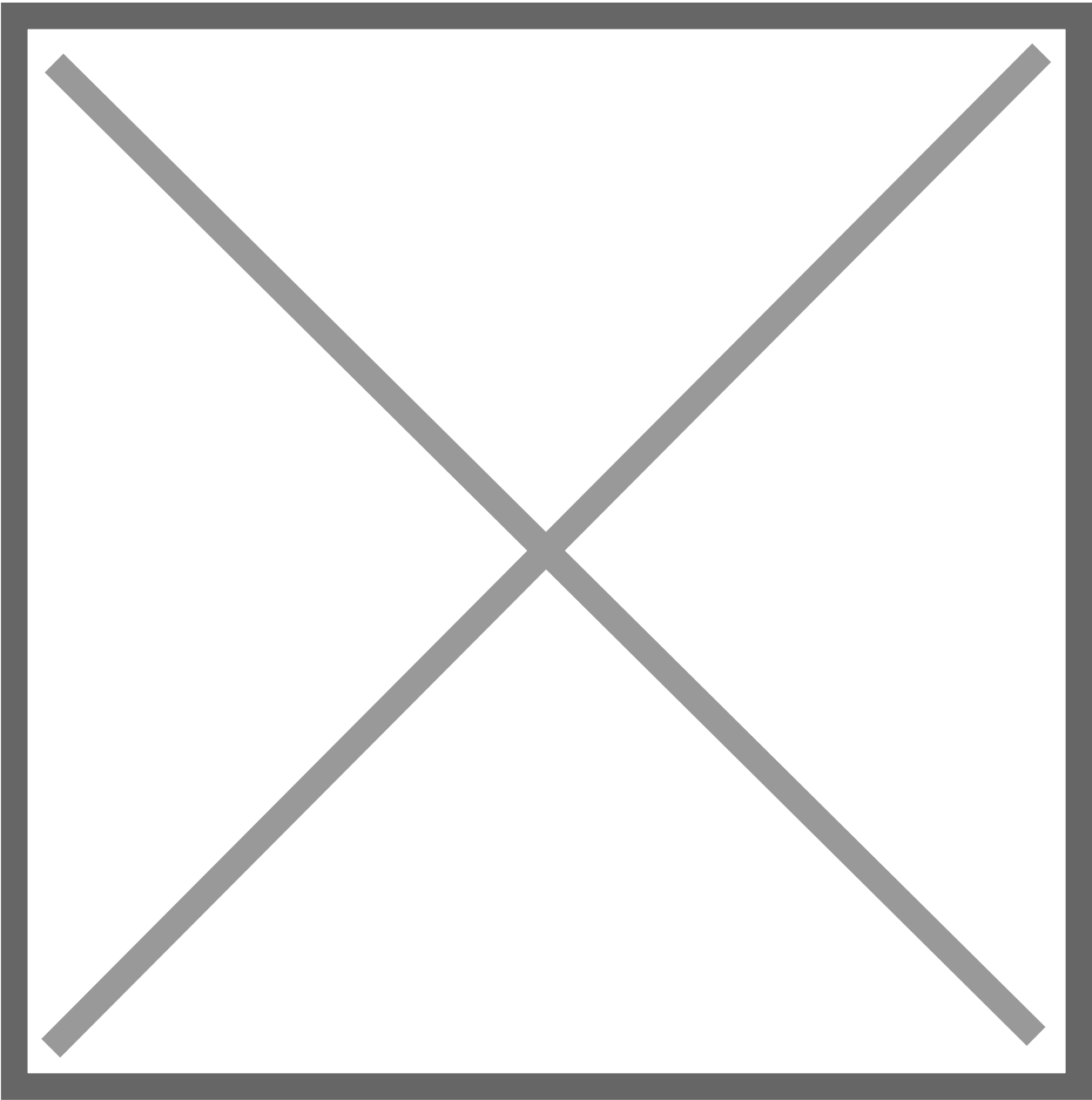
Date	Put in a date for credit note
Excl Bulk Email from Invoice	Put this tick on to mark invoice to not be sent out when using Bulk email invoice function
Allocate to Invoice	Automatically allocate the credit note to invoice after processing the credit note

If one changes the customer of the imported invoice to credit note, the Allocate to invoice will be cleared. No automatic allocation will occur

The credit note will now be under preparation status in the credit notes waiting to be processed



Click On process Credit note to process this document



Revision #5
Created 27 June 2024 19:37:51 by Malcolm
Updated 19 August 2025 18:59:36 by Malcolm