

## Credit Note

Refers to the return of defective or not as ordered. To apply for entry or return the product of debt reduction. In order to deduct from the total outstanding. Or refunds to customers immediately.

### The document window returns, debt reduction.

Will save the data divided into 6 sections :

- Basic Data is a detailed record of the documents recovered, debt reduction.
- Detail is to record the details of the bill. The delivery of the responsible department.
- VAT is to record the details VAT.
- Post GL is to record transactions. To Ledger.
- Note & Attachment is to record the details. Description of Notes and criteria.
- Define Field is the data that users create a form to fill out information on their own tab (Define Field will only appear if it is set Define Field only).

### The records document recovery, debt reduction recorded

Recoveries, debt reduction can save two ways :

- Document refund, credit note without a reference document for Credit Sale / cash sales.
- Document refund, credit note. with reference document for Credit Sale / cash sales. Program to retrieve important items such as customer name and address to show in return, automatic debt reduction. Users can update By sending the information to be.

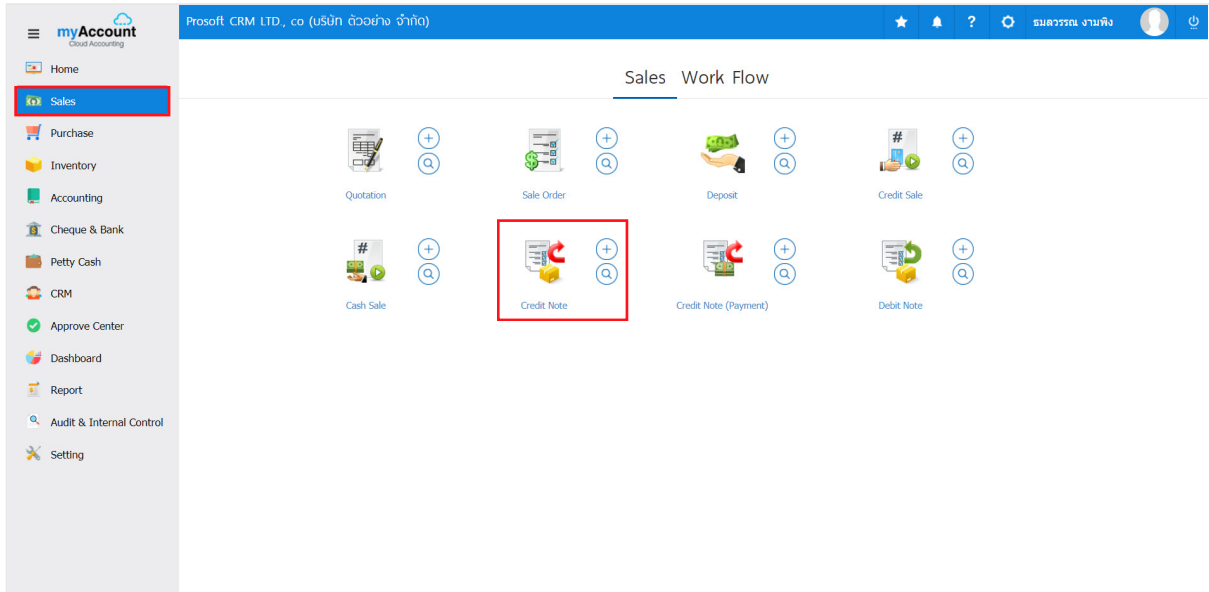
### Documents recovered, debt reduction

Documents recovered, debt reduction has 5 states.

- Draft document was drafted with the recording.
- Open a new document is created. Open documents or documents from Credit Sale / cash sales. Pending adoption topper payment the neXt time.
- Partial documents that are needed to use some already.
- Close the document is to be used to cut payment times already.
- Cancel the document was canceled. I can not use it again.

## The process of document recovery, debt reduction

- Users can save documents returned, reducing debt by pressing the "Sales" > "Credit Note" as shown in Figure.



- The system will display a list of documents returned. debt reduction, users can create documents recoverable, reduced debt by pressing the "New" button at the top right of the screen shown in Figure.

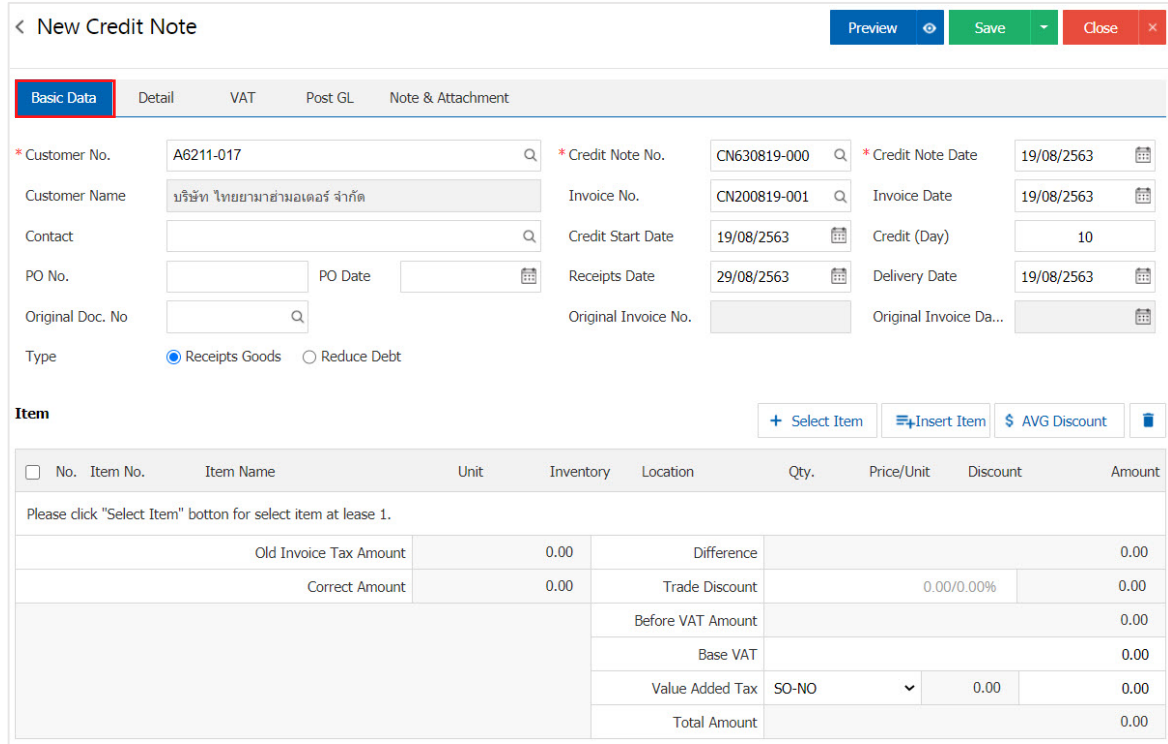
< Credit Note ★ New +

All Credit Note

| <input type="checkbox"/> | Doc. Date  | Doc. No.      | Original Invoice No. | Customer No. | Customer Name                     | Total Amount | Status | Owner               |
|--------------------------|------------|---------------|----------------------|--------------|-----------------------------------|--------------|--------|---------------------|
| <input type="checkbox"/> | 09/07/2563 | CN630709-000  | IV200709-002         | 00001        | บริษัท โปรซอฟท์ ไอทีโอ จำกัด      | 69,550.00    | Open   | อิสระ จิตรสว่าง     |
| <input type="checkbox"/> | 12/06/2563 | CN630612-000  | IV200612-001         | A6301-042    | บริษัท บริษัทจัดหาสินค้า จำกัด    | 610.00       | Open   | อิสระ จิตรสว่าง     |
| <input type="checkbox"/> | 22/05/2563 | CN630522-000  | IV200522-002         | A6210-007    | บริษัท โปรซอฟท์ เอ็กเพิร์ต จำกัด  | 5,457.00     | Open   | อิสระ จิตรสว่าง     |
| <input type="checkbox"/> | 20/05/2563 | CN630520-000  | IV200512-003         | A6209-002    | ร้าน ขายของชำ                     | 5,350.00     | Open   | จิตเหวรา มังคละวงศ์ |
| <input type="checkbox"/> | 06/04/2563 | CN630406-000  | IV200406-001         | A6209-004    | บริษัท จริงใจ จำกัด               | 1,000.00     | Open   | นฤมล เนตรสว่าง      |
| <input type="checkbox"/> | 03/04/2563 | CN630403-000  | CS-200403-002        | A6209-001    | บริษัท ลูกคำใหม่                  | 762.38       | Close  | อิสระ จิตรสว่าง     |
| <input type="checkbox"/> | 06/03/2563 | CN630306-000  | IV200306-001         | A6210-007    | บริษัท โปรซอฟท์ เอ็กเพิร์ต จำกัด  | 9,695.27     | Open   | อิสระ จิตรสว่าง     |
| <input type="checkbox"/> | 22/12/2562 | SR611222001   | IV611205001          | CENTERP      | บริษัท บริษัท นิวเทรียม จำกัด ... | 25,900.00    | Open   | นฤมล เนตรสว่าง      |
| <input type="checkbox"/> | 20/12/2562 | CN621220-0001 | IV191220-001         | A6210-010    | บริษัท ออนไลน์ซอฟท์ จำกัด         | 69,550.00    | Open   | อิสระ จิตรสว่าง     |
| <input type="checkbox"/> | 25/11/2562 | CN621125-000  |                      | A6209-002    | ร้าน ขายของชำ                     | 267.50       | Close  | นฤมล เนตรสว่าง      |
| <input type="checkbox"/> | 08/11/2562 | CN621108-000  | IV191108-001         | A6209-004    | บริษัท จริงใจ จำกัด               | 133.75       | Close  | อิสระ จิตรสว่าง     |
| <input type="checkbox"/> | 25/10/2562 | CN621025-000  |                      | A6209-002    | ร้าน ขายของชำ                     | 192.60       | Open   | อิสระ จิตรสว่าง     |
| <input type="checkbox"/> | 25/10/2562 | CN621025-001  |                      | A6209-004    | บริษัท จริงใจ จำกัด               | 9,523.00     | Close  | อิสระ จิตรสว่าง     |

20 Items per page
1 - 20 Items From 31 Items

3. In the "Basic Data" is to save the details of the documents returned, discounted. Credit card customers such as document number, date. The document, the user should fill in the form marked "\*" are required Figure.



**Basic Data** | Detail | VAT | Post GL | Note & Attachment

\* Customer No. A6211-017 \* Credit Note No. CN630819-000 \* Credit Note Date 19/08/2563

Customer Name บริษัท ไทยยามาฮ่ามอเตอร์ จำกัด Invoice No. CN200819-001 Invoice Date 19/08/2563

Contact Contact Credit Start Date 19/08/2563 Credit (Day) 10

PO No. PO Date Receipts Date 29/08/2563 Delivery Date 19/08/2563

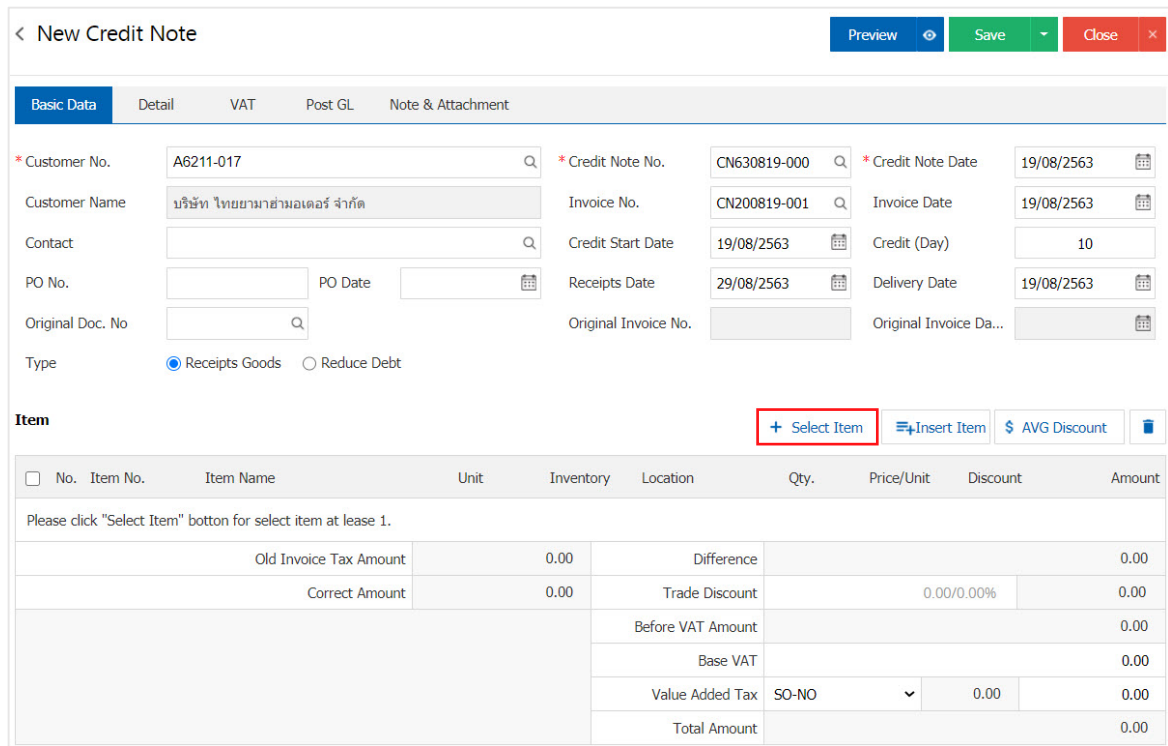
Original Doc. No. Original Invoice No. Original Invoice Da...

Type  Receipts Goods  Reduce Debt

**Item** + Select Item + Insert Item \$ AVG Discount

| No.   | Item No. | Item Name              | Unit | Inventory | Location          | Qty. | Price/Unit | Discount | Amount |
|---|----------|------------------------|------|-----------|-------------------|------|------------|----------|--------|
| Please click "Select Item" button for select item at lease 1. |          |                        |      |           |                   |      |            |          |        |
|   |          | Old Invoice Tax Amount |      | 0.00      | Difference        |      |            |          | 0.00   |
|   |          | Correct Amount         |      | 0.00      | Trade Discount    |      | 0.00/0.00% |          | 0.00   |
|   |          |                        |      |           | Before VAT Amount |      |            |          | 0.00   |
|   |          |                        |      |           | Base VAT          |      |            |          | 0.00   |
|   |          | Value Added Tax        |      |           | SO-NO             |      | 0.00       |          | 0.00   |
|   |          | Total Amount           |      |           |                   |      |            |          | 0.00   |

4. In the list. Users can add multiple items by pressing the "+ Select Item" Figure.



**Basic Data** | Detail | VAT | Post GL | Note & Attachment

\* Customer No. A6211-017 \* Credit Note No. CN630819-000 \* Credit Note Date 19/08/2563

Customer Name บริษัท ไทยยามาฮ่ามอเตอร์ จำกัด Invoice No. CN200819-001 Invoice Date 19/08/2563

Contact Contact Credit Start Date 19/08/2563 Credit (Day) 10

PO No. PO Date Receipts Date 29/08/2563 Delivery Date 19/08/2563

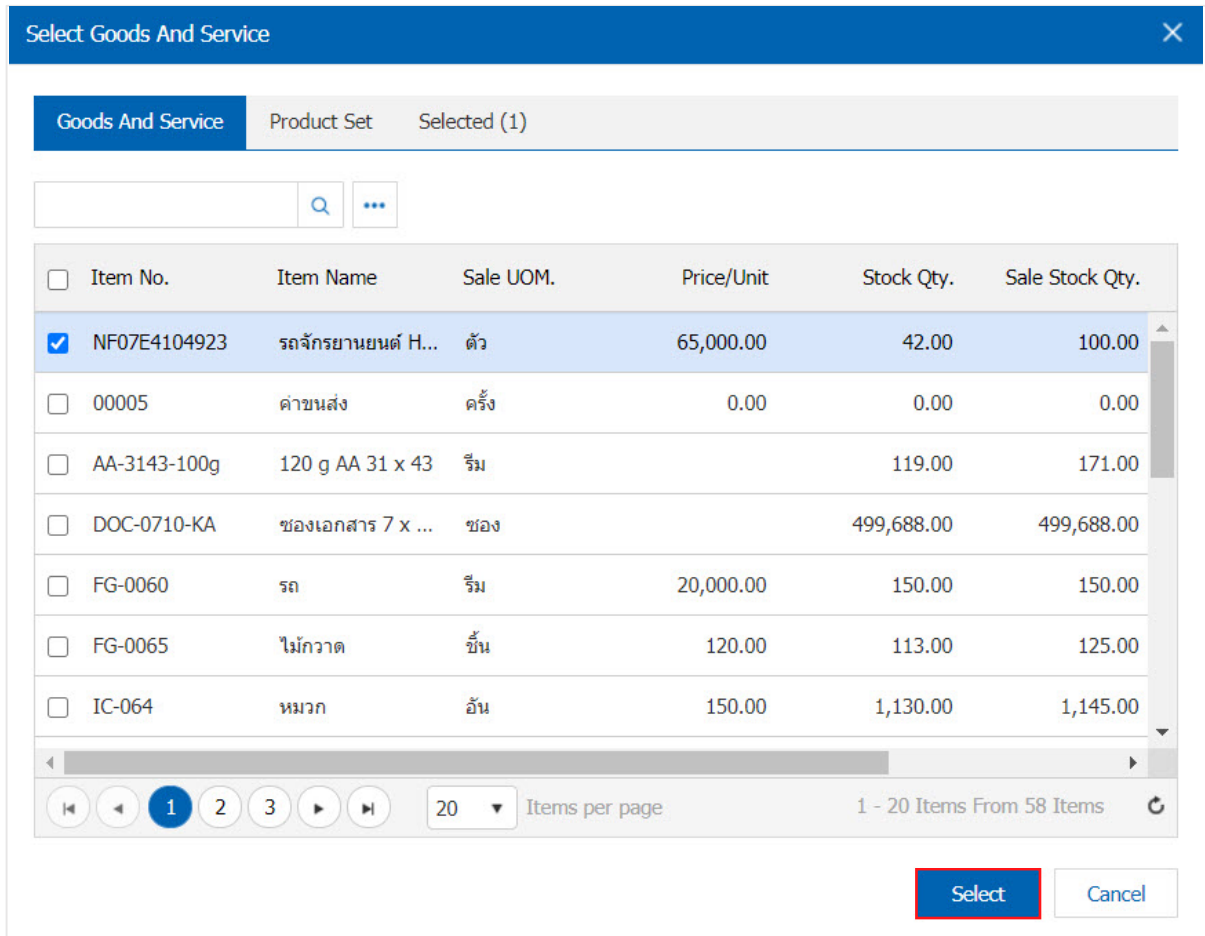
Original Doc. No. Original Invoice No. Original Invoice Da...

Type  Receipts Goods  Reduce Debt

**Item** + Select Item + Insert Item \$ AVG Discount

| No.   | Item No. | Item Name              | Unit | Inventory | Location          | Qty. | Price/Unit | Discount | Amount |
|---|----------|------------------------|------|-----------|-------------------|------|------------|----------|--------|
| Please click "Select Item" button for select item at lease 1. |          |                        |      |           |                   |      |            |          |        |
|   |          | Old Invoice Tax Amount |      | 0.00      | Difference        |      |            |          | 0.00   |
|   |          | Correct Amount         |      | 0.00      | Trade Discount    |      | 0.00/0.00% |          | 0.00   |
|   |          |                        |      |           | Before VAT Amount |      |            |          | 0.00   |
|   |          |                        |      |           | Base VAT          |      |            |          | 0.00   |
|   |          | Value Added Tax        |      |           | SO-NO             |      | 0.00       |          | 0.00   |
|   |          | Total Amount           |      |           |                   |      |            |          | 0.00   |

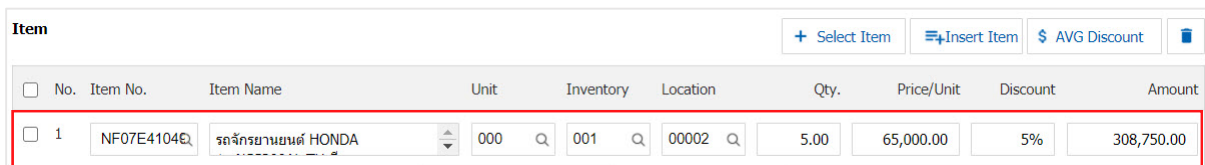
5. The system will show all information such as product name, product / unit as shown.



| Item No.   | Item Name          | Sale UOM. | Price/Unit | Stock Qty. | Sale Stock Qty. |
|--|--------------------|-----------|------------|------------|-----------------|
| <input checked="" type="checkbox"/> NF07E4104923 | รถจักรยานยนต์ H... | ตัว       | 65,000.00  | 42.00      | 100.00          |
| <input type="checkbox"/> 00005                   | ค่าขนส่ง           | ครั้ง     | 0.00       | 0.00       | 0.00            |
| <input type="checkbox"/> AA-3143-100g            | 120 g AA 31 x 43   | รีม       |            | 119.00     | 171.00          |
| <input type="checkbox"/> DOC-0710-KA             | ซองเอกสาร 7 x ...  | ซอง       |            | 499,688.00 | 499,688.00      |
| <input type="checkbox"/> FG-0060                 | รถ                 | รีม       | 20,000.00  | 150.00     | 150.00          |
| <input type="checkbox"/> FG-0065                 | ไม้กวาด            | ชิ้น      | 120.00     | 113.00     | 125.00          |
| <input type="checkbox"/> IC-064                  | หมวก               | อัน       | 150.00     | 1,130.00   | 1,145.00        |

\* Note: If the product is produced. The user can type the name of the product name and other information in a searchable list.

6. The user can define a warehouse, storage of items and discounts for. The desired product recovery, reduced debt below.



| No. | Item No.     | Item Name           | Unit | Inventory | Location | Qty. | Price/Unit | Discount | Amount     |
|-----|--------------|---------------------|------|-----------|----------|------|------------|----------|------------|
| 1   | NF07E4104923 | รถจักรยานยนต์ HONDA | 000  | 001       | 00002    | 5.00 | 65,000.00  | 5%       | 308,750.00 |

\* Note: In the case of product discounts. Users can customize the discount is 2 "full amount" and "Percentage".

7. Users can insert between its product elsewhere. The list of one item, then press the "Insert Item"> "Select the desired product inserts" will show its increasing position on top of the selected items below.

| Item   |   |            |                     |     |     |       |      |           |    |            |
|--|---|------------|---------------------|-----|-----|-------|------|-----------|----|------------|
| <input checked="" type="checkbox"/> No. Item No. Item Name Unit Inventory Location Qty. Price/Unit Discount Amount |   |            |                     |     |     |       |      |           |    |            |
| <input checked="" type="checkbox"/>  | 1 | NF07E4104E | รถจักรยานยนต์ HONDA | 000 | 001 | 00002 | 5.00 | 65,000.00 | 5% | 308,750.00 |

| Item  |   |            |                     |        |     |       |      |           |    |            |
|---|---|------------|---------------------|--------|-----|-------|------|-----------|----|------------|
| <input type="checkbox"/> No. Item No. Item Name Unit Inventory Location Qty. Price/Unit Discount Amount |   |            |                     |        |     |       |      |           |    |            |
| <input checked="" type="checkbox"/>   | 1 | SV-004     | บริการจัดส่ง        | UNT-12 |     |       | 1.00 | 300.00    |    | 300.00     |
| <input type="checkbox"/>  | 2 | NF07E4104E | รถจักรยานยนต์ HONDA | 000    | 001 | 00002 | 5.00 | 65,000.00 | 5% | 308,750.00 |

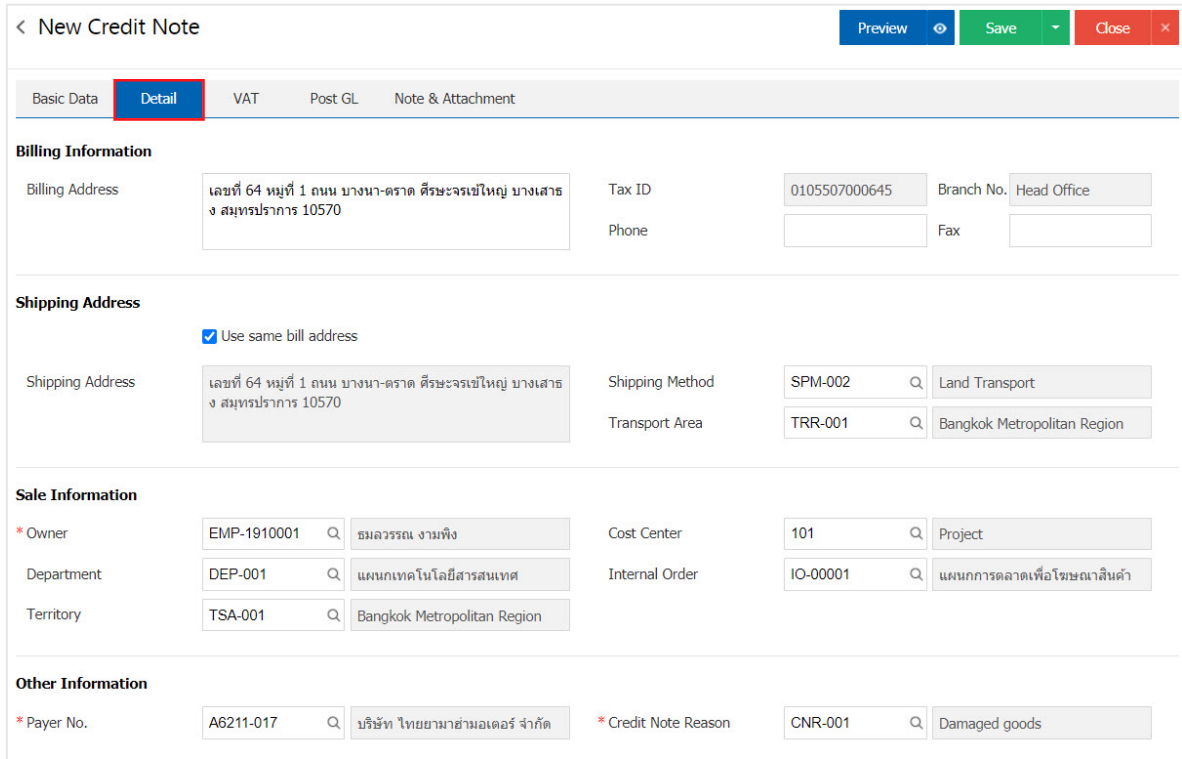
8. The system will include the amount of the total. in the end the bill. Users can specify the format trade discount amount and the percentage.

|                        |             |                   |       |            |
|------------------------|-------------|-------------------|-------|------------|
| Old Invoice Tax Amount | 0.00        | Difference        |       | 309,050.00 |
| Correct Amount         | -278,145.00 | Trade Discount    | 10%   | 30,905.00  |
|                        |             | Before VAT Amount |       | 278,145.00 |
|                        |             | Base VAT          |       | 278,145.00 |
|                        |             | Value Added Tax   | SO-NO | 0.00       |
|                        |             | Total Amount      |       | 278,145.00 |

9. The user can choose the tariff that appears in the documents. The tax information is based on information available to the user. "Set up accounts receivable information" or "Data set sales tax" as shown.

|                        |             |                   |         |      |            |
|------------------------|-------------|-------------------|---------|------|------------|
| Old Invoice Tax Amount | 0.00        | Difference        | SO-NO   |      | 309,050.00 |
| Correct Amount         | -278,145.00 | Trade Discount    | SO-D7   | 10%  | 30,905.00  |
|                        |             | Before VAT Amount | SO-DF   |      | 278,145.00 |
|                        |             | Base VAT          | SO-DIN7 |      | 278,145.00 |
|                        |             | Value Added Tax   | SO-EX07 | 7.00 | 19,470.15  |
|                        |             | Total Amount      | SO-EX7  |      | 297,615.15 |

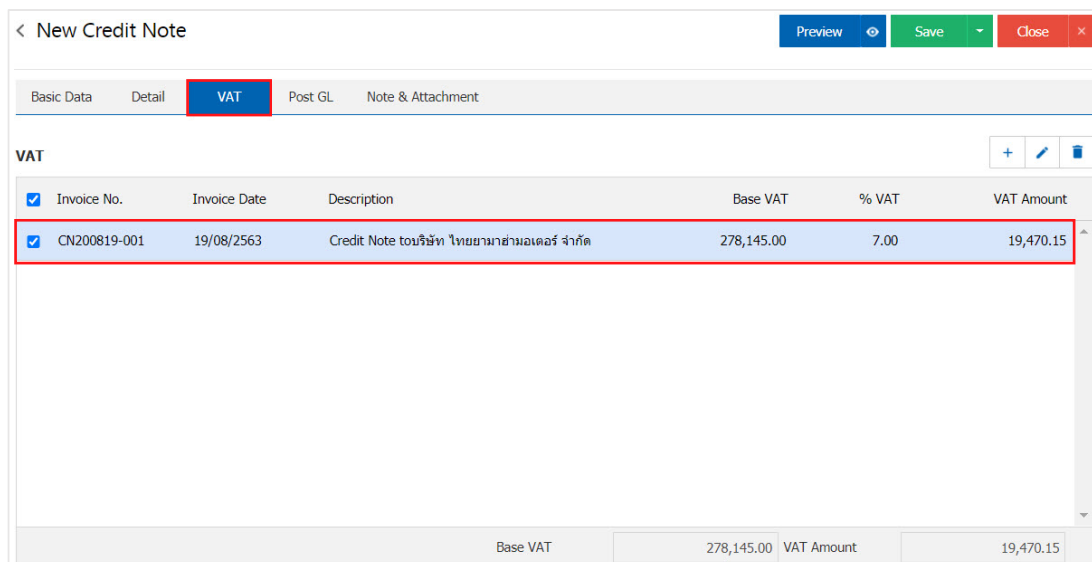
10. In the "Detail" will be based on information available at the customer's address is set to display the address of the customer from beginning users to edit data in this section. Including the means of transport, the transport department responsible for the area of responsibility. And affect the stock. Users can select which items sell out, it affects the stock or not Figure.



The screenshot shows the 'New Credit Note' form with the 'Detail' tab selected. The form is divided into several sections:

- Billing Information:** Billing Address (เลขที่ 64 หมู่ที่ 1 ถนน บางนา-ตราด ตีระจรรย์ใหญ่ บางเสาธง สมุทรปราการ 10570), Tax ID (0105507000645), Branch No. (Head Office), Phone, and Fax.
- Shipping Address:** A checkbox for 'Use same bill address' is checked. Shipping Address (เลขที่ 64 หมู่ที่ 1 ถนน บางนา-ตราด ตีระจรรย์ใหญ่ บางเสาธง สมุทรปราการ 10570), Shipping Method (SPM-002, Land Transport), and Transport Area (TRR-001, Bangkok Metropolitan Region).
- Sale Information:** Owner (EMP-1910001, สมลวรรณ งามพิง), Department (DEP-001, แผนกเทคโนโลยีสารสนเทศ), Territory (TSA-001, Bangkok Metropolitan Region), Cost Center (101, Project), and Internal Order (IO-00001, แผนกการตลาดเพื่อโฆษณาสินค้า).
- Other Information:** Payer No. (A6211-017, บริษัท ไทยยามาฮ่ามอเตอร์ จำกัด) and Credit Note Reason (CNR-001, Damaged goods).

11. In the "VAT" is a detailed record of VAT. The system displays the current value added tax as the main tax from recorded data. Users can add or edit the VAT by pressing the "+" button to add information. Value added "✎" to make a change. The system will retrieve the user has set up a tax. "The debtor" and "Tax preferences" and the system will automatically calculate the tax form.



The screenshot shows the 'New Credit Note' form with the 'VAT' tab selected. It displays a table of VAT records:

| Invoice No.                                      | Invoice Date | Description                                  | Base VAT   | % VAT | VAT Amount |
|--|--------------|--|------------|-------|------------|
| <input checked="" type="checkbox"/> CN200819-001 | 19/08/2563   | Credit Note ตมบริษัท ไทยยามาฮ่ามอเตอร์ จำกัด | 278,145.00 | 7.00  | 19,470.15  |

At the bottom of the form, there is a summary table:

|          |            |            |           |
|----------|------------|------------|-----------|
| Base VAT | 278,145.00 | VAT Amount | 19,470.15 |
|----------|------------|------------|-----------|

Edit VAT
✕

\* Invoice No.

\* Invoice Date

\* Description

\* Base VAT

\* VAT

\* VAT Amount

\* Period No.

Type  \* Time

12. In the "Post GL" is to save the posting (Posting) to GL (General Ledger) user Post GL by hitting the "Simulated" Users can add an account by pressing the "+ Select Acc." to add a user account can edit the description by pressing "Doc. Info".

< New Credit Note

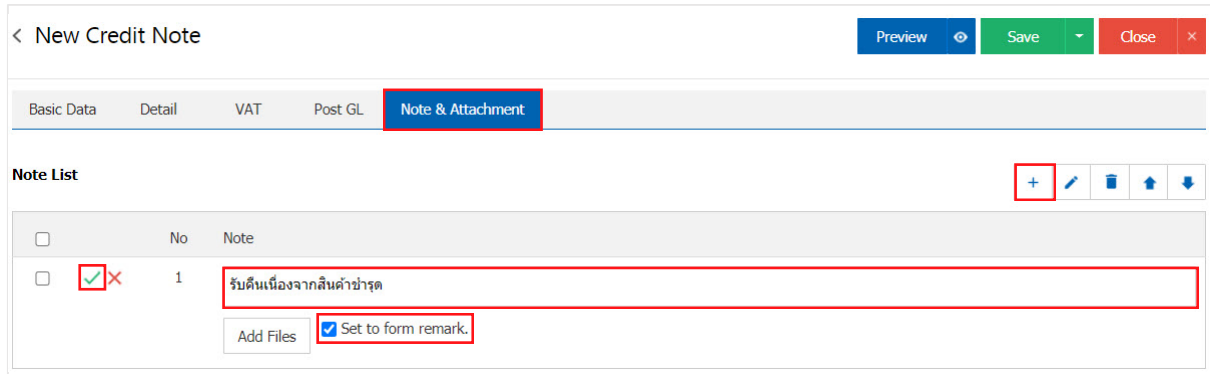
Basic Data Detail VAT Post GL Note & Attachment

Post GL Format    Simulated Doc. Info

**Journal Entry** + Select Acc.

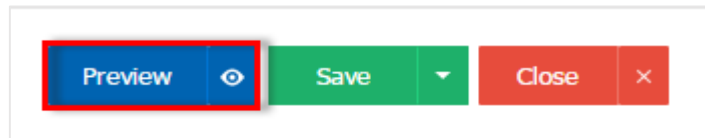
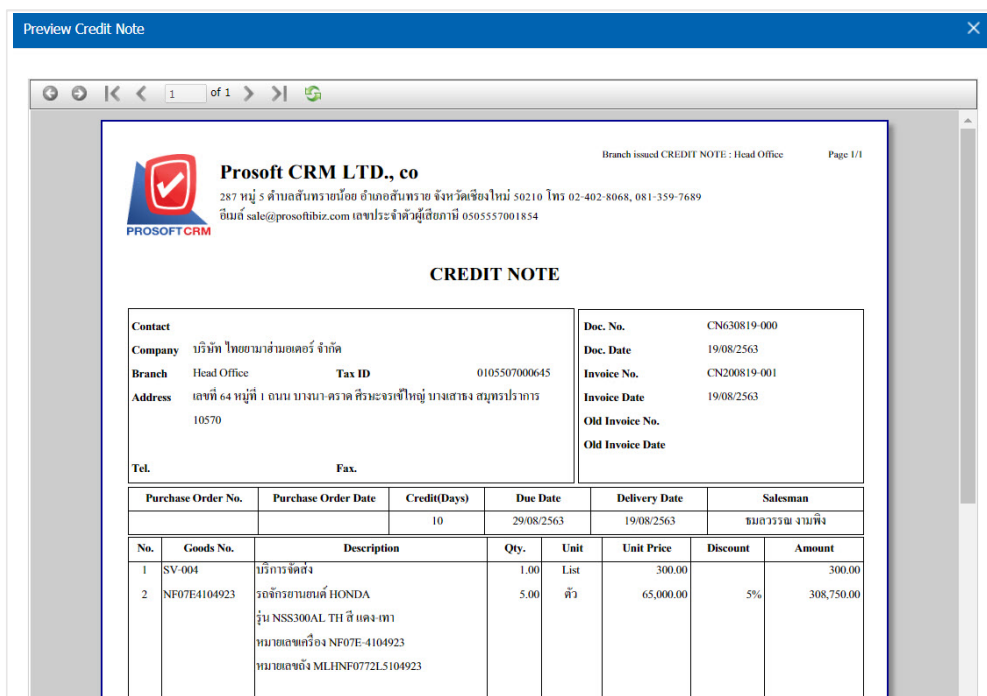
| No.          | Account No. | Account Name | Debit      | Credit    | Cost Center | Internal Order | Description | Remark |
|--------------|-------------|--------------|------------|-----------|-------------|----------------|-------------|--------|
| 1            | 41000003    | รับคืนสินค้า | 309,050.00 | 0.00      | 101         | IO-0001        |             |        |
| 2            | 21640001    | ภาษีขาย      | 19,470.15  | 0.00      | 101         | IO-0001        |             |        |
| 3            | 41000004    | ส่วนลดจ่าย   | 0.00       | 30,905.00 | 101         | IO-0001        |             |        |
| Total Amount |             |              | 328,520.15 | 30,905.00 |             |                |             |        |

13. In the "Note & Attachment" is to note the bill. Users can specify the notes you want by pressing the "+" > "Specify the desired" > "✓ Set to form remark" used in the definition. Because the bill of over 1 and up to the present in the form > " ✓ " to save the image.



- \* Note: The " ⬆ " and " ⬆ " to scroll the text up. Or according to user requirements.
- \* Note: If the user has other documents. According to the document, in return, debt reduction, users can "Add Files" other documents.

14. The user can press the "Preview" button before saving a document recovery, reduce debt, to verify the accuracy of the data shown in Figure.

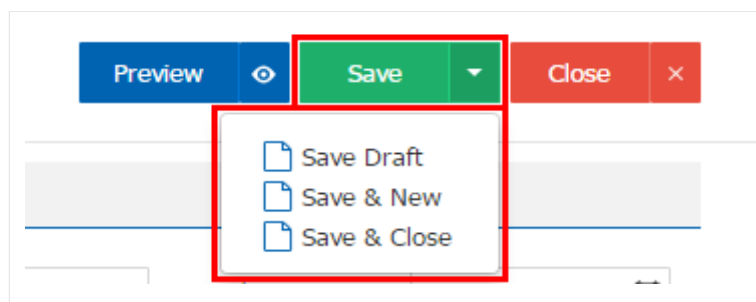
| Purchase Order No. | Purchase Order Date | Credit(Days) | Due Date   | Delivery Date | Salesman            |
|--------------------|---------------------|--------------|------------|---------------|---------------------|
|                    |                     | 10           | 29/08/2563 | 19/08/2563    | พนักงานประจำพื้นที่ |

| No. | Goods No.    | Description   | Qty. | Unit | Unit Price | Discount | Amount     |
|-----|--------------|---|------|------|------------|----------|------------|
| 1   | SV-004       | บริการจัดส่ง  | 1.00 | List | 300.00     |          | 300.00     |
| 2   | NF07E4104923 | รถจักรยานยนต์ HONDA รุ่น NSS300AL TH สีแดง-เทา หมายเลขเครื่อง NF07E-4104923 หมายเลขถัง MLHNF072L5104923 | 5.00 | ตัว  | 65,000.00  | 5%       | 308,750.00 |



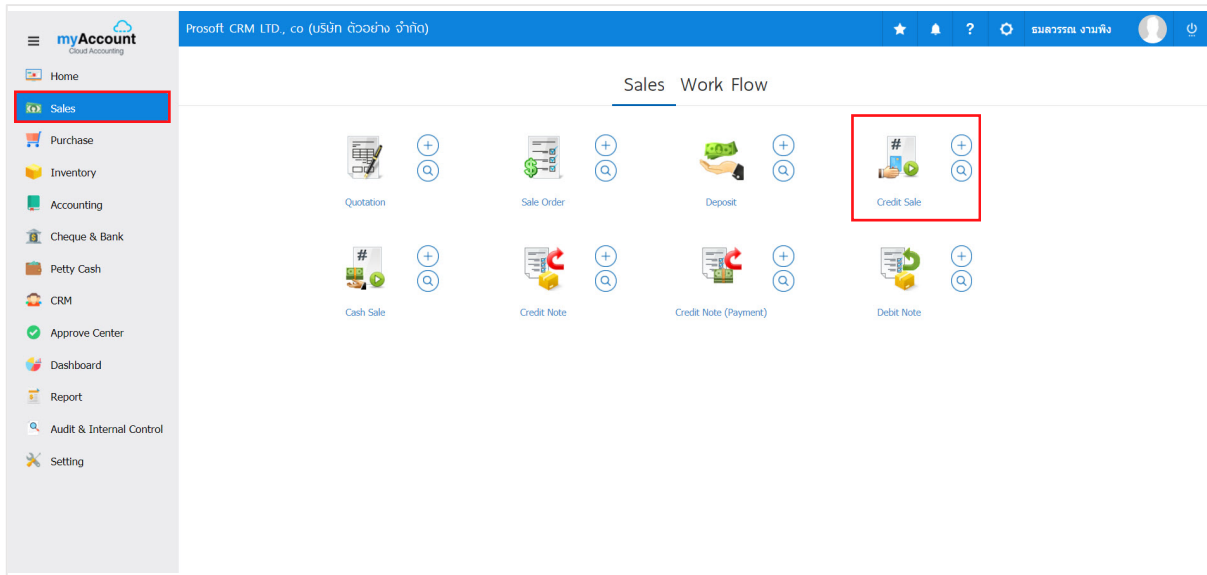
15. After the check is complete, press the "Save" button on the right side screen to save document data recovery, reduce debt by saving information can be divided into 4 recording format :

- **Save** the document recovery, debt reduction with regular information on the show. Successfully saved.
- **Save Draft** to save a draft document. When users save documents returned, debt reduction is complete, the system will display the records returned, debt reduction draft immediately.
- **Save & New** to save and open the saved document data recovery, reduce the debt on those take notes Document data recovery, reduce debt successfully. The system will display the recorded document data recovery, reduce debt immediately.
- **Save & Close** to save and return to the list of recoveries, reduced the debt on the card. Document recovery, reduce debt successfully. The system will display the list of reverse recovery, reduce debt immediately.



## Opening a return document, reducing the debt, credit reference to the sales document

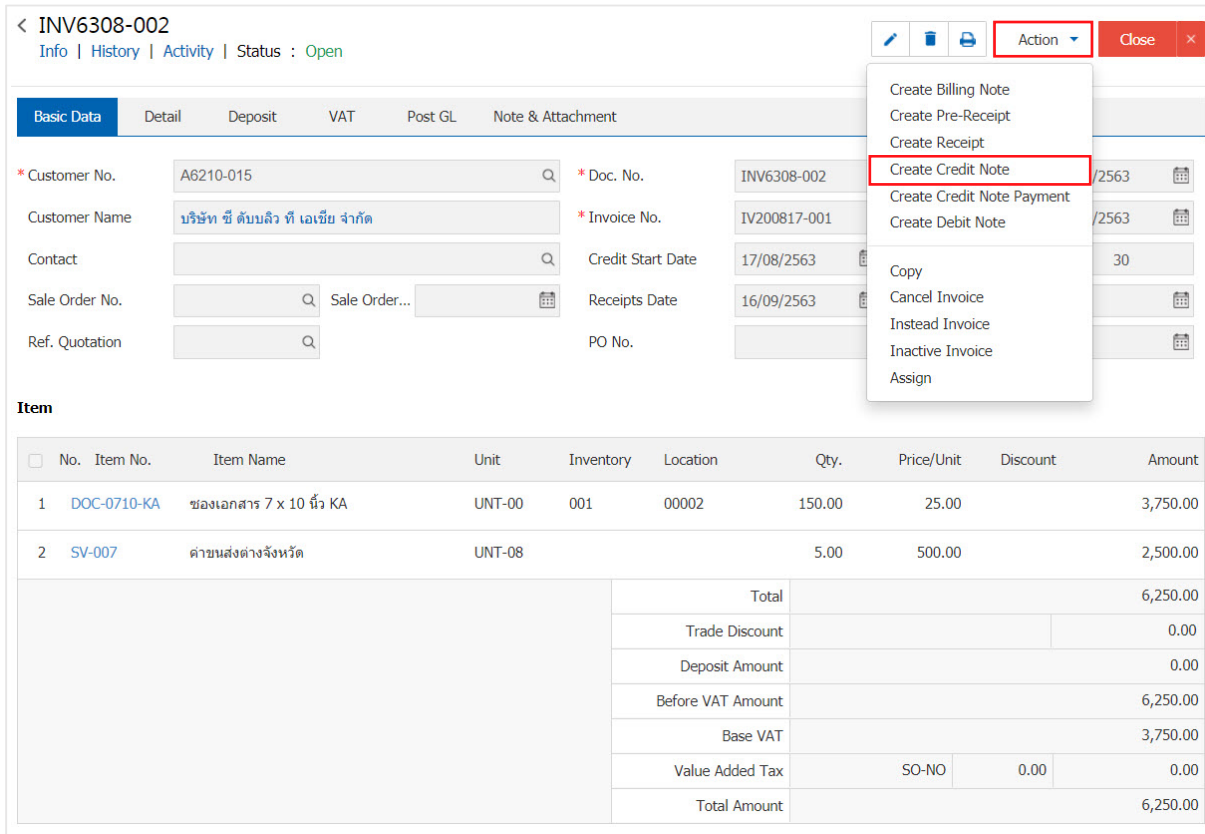
1. The user can open the return document, credit memos by reference the sales document, by pressing the menu "Sales" > "Credit Sale".



2. The system will display the credit line screen. The user must select a credit document with the status "Open", "Partial" or "Close" As shown.

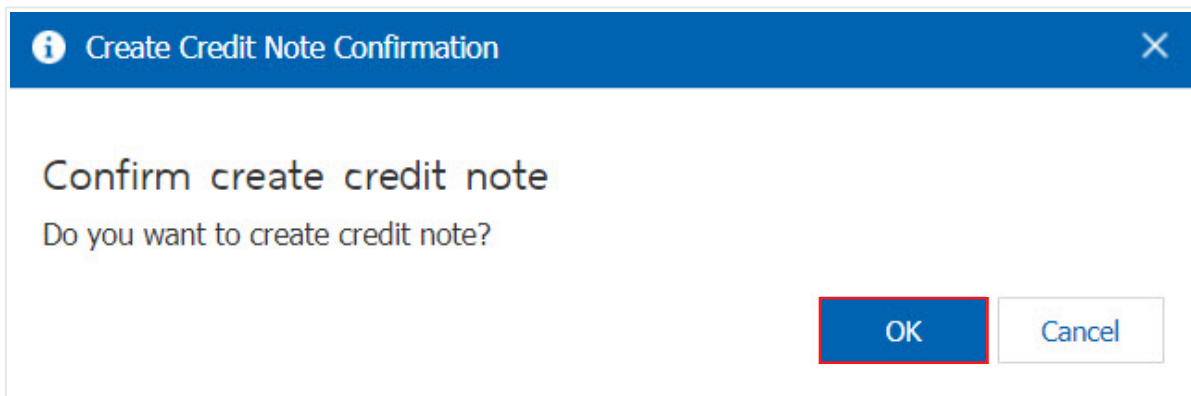
| Credit Sale |             |              |                                 |              |         |              |                  |         |  |
|-------------|-------------|--------------|---------------------------------|--------------|---------|--------------|------------------|---------|--|
| Doc. Date   | Doc. No.    | Customer No. | Customer Name                   | Total Amount | Status  | Invoice No.  | Ref. Sale Order  | Ref. Qu |  |
| 17/08/2563  | INV6308-002 | A6210-015    | บริษัท ซี ดับบลิว ที เอเชีย ... | 6,250.00     | Open    | IV200817-001 |                  |         |  |
| 06/08/2563  | INV6308-004 | 0844087154   | ปรีดดา แสงแก้ว                  | 3,000.00     | Close   | IV200806-002 |                  | QQ-256  |  |
| 03/08/2563  | INV6308-001 | A6210-011    | ร้าน เสือดำมือสอง               | 60,990.00    | Open    | IV200803-002 |                  |         |  |
| 23/07/2563  | INV6307-006 | A6305-001    | บริษัท เอ็นเอ็น จำกัด           | 66,596.80    | Close   | IV200723-001 | ABC-230763/00... |         |  |
| 20/07/2563  | INV6307-005 | 00001        | บริษัท โปรซอฟท์ ไอทีโอ จำกัด... | 69,550.00    | Partial | IV200720-001 |                  |         |  |
| 09/07/2563  | INV6307-004 | 00001        | บริษัท โปรซอฟท์ ไอทีโอ จำกัด... | 135,890.00   | Close   | IV200709-002 | ABC-010763/00... |         |  |
| 02/07/2563  | INV6307-001 | A6209-004    | บริษัท จรุงใจ จำกัด             | 90,415.00    | Open    | IV200702-001 |                  |         |  |
| 02/07/2563  | INV6307-002 | A6210-010    | บริษัท ออนไลน์ซอฟท์ จำกัด       | 4,536.80     | Open    | IV200702-003 |                  |         |  |
| 02/07/2563  | INV6307-003 | A6305-001    | บริษัท เอ็นเอ็น จำกัด           | 142,845.00   | Open    | IV200702-004 |                  |         |  |
| 25/06/2563  | INV6306-009 | 00001        | บริษัท โปรซอฟท์ ไอทีโอ จำกัด... | 139,100.00   | Close   | IV200625-001 | ABC-250663/00... |         |  |
| 22/06/2563  | INV6306-008 | 00001        | บริษัท โปรซอฟท์ ไอทีโอ จำกัด... | 214.00       | Open    | IV200622-001 |                  |         |  |
| 17/06/2563  | INV6306-007 | 0844087154   | ปรีดดา แสงแก้ว                  | 535.00       | Open    | IV200617-001 | ABC-170663/00... |         |  |
| 15/06/2563  | INV6306-006 | 0844087154   | ปรีดดา แสงแก้ว                  | 69,550.00    | Open    | IV200615-001 |                  |         |  |

3. Then, the user Press the "Action" button at the top right of the program screen and select the "Create Credit Note" statement. The system will display Pop – up to allow the user to confirm the opening of the return document, as a credit.



The screenshot shows the 'INV6308-002' document details page. The 'Action' dropdown menu is open, and 'Create Credit Note' is highlighted. The page displays various fields for customer information, document numbers, and dates. Below the fields is an 'Item' table with two rows of product details and a summary table at the bottom.

| No.               | Item No.    | Item Name                | Unit   | Inventory | Location | Qty.   | Price/Unit | Discount | Amount   |
|-------------------|-------------|--------------------------|--------|-----------|----------|--------|------------|----------|----------|
| 1                 | DOC-0710-KA | ซองเอกสาร 7 x 10 นิ้ว KA | UNT-00 | 001       | 00002    | 150.00 | 25.00      |          | 3,750.00 |
| 2                 | SV-007      | คานขนส่งต่างจังหวัด      | UNT-08 |           |          | 5.00   | 500.00     |          | 2,500.00 |
| Total             |             |                          |        |           |          |        |            |          | 6,250.00 |
| Trade Discount    |             |                          |        |           |          |        |            |          | 0.00     |
| Deposit Amount    |             |                          |        |           |          |        |            |          | 0.00     |
| Before VAT Amount |             |                          |        |           |          |        |            |          | 6,250.00 |
| Base VAT          |             |                          |        |           |          |        |            |          | 3,750.00 |
| Value Added Tax   |             |                          |        |           |          |        | SO-NO      | 0.00     | 0.00     |
| Total Amount      |             |                          |        |           |          |        |            |          | 6,250.00 |



The dialog box has a blue header with the title 'Create Credit Note Confirmation' and a close button. The main content area contains the text 'Confirm create credit note' and 'Do you want to create credit note?'. At the bottom right, there are two buttons: 'OK' (highlighted with a red border) and 'Cancel'.

4. When the user confirm the opening of the return document, the credit memo has already been completed. The system will display the form screen, create a return document, credit memos, and automatically display customer information that is referenced from the credit sales document. The user should fill in a form marked with "\*" As shown.

< New Credit Note

Preview
Save
Close

---

Basic Data

Detail

VAT

Post GL

Note & Attachment

\* Customer No.

Customer Name

Contact

PO No.  PO Date

Original Doc. No.

Type  Receipts Goods  Reduce Debt

\* Credit Note No.

\* Invoice No.

Credit Start Date

Receipts Date

Original Invoice No.

\* Credit Note Date

\* Invoice Date

Credit (Day)

Delivery Date

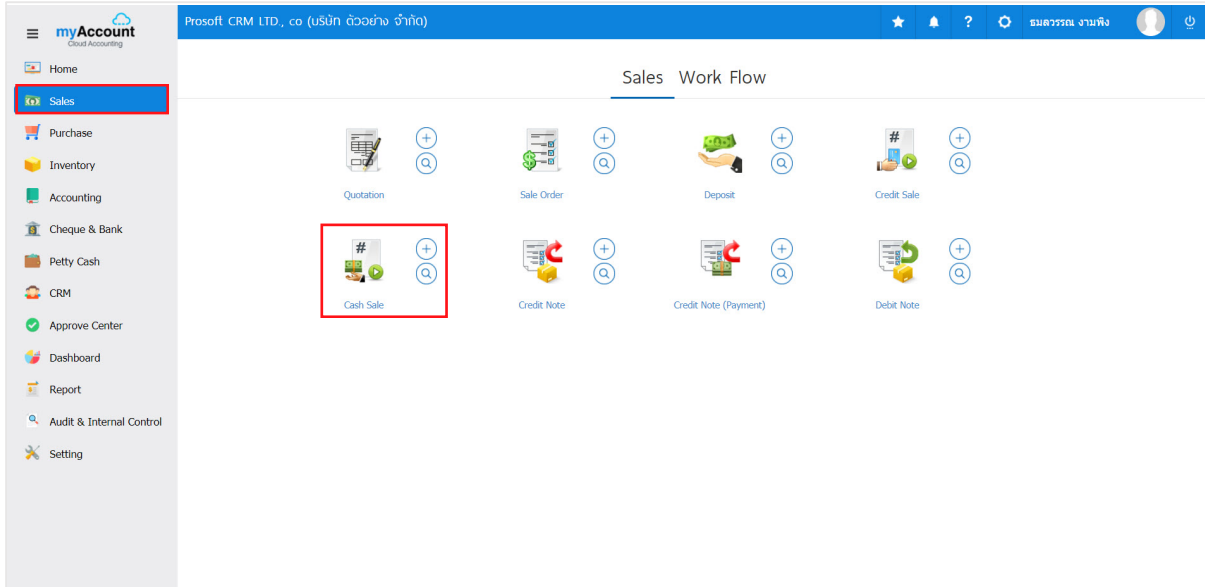
Original Invoice Da...

**Item** 
+ Select Item
Insert Item
\$ AVG Discount
🗑

| No.                    | Item No.    | Item Name                | Unit   | Inventory | Location          | Qty.   | Price/Unit | Discount | Amount   |
|------------------------|-------------|--------------------------|--------|-----------|-------------------|--------|------------|----------|----------|
| 1                      | DOC-0710-KQ | ซองเอกสาร 7 x 10 นิ้ว KA | UNT-00 | 001       | 00002             | 150.00 | 25.00      |          | 3,750.00 |
| 2                      | SV-007      | ค่านส่งต่างจังหวัด       | UNT-08 |           |                   | 5.00   | 500.00     |          | 2,500.00 |
| Old Invoice Tax Amount |             |                          |        | 6,250.00  | Difference        |        |            |          | 6,250.00 |
| Correct Amount         |             |                          |        | 312.50    | Trade Discount    |        | 5%         |          | 312.50   |
|                        |             |                          |        |           | Before VAT Amount |        |            |          | 5,937.50 |
|                        |             |                          |        |           | Base VAT          |        |            |          | 3,562.50 |
|                        |             |                          |        |           | Value Added Tax   | SO-EX7 | 7.00       |          | 249.38   |
|                        |             |                          |        |           | Total Amount      |        |            |          | 6,186.88 |

### Opening of the recoverable documents, a credit note is the sales document reference

1. The user can open the return document, reduce the credit by referencing the live sales document by pressing the "Sales" menu > "Cash Sale" as shown.



2. The Live Sales list screen is displayed. The user must select a Credit Sale document with the status "Open", "Partial" or "Close" As above Figure.

< Cash Sale ★ New +

All Cash Sale 🖨️ ✎️ 🗑️ Action

| <input type="checkbox"/>            | Doc. Date  | Doc. No.     | Customer No. | Customer Name                    | Total Amount | Status   | Invoice No.   | Ref. Sale Order | Ref. Quota |
|-------------------------------------|------------|--------------|--------------|----------------------------------|--------------|----------|---------------|-----------------|------------|
| <input checked="" type="checkbox"/> | 05/12/2562 | RV611205001  | BET          | บริษัท บริษัท มีวเพรียม จำกัด... | 134,018.69   | Open     | RV611205001   |                 |            |
| <input type="checkbox"/>            | 01/12/2562 | HS611201001  | ซ-001        | คุณ ชญาภา เกริกชัยสกุล           | 18,130.00    | Inactive | HS611201001   |                 |            |
| <input type="checkbox"/>            | 22/11/2562 | CS440101-003 | A6210-007    | โปรซอฟท์ ซีโอาร์เอ็ม             | 139,100.00   | Open     | CS-010101-004 |                 |            |
| <input type="checkbox"/>            | 22/11/2562 | CS621122-000 | A6210-007    | โปรซอฟท์ ซีโอาร์เอ็ม             | 139,100.00   | Cancel   | CS-191122-001 |                 |            |
| <input type="checkbox"/>            | 20/11/2562 | CS621120-000 | A6210-007    | โปรซอฟท์ ซีโอาร์เอ็ม             | 0.00         | Open     | CS-191120-001 |                 |            |
| <input type="checkbox"/>            | 08/11/2562 | CS621108-000 | A6210-007    | โปรซอฟท์ ซีโอาร์เอ็ม             | 28,569.00    | Open     | CS-191108-001 |                 |            |
| <input type="checkbox"/>            | 05/11/2562 | CS621105-000 | A6211-018    | คุณ ภาคิน วิเศษโสภณ              | 6,000.00     | Open     | CS-191105-001 |                 |            |
| <input type="checkbox"/>            | 25/10/2562 | CS440101-002 | A6209-001    | บริษัท ลูกคำใหม่                 | 77,040.00    | Open     | CS-010101-003 |                 |            |
| <input type="checkbox"/>            | 25/10/2562 | CS621025-000 | A6209-001    | บริษัท ลูกคำใหม่                 | 77,040.00    | Cancel   | CS-191025-001 |                 |            |
| <input type="checkbox"/>            | 20/10/2562 | CS621020-000 | A6209-00056  | ลูกคำ                            | 1,250.00     | Inactive | CS-191020-001 |                 |            |
| <input type="checkbox"/>            | 16/10/2562 | CS621016-000 | A6209-001    | บริษัท ลูกคำใหม่                 | 668.75       | Inactive | CS-191016-001 |                 |            |
| <input type="checkbox"/>            | 11/10/2562 | CS440101-001 | A6210-010    | บริษัท ออนไลน์ซอฟท์ คอม...       | 1,926.00     | Open     | CS-010101-002 |                 |            |
| <input type="checkbox"/>            | 11/10/2562 | CS621011-000 | A6210-010    | บริษัท ออนไลน์ซอฟท์ คอม...       | 1,926.00     | Cancel   | CS-191011-001 |                 |            |

⏪ ⏩ 1 2 3 4 5 ... 20 Items per page 21 - 40 Items From 113 Items

3. Then, the user Press the "Action" button at the top right of the program screen and select the "Create Credit Note" command. The system will display Pop – up to allow the user to confirm the opening of the return document, as a credit discount.

< RV611205001  
Info | History | Activity | Status : Open

\* Customer No. BET      \* Doc. No. RV611205001 /2562  
 Customer Name บริษัท บริษัท มีวเทรียม จำกัด (สาขาสานักใหญ่)      \* Invoice No. RV611205001 /2562  
 Contact      Credit Start Date  
 Sale Order No.      Sale Order...      Receipts Date 04/01/2563  
 Ref. Quotation      PO No.      PO Date

**Item**

| No.               | Item No. | Item Name         | Unit   | Inventory | Location | Qty. | Price/Unit      | Discount    | Amount     |
|-------------------|----------|-------------------|--------|-----------|----------|------|-----------------|-------------|------------|
| 1                 | FG-0018  | เครื่องขงกาฬไฟฟ้า | UNT-06 | 001       | 00001    | 6.00 | 25,900.00       |             | 155,400.00 |
| Total             |          |                   |        |           |          |      |                 |             | 155,400.00 |
| Trade Discount    |          |                   |        |           |          |      |                 |             | 0.00       |
| Deposit Amount    |          |                   |        |           |          |      |                 |             | 11,214.95  |
| Before VAT Amount |          |                   |        |           |          |      |                 |             | 134,018.69 |
| Base VAT          |          |                   |        |           |          |      |                 |             | 0.00       |
|                   |          |                   |        |           |          |      | Value Added Tax | SO-IN7 7.00 | 0.00       |
| Total Amount      |          |                   |        |           |          |      |                 |             | 134,018.69 |

**Open Credit Note Confirmation**

Confirm create credit note  
Do you want to create credit note?

4. Once the user has confirmed the opening of the return document, the Credit Note has already been completed. The system will display the form screen, create a return document, Credit Note, and automatically display customer information that is referenced from the live sales document. The user should fill in a form marked with "\*" as shown in the image.

< New Credit Note

Preview
Save
Close

Basic Data
Detail
VAT
Post GL
Note & Attachment

\* Customer No.

Customer Name

Contact

PO No.  PO Date

Original Doc. No.

Type  Receipts Goods  Reduce Debt

\* Credit Note No.

\* Invoice No.

Credit Start Date

Receipts Date

Original Invoice No.

\* Credit Note Date

\* Invoice Date

Credit (Day)

Delivery Date

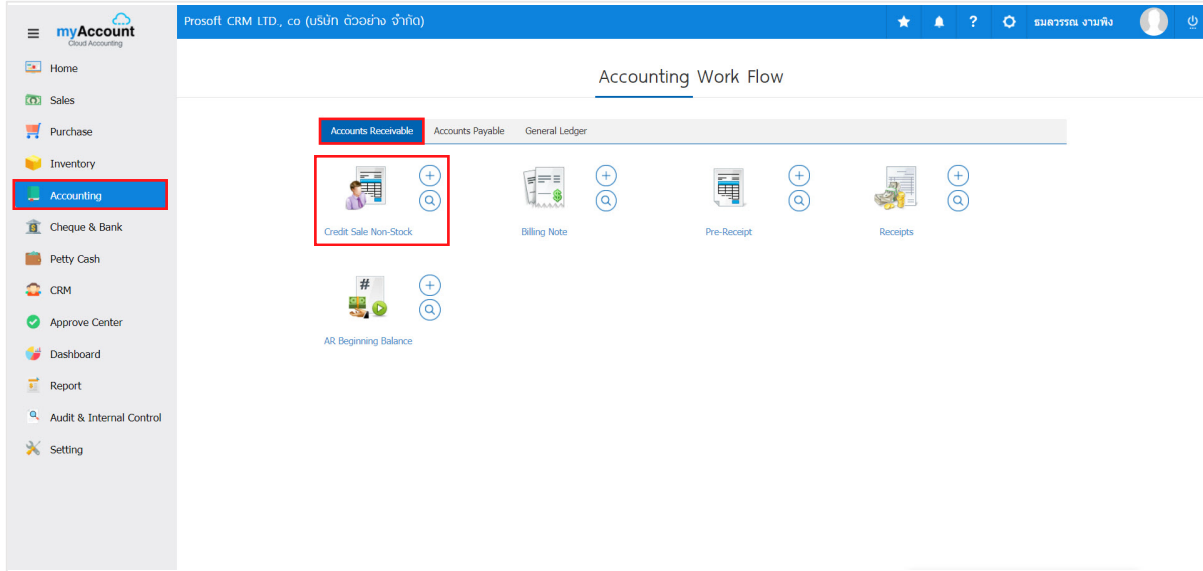
Original Invoice Da...

**Item** 
+ Select Item
Insert Item
AVG Discount
🗑

| No.                    | Item No. | Item Name         | Unit       | Inventory      | Location | Qty. | Price/Unit | Discount  | Amount     |            |
|------------------------|----------|-------------------|------------|----------------|----------|------|------------|-----------|------------|------------|
| 1                      | FG-0018  | เครื่องขงกาฬเสีดำ | UNT-06     | 001            | 00001    | 6.00 | 25,900.00  |           | 155,400.00 |            |
| Old Invoice Tax Amount |          |                   | 145,233.64 | Difference     |          |      |            |           |            |            |
| Correct Amount         |          |                   | 5,373.64   | Trade Discount |          |      | 10%        | 15,540.00 |            |            |
| Before VAT Amount      |          |                   |            |                |          |      |            |           |            | 139,860.00 |
| Base VAT               |          |                   |            |                |          |      |            |           |            | 139,860.00 |
| Value Added Tax        |          |                   |            |                | SO-EX7   | 7.00 |            |           | 9,790.20   |            |
| Total Amount           |          |                   |            |                |          |      |            |           |            | 149,650.20 |

## Opening a return document, reducing credit by referencing the other Receivables Document

1. The user can open the return document, reduce the credit by referencing the other receivables document by pressing the "Accounting" menu > "Account Receivable" > "Credit Sale Non-Stock" As Figure.



2. The system will display the other Accounts Receivable Setup screen. The user must select other accounts receivable with the "Open", "Partial" or "Close" status. As above Figure.

| Credit Sale Non-Stock |              |              |                              |              |         |              |                 |               |  |
|-----------------------|--------------|--------------|------------------------------|--------------|---------|--------------|-----------------|---------------|--|
| Doc. Date             | Doc. No.     | Customer No. | Customer Name                | Total Amount | Status  | Invoice No.  | Ref. Sale Order | Owner         |  |
| 25/06/2562            | AR620625-000 | CUS-033      | คุณ อรอนงค์                  | 1,070.00     | Open    | AR620625-000 |                 | นฤมล เสดร์    |  |
| 24/01/2563            | AR630124-000 | A6209-002    | ร้าน ขายของชำ                | 10,000.00    | Cancel  | AR630124-000 |                 | อิสระ จิตรส   |  |
| 26/06/2562            | AR620626-000 | CUS-101      | คุณ เดี่ยว                   | 6,000.00     | Open    | AR620626-000 |                 | นฤมล เสดร์    |  |
| 30/04/2562            | AR620430-002 | CUS-039      | บริษัท นานาการไฟฟ้า จำกัด    | 32,100.00    | Open    | AR620701-000 |                 | จิตเวฬุรา มัง |  |
| 12/06/2560            | AR600630-002 | CUS-011      | ร้าน D-Bistro                | 14,445.00    | Partial | AR600630-002 |                 | สุภาพร อื่น   |  |
| 08/06/2561            | AR610608-001 | CUS-039      | บริษัท นานาการไฟฟ้า จำกัด    | 32,100.00    | Close   | AR610608-001 |                 | Training ;    |  |
| 25/04/2561            | AR610425-001 | CUS-006      | บริษัท มอส ฟู้ดส์ (ประเทศ... | 10,700.00    | Close   | AR610425-001 |                 | นฤมล เสดร์    |  |
| 24/01/2563            | AR630124-001 | A6209-002    | ร้าน ขายของชำ                | 10,000.00    | Close   |              |                 | อิสระ จิตรส   |  |
| 08/06/2561            | AR610608-002 | CUS-039      | บริษัท นานาการไฟฟ้า จำกัด    | 32,100.00    | Close   | AR610608-002 |                 | Training ;    |  |
| 09/11/2561            | AR611109-000 | CUS-009      | คุณ ผ่องพรรณ แก้วนาดี        | 5,350.00     | Close   | AR611109-000 |                 | อิสระ จิตรส   |  |
| 09/07/2563            | AR630709-000 | 00001        | บริษัท โปรซอฟท์ ไอทีโอ จำกัด | 5,350.00     | Close   | AR630709-000 |                 | อิสระ จิตรส   |  |
| 02/10/2561            | AR611002-002 | CUS-005      | บริษัท ไอแอม จำกัด           | 1,000.00     | Close   | AR611002-002 |                 | นฤมล เสดร์    |  |
| 30/04/2562            | AR620430-000 | CUS-039      | บริษัท นานาการไฟฟ้า จำกัด    | 32,100.00    | Close   | AR620627-000 |                 | นฤมล เสดร์    |  |



3. Then, the user Press the "Action" button at the top right of the program screen and select the "Create Credit Note" statement. The system will display Pop – up to allow the user to confirm the opening of the return document, as a credit.

< AR610425-001  
Info | History | Activity | Status : Close

Basic Data | Detail | Deposit | VAT | Post GL | Note & Attachment

\* Customer No. CUS-006 \* Doc. No. AR610425-001  
Customer Name บริษัท มอส ฟูดส์ (ประเทศไทย) จำกัด \* Invoice No. AR610425-001  
Contact คุณแก้วดา Ship No.   
PO No. 000 PO Date 25/04/2561 Credit (Day)   
Ref. Sale Order

Income

| No.               | Income No. | Income Name  | Description        | Amount    |
|-------------------|------------|--------------|--------------------|-----------|
| 1                 | 3806       | ค่าจ้างทำของ | งานรับเหมาก่อสร้าง | 10,000.00 |
| Total             |            |              |                    | 10,000.00 |
| Trade Discount    |            |              |                    | 0.00      |
| Deposit Amount    |            |              |                    | 0.00      |
| Before VAT Amount |            |              |                    | 10,000.00 |
| Base VAT          |            |              |                    | 10,000.00 |
| Value Added Tax   |            | SO-D7        | 7.00               | 700.00    |
| Total Amount      |            |              |                    | 10,700.00 |

**Open Credit Note Confirmation**

Confirm create credit note  
Do you want to create credit note?

OK Cancel

4. When the user confirm the opening of the return document, the Credit Note has already been completed. The system will display the form screen. Create a return document, Credit Note, and automatically display customer information that is referenced from other accounts receivable documents. The user should fill in a form with a "\*" Mark as follows.

< New Credit Note

Preview
Save
Close

---

Basic Data

Detail

VAT

Post GL

Note & Attachment

\* Customer No.

Customer Name

Contact

PO No.  PO Date

Original Doc. No.

Type  Receipts Goods  Reduce Debt

\* Credit Note No.  \* Credit Note Date

\* Invoice No.  \* Invoice Date

Credit Start Date  Credit (Day)

Receipts Date  Delivery Date

Original Invoice No.  Original Invoice Da...

**Item** + Select Item   Insert Item   \$ AVG Discount  

| No.                    | Item No. | Item Name    | Unit | Inventory | Location          | Qty.   | Price/Unit | Discount | Amount    |
|------------------------|----------|--------------|------|-----------|-------------------|--------|------------|----------|-----------|
| 1                      | 3806     | ค่าจ้างทำของ |      |           |                   | 0.00   | 0.00       |          | 10,000.00 |
| Old Invoice Tax Amount |          |              |      | 10,000.00 | Difference        |        |            |          | 10,000.00 |
| Correct Amount         |          |              |      | 1,000.00  | Trade Discount    |        | 10%        |          | 1,000.00  |
|                        |          |              |      |           | Before VAT Amount |        |            |          | 9,000.00  |
|                        |          |              |      |           | Base VAT          |        |            |          | 9,000.00  |
|                        |          |              |      |           | Value Added Tax   | SO-EX7 | 7.00       |          | 630.00    |
|                        |          |              |      |           | Total Amount      |        |            |          | 9,630.00  |

### The download Printing and emailing recovery documents, Credit Note

1. When a user creates a return document, the Credit Note has finished downloading. To print or send a user, press the "🖨️" button in the upper right side of the program screen. In the Recovery document details screen, the credit memo




2. The system will display the screen. Return document form, Credit Note the user can choose to press "Download", "Print" or "Send Email" button at the top right of the program screen, as required by the user. As Picture

Preview Credit Note CN630306-000 ✕

Status: Open

Download
Print
Send Email



**Prosoft CRM LTD., co**

287 หมู่ 5 ตำบลสันทรายน้อย อำเภอสันทราย จังหวัดเชียงใหม่ 50210 โทร 02-402-8068, 081-359-7689

อีเมล sale@prosoftbiz.com เลขประจำตัวผู้เสียภาษี 0505557001854

Branch issued CREDIT NOTE : Head Office Page 1/1

**CREDIT NOTE**

| <b>Contact</b>                                   |                     |                                  |            | <b>Doc. No.</b> CN630306-000        |                 |          |          |
|--|---------------------|----------------------------------|------------|-------------------------------------|-----------------|----------|----------|
| <b>Company</b> บริษัท โปรซอฟท์ เอ็กสเพิร์ท จำกัด |                     |                                  |            | <b>Doc. Date</b> 06/03/2563         |                 |          |          |
| <b>Branch</b> Head Office                        |                     | <b>Tax ID</b> 1234567891234      |            | <b>Invoice No.</b> CN200306-001     |                 |          |          |
| <b>Address</b> 14/2 ทุ่งทอง                      |                     |                                  |            | <b>Invoice Date</b> 06/03/2563      |                 |          |          |
| <b>Tel.</b>                                      |                     |                                  |            | <b>Old Invoice No.</b> IV200306-001 |                 |          |          |
| <b>Fax.</b>                                      |                     |                                  |            | <b>Old Invoice Date</b> 06/03/2563  |                 |          |          |
| Purchase Order No.                               | Purchase Order Date | Credit(Days)                     | Due Date   | Delivery Date                       | Salesman        |          |          |
|  |                     | 20                               | 26/03/2563 | 13/03/2563                          | อิสระ จิตรสว่าง |          |          |
| No.  | Goods No.           | Description                      | Qty.       | Unit                                | Unit Price      | Discount | Amount   |
| 1  | 0001232             | ไซฟานิ่งกะ                       | 1.00       | ตัว                                 | 8,900.00        | 100.00   | 8,800.00 |
| 2  | 3001235000          | ปูนซีเมนต์ปอร์ตแลนด์ประเภทราช้าง | 1.00       | ถุง                                 | 150.00          |          | 150.00   |
| 3  | 8850127004571       | หินสักรทราย                      | 1.00       | ถุง                                 | 111.00          |          | 111.00   |

\* Note: Recovered document files, Credit Note are in the format. PDF extension.