

This is a guide to show how to credit an invoice.

Step #1 - Find the Invoice

In the **Costing** grid find the **invoice** which needs to be **credited**.

Charges Internal Charges All Transactions Totals																		
Sales = £250.00 (Chg: 250.00) (Inv: 250.00)																	<input checked="" type="checkbox"/> Stacked View	Batch
Client	InvNo	ChgCode	ChgDesc	Date	ChgAmount	ChgCurr	ChgROE	InvCurr	InvAmount	HomeROE	HomeAmount	HomeCurr	Charge Notes	Type	VatCode	VAT	CreatedBy	Created
SIGMA01	INV000003	100	Airfreight	27/01/16	250.00	GBP	1.00	GBP	250.00	1.00	250.00	GBP		Invoice	Z		0.00 ADMIN	27/01/2016

Step #2 - Add a New Line

Add a new line in the **Costing** grid.

Charges Internal Charges All Transactions Totals																		
Sales = £250.00 (Chg: 250.00) (Inv: 250.00)																	<input checked="" type="checkbox"/> Stacked View	Batch
Client	InvNo	ChgCode	ChgDesc	Date	ChgAmount	ChgCurr	ChgROE	InvCurr	InvAmount	HomeROE	HomeAmount	HomeCurr	Charge Notes	Type	VatCode	VAT	CreatedBy	Created
SIGMA01	INV000003	100	Airfreight	27/01/16	250.00	GBP	1.00	GBP	250.00	1.00	250.00	GBP		Invoice	Z		0.00 ADMIN	27/01/2016
SIGMA01	...			27/01/16	0.00	GBP	1.00	GBP	0.00	1.00		GBP		Invoice			0.00 ADMIN	27/01/2016

Step #3 - Enter the Information

In the new line replicate the information of the **invoice** which needs to be **credited**.

The **Type** field is the only field which needs to be changed. It should be set to **Credit Note**.

Save the changes to this line, then click the **Raise Line** button.

Charges Internal Charges All Transactions Totals																
Sales = £250.00 (Chg: 250.00) (Inv: 250.00)																
<input checked="" type="checkbox"/> Stacked View Batch Uni																
Client	InvNo	ChgCode	ChgDesc	Date	ChgAmount	ChgCurr	ChgROE	InvCurr	InvAmount	HomeROE	HomeAmount	HomeCurr	Charge Notes	Type	ValCode	VAT
SIGMA01	INV000003	100	Airfreight	27/01/16	250.00 GBP		1.00 GBP		250.00	1.00	250.00 GBP			Invoice	Z	0.00 ADMIN
*SIGMA01		100	Airfreight	27/01/16	250.00 GBP		1.00 GBP		250.00	1.00	250.00 GBP			Credit Note		
														Invoice		
														Credit Note		

Step #4 - Raise the Credit Note

Raising a **Credit Note** will use the same process as raising an Invoice.

The screenshot shows the 'Invoice Generation Wizard' window with the 'Wizard' tab selected. The 'Generation mode' section asks 'Which charges do you wish to generate into invoices?' and offers three radio button options: 'All pending charges' (with a 'Job Number' label), 'A single file reference' (selected, with a text box containing 'AE000007'), and 'An address code'. Below these are two checkboxes: 'Batched charges only' (checked) and 'Process recurring charges' (unchecked). The 'Batch assignment' section has three radio button options: 'New Batch' (selected), 'Automatic batching', and 'Add to existing batch' (with a dropdown box showing 'SLS000001'). The 'Tax point date' section has a date dropdown set to '27/01/2016' and 'Date Restrictions' with 'From Any Date' and 'To Any Date'. The 'Charge Search options' section on the right includes a 'Search Date' dropdown set to 'Date (chg)', and several checkboxes: 'After' (unchecked, date '26/01/2016'), 'Before' (unchecked, date '27/01/2016'), 'Charged by user' (unchecked, dropdown 'ADMIN'), 'Charged by group' (unchecked, dropdown 'ACCOUNTS'), 'Invoice currency' (unchecked, dropdown 'GBP'), and 'Invoice frequency' (unchecked). At the bottom are '< Back', 'Next >', and 'Cancel' buttons.

Step #5 - Invoices to Generate

Tick the item that you wish to generate the **Credit Note** for, then click the **Next** button.

Invoice Generation Wizard

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Invoices to generate [Help](#)

Tick the boxes for the items that you want to generate.

Type	Address	File Ref	HomeAmount	Vat	Inv Date
<input checked="" type="checkbox"/> Credit Note			250.00	0.00	n/a
<input checked="" type="checkbox"/> SIGMA01		AE000007	250.00 (GBP)	0.00	27/01/16

< Back **Next >** Cancel

Step #6 - Generate the Credit Note

Click the **Generate** button to create the **Credit Note**, then click **Yes** to confirm the generation.

Invoice Generation Wizard

Wizard

Config

Utilities

About

Summary totals

[Help](#)

Confirm the summary totals for your selections, then click on the Generate button.

Tax point date: Wednesday 27 January 2016

Summary totals of items that will be generated

Type	Home Amount	VAT Amount	Count
Credit Note	250.00	0.00	1
Totals	-250.00	0.00	1

Generate

The invoices have not yet been generated. Click on the GENERATE button to start the process. Once complete a summary of the invoices created will be displayed

< Back

Next >

Cancel

Step #7 - Costing Grid

The **Credit Note** should be shown on the Costing screen in pink and it should have an Credit Note number (InvNo field).

Charges Internal Charges All Transactions Totals																
Sales = £0.00 (Chg: 0.00) (Inv: 0.00)																
<input checked="" type="checkbox"/> Stacked View Batch Unb																
Client	InvNo	ChgCode	ChgDesc	Date	ChgAmount	ChgCurr	ChgROE	InvCurr	InvAmount	HomeROE	HomeAmount	HomeCurr	Charge Notes	Type	VatCode	VAT
SIGMA01	INV000003	100	Airfreight	27/01/16	250.00	GBP	1.00	GBP	250.00	1.00	250.00	GBP	Invoice	Z	0.00	ADMIN
SIGMA01	CRE000002	100	Airfreight	27/01/16	250.00	GBP	1.00	GBP	250.00	1.00	250.00	GBP	Credit Note	Z	0.00	ADMIN