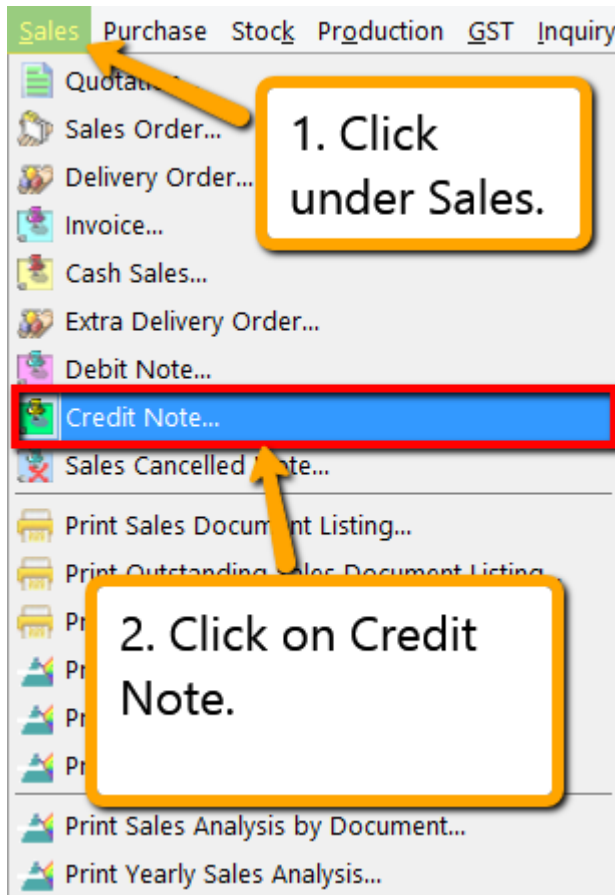# Credit Noted for Sales Rebate & Incentive :

Let say if the customer hit target or you give rebate for the particular customer after you bill all the invoices, for those non stock control related :

Step 1 : Click under **Sales.**

Step 2 : Look for Sales **Credit Note.**

Step 3 : Update the reason, invoice number, invoice date then charge the tax code under SR and Save the credit note.

<u>The reason of the rebate / incentive must together with the invoice number and invoice date:</u>

P/S :

The invoice number = don't need in detail, you just have to list down the first number and the last of the invoice number will do,eg : IV-0001-IV-0005.

Invoice date = For the invoice date, you may insert the last invoice's date for record purpose will do.

How to post the Credit Note to the account that I want?

3.1 : Click on the small button to call out those additional field.

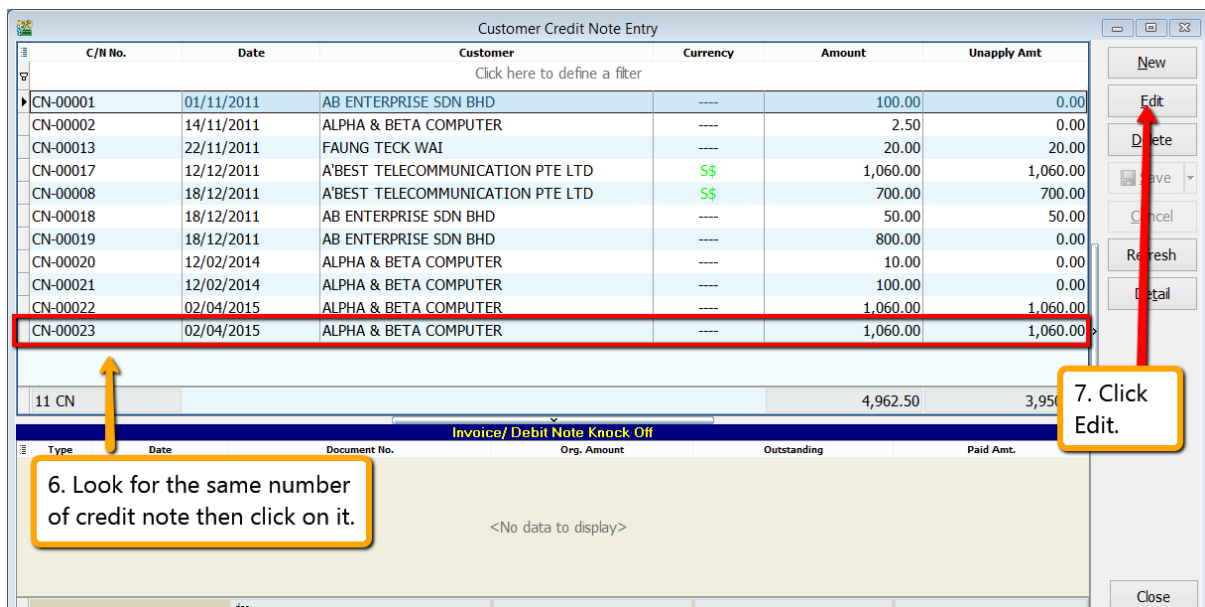3.2 : Ticked/ Checked on the field of " Account "

Step 3.3 : Account column will show out at the screen then you may choose which account that you want to post for this credit note.

How to knock off all the outstanding invoices?
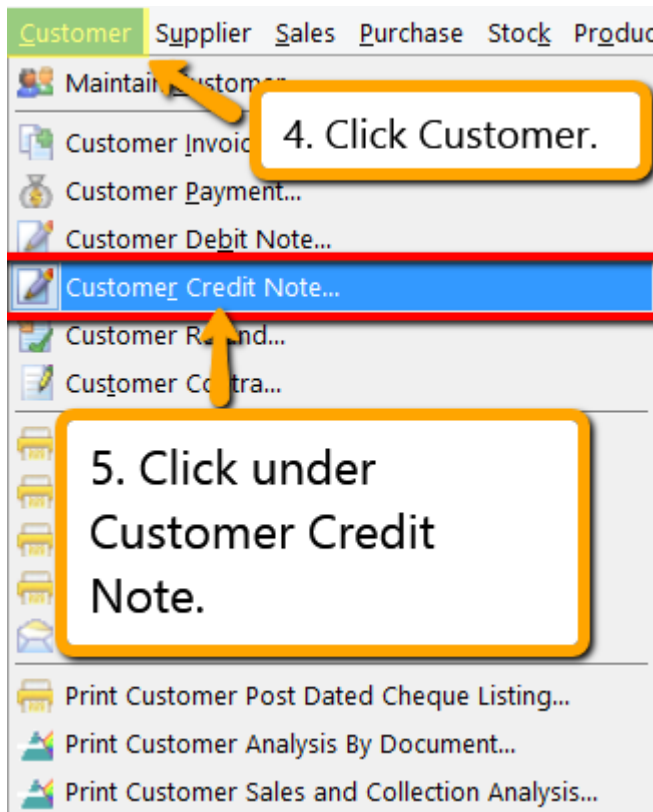
Step 4 : Click Customer.

Step 5 : Click under Customer Credit Note.

Step 6 : Look for the same number of the credit note just now that you created.

Step 7 : Click on Edit.

Step 8 : System will prompt you reminder that this document was posted from Sales | Credit Note… Do you want to edit this document? Click Yes.

Step 9 : Tick / check on those invoice that you want to knock off the outstanding.

Step 10 : Save the Customer Credit Note.