

Automatic Credit Note Allocation Feature

This feature is currently available in the **Palladium Enterprise 2011** and **Palladium Business 2011** versions and greater.

Feature Overview:

This feature allows you to automatically match/allocate Credit Notes to Unpaid Sales Invoices on the fly.

How Does This Feature Help Your Business?

- Accurate credit allocations.
- Offsets the credit immediately, this eliminates the process to have to manually apply the credit to the Sales Invoice.
- Saves you time.

Feature Setup:

Firstly, to activate the feature, you go onto Control Panel | Company options and on the Receivables tab, ensure that the option below is checked. Should this feature not be activated, then the Credit note will appear on the customer's account as an unallocated credit.

The screenshot shows the 'Company Options' window with the 'Receivables' tab selected. The 'Auto-Apply Credit Notes to Unpaid Invoices' checkbox is checked and highlighted with a red box. Other visible options include 'Allow Receipts on Invoice Entry', 'Require Administrator Level on Invoice Adjustments', 'Block Editing of Line Description', 'Block Editing of Line Units', 'Document Processing Mode', 'Reference Number Checking', 'Blank Reference Number', 'Freehand Quotes', and 'Default Credit Control for New Customers'.

Feature Functionality:

To process a Credit Note, select the invoice then process the Credit Button (subject to the users requisite security access rights)

The screenshot shows the 'Sales Invoice' window with the 'Credit' button highlighted. The 'Credit Note' section is active, showing customer details for TST001 (Ashburton Reinforcing) and a table of document items. The summary section shows a subtotal of -15 173.90, a discount of 758.70, and a total of -16 433.33.

Number	Location	Description	Qty	Unit	Price	Discount %	Tax Code	Tax	Amount
InvItem	DEFAULT	Inventory Item	-21	EA	120.00	5.00	01	-335.16	-2 394.00
Shoes	DEFAULT	Modern Shoes with Buckles	-43	EA	210.00	10.00	01	-1 137.78	-8 127.00
Handbag-Gucci	DEFAULT	Gucci Style Handbag	-17	EA	322.00	15.00	01	-651.41	-4 652.90

If the full invoice value was credited, the Sales Invoice will not appear in the Outstanding Invoice Feature within the Process Customer Receipts function as it has been automatically been matched to the Credit Note.

The screenshot shows the 'Receipts' window with a table of receipts. The 'Match All' and 'Auto Match' buttons are visible at the bottom. The summary section shows a total receipt amount of 0.00.

Reference	Document Number	Date	Order Number	Original Amount	Amount Owing	Disc Available	Disc Taken	Receipt Amount
CR-000000002	CN-000000005	2015/03/01	CR-000000002	-1 246.45	-1 246.45	0.00		
a	IN-000000001	2015/03/01		139.08	139.08	0.00		
	IN-000000002	2015/03/01		1 406.76	1 406.76	0.00		
	IN-000000006	2015/03/01		346 560.00	346 560.00	0.00		
	IN-000000010	2015/03/01		4 560.00	4 560.00	0.00		
	IN-000000012	2015/03/01		100.00	100.00	0.00		

General Note:

If you pass a Credit Note to a Sales Invoice and it is not for the full amount, only the net outstanding amount will appear on the outstanding Receipts above the "Amount Owing" field.