Apps for Greentree

CREATE CREDIT NOTES FROM PACKING SLIPS

APP NUMBER: 010052

Powered by:

MYOB Greentree

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FEATURES

1. Allow Sales staff access to create a credit note for something they've sold without allowing them full access to credit notes**.**
    - Create a credit note from a packing slip
    - Print the credit note

IMPORTANT NOTES

- We recommend that you test the configuration of the App thoroughly in a test system prior to deploying the App in your live Greentree system.

OTHER REQUIREMENTS

Greentree Modules: Inventory, Sales Orders.

Associated Apps: None.

CREATE AR CREDIT NOTE

An AR credit note can be created by recalling an invoiced packing slip.
1. Select the menu item | Data Entry | Sales Order | Packing Slip Maintenance | (or alternatively from Sales Order enquiry and drill into an invoiced Packing Slip).

2. Click on the Create credit note button

3. The AR Credit Note creation screen is displayed with all the items from the packing slip
4. Select the items to be credited or Deselect the items that are not to be credited.
5. Click on the Printer icon to print the Credit Note or Save.

IMPLEMENTATION GUIDE

Please refer to the Important Notes section above before installing and configuring this App

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APP INSTALLATION

1. Log into Greentree as the Super user
2. Select the menu item | System | Apps For Greentree | Apps Module Control |
3. Enter the New Registration Codes supplied and click Install App
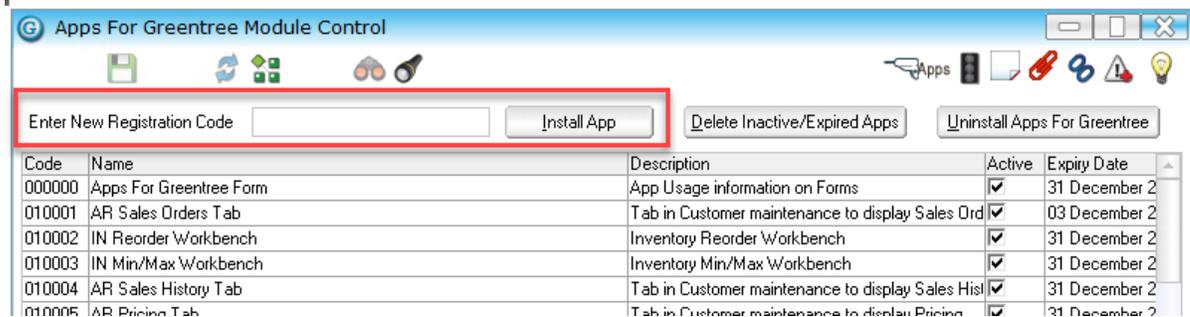
4. Select/Highlight the Create Credit Notes from Packing Slips App.
5. Click on the Edit Users button and select the users who will be configured to use Create Credit Notes from Packing Slips, for which companies.
6. Save and Close the form.