

# 1. Supplier Credit Note

Finance > Supplier > New Supplier Credit Note > Select the Supplier > Select Supplier Invoice to Offset/Standalone Credit Note > Next

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**Main Header:** Property, Tenant/Contract (1), Finance, Maintenance, Portal, Control Panel

**Form Sections:**

- 1. Supplier's Name: Please Select
- 2. Invoice Number(s): No Invoice Number
- 3. Credit Note Currency: SGD Singapore Dollar

**Select Supplier Table:**

Contact Code	Supplier Name
12288	Eric & Company Ltd
199002307R	TRANE DISTRIBUTION PTE LTD
200406375W (4)	LIONG CONSTRUCTION PTE LTD
200410167W	CERTIS CISCO SECURITY TECHNOLOGY PTE LTD
acelift001	Ace Lift
BBQ321	BBQ Electric Manager
CCIC123	Condo Image Company
CS/20001	Cleaning Tech Co
CS/20002	Happy Landscape Company
CS/20003	Swimming Pool Pte Ltd

Property Tenant/Owner **Finance** Maintenance Portal Control Panel

Home Page **New Supplier Credit Note x**

**New Supplier Credit Note** 1 - Supplier's Name 2 - Invoice Number(s) 3 - Credit Note Currency

1. **Supplier's Name**  
Eric & Company Ltd

2. **Invoice Number(s)**

No Invoice Number  
 Please select Invoice Numbers from the followings:

**Select Supplier Invoice to Offset**

Find What:

Invoice No	Due Date	Curr	Balance	Account
ec1001	15 Jul 2021	SGD	374.50	22060 Trade Creditors
ENCINV32-3231-2021	20 Aug 2021	SGD	856.00	22060 Trade Creditors
INV12345	24 Dec 2021	SGD	1,605.00	22060 Trade Creditors

User can select the supplier invoice to offset with the credit note directly.

Note : The payment voucher will show only the net amount if user offset the credit note directly with the supplier invoice. If user want the credit note to reflect in PV, please create a standalone CN by clicking the "Next" button.

# i. Offset the credit note with supplier invoice

System will by default issue a CN with full invoice amount, user need to click on the item to update the CN amount/description and click on "Update Item" before save.

**Supplier Credit Note** | 1 - General | 2 - Other Details | 3 - Upload Document | 4 - Posting Details

Supplier Name: Eric & Company Ltd | Credit Note Date: 08 Dec 2021  
Credit Note No: | Invoice Number: ec1001

**Credit Note Details**

Description: PO cleaning svc | Item Code: | Amount (SGD): 350  
Account Code: 61410 Landscape Maintenance | GST Category: TX - Standard-Rated Purchase  
Profit Centre: |  GST Inclusive  
Permit No: |

SN	Item Code/Item Description/Invoice No	Account Code	Profit Centre	Permit No	Amount	GST	GST Incl
1	PO cleaning svc ec1001	61410 Landscape Maintenance			350	Y	N

Click Add Item to add new row

Select All | Sub-Totals: 350.00 | Tax Amount: % 7 24.50 | Total Amount (SGD): 374.50 |  Edit

**New** | Last Updated By is Not Available

## ii. Issue a standalone credit note

System will show a blank screen for user to key the credit details.

Property Tenant/Owner **Finance** Maintenance Portal Control Panel

Home Page **New Supplier Credit Note x** New Supplier Invoice x

**Supplier Credit Note** 1 - General 2 - Other Details 3 - Upload Document 4 - Posting Details

Supplier Name  Credit Note Date

Credit Note No  Invoice Number

**Credit Note Details**

Description

Account Code  Item Code

Profit Centre  Amount (SGD)

Permit No  GST Category

GST Inclusive

SN	Item Code/Item Description/Invoice No	Account Code	Profit Centre	Permit No	Amount	GST	GST Incl
Click Add Item to add new row							

Select All

Sub-Totals

Tax Amount % 7   Edit

Total Amount (SGD)

**New** Last Updated By is Not Available |

**The Management Corporation Strata Title Plan No. 6789**

Gardens Road  
Singapore 678900

**PAYMENT VOUCHER**

**Payment No :** 6789/AP2111004

**Date :** 30 Nov 2021

**Bank Name :** Cash At Bank - 1

**Cheque No :** 000003

**PAY TO :** CS/21005 IBASE TECHNOLOGY PTE LTD  
19 KALLANG AVENUE #04-151  
Singapore 339410

SN	Invoice No/Description	Account	Amount (SGD)
1	Inv 77889 Testing for Supplier LD Contra	400-1000 TRADE CREDITORS	80.00
2	CN 33445 SECOND CN FOR TESTING	400-1000 TRADE CREDITORS	(30.00)
<b>TOTAL:</b>			50.00

Authorised Signature: \_\_\_\_\_

Received By: \_\_\_\_\_

**Note :**

**Method (i) Direct offset with supplier invoice :Payment voucher will show only the net amount.**

**Method (ii) Standalone Credit Note : Payment voucher will show the credit note in a separate line.**