WHAT ARE DEBIT AND CREDIT NOTES AND WHERE SHOULD THEY BE USED

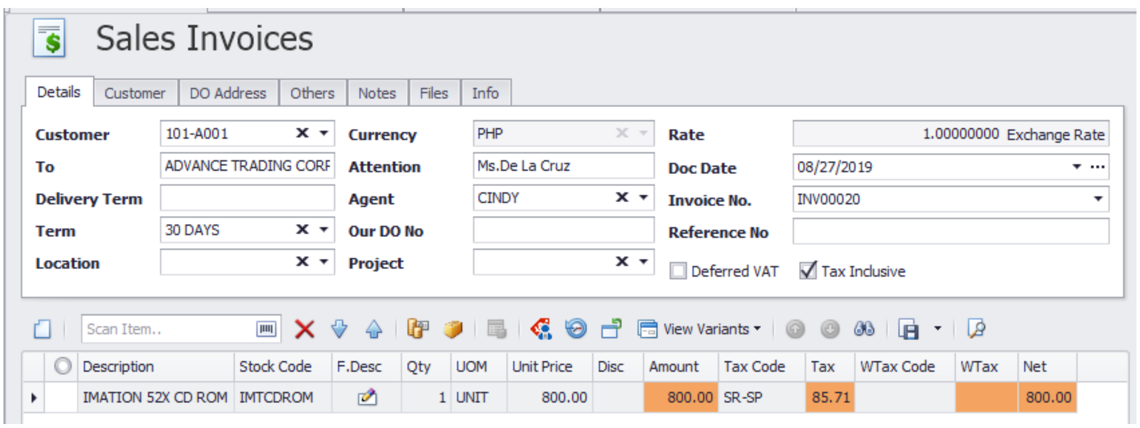
Problem Scenario:

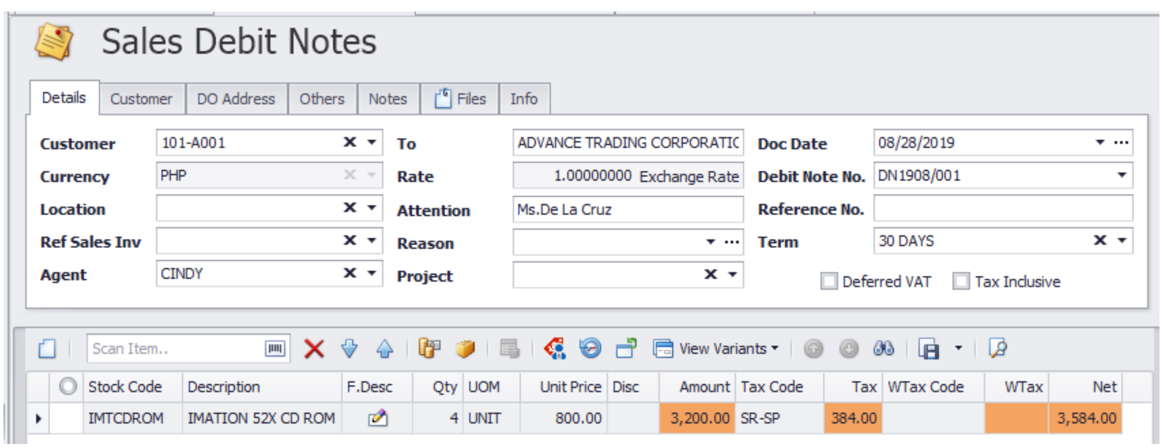
Users need to know which transactional form would be applicable for their different types of business process scenarios such as additional sales or sales return, additional purchases or purchase returns, etc.

Resolution(s):

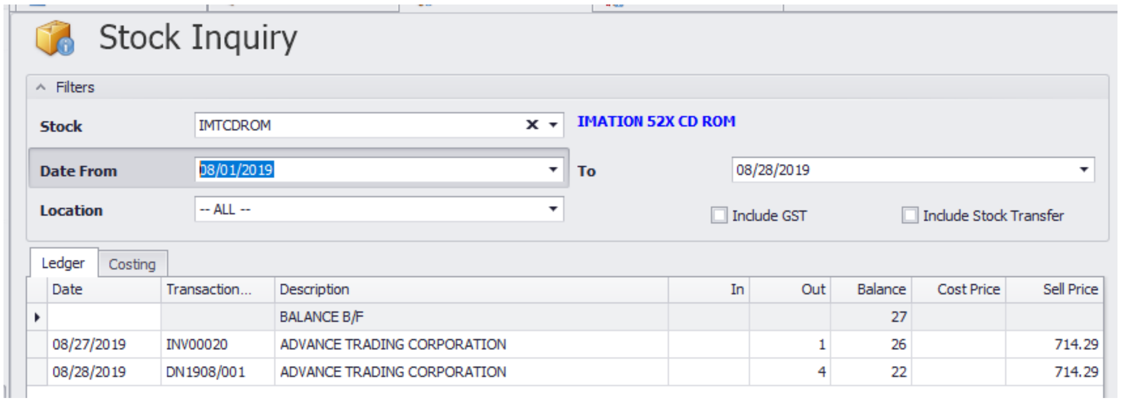
DEBIT NOTES

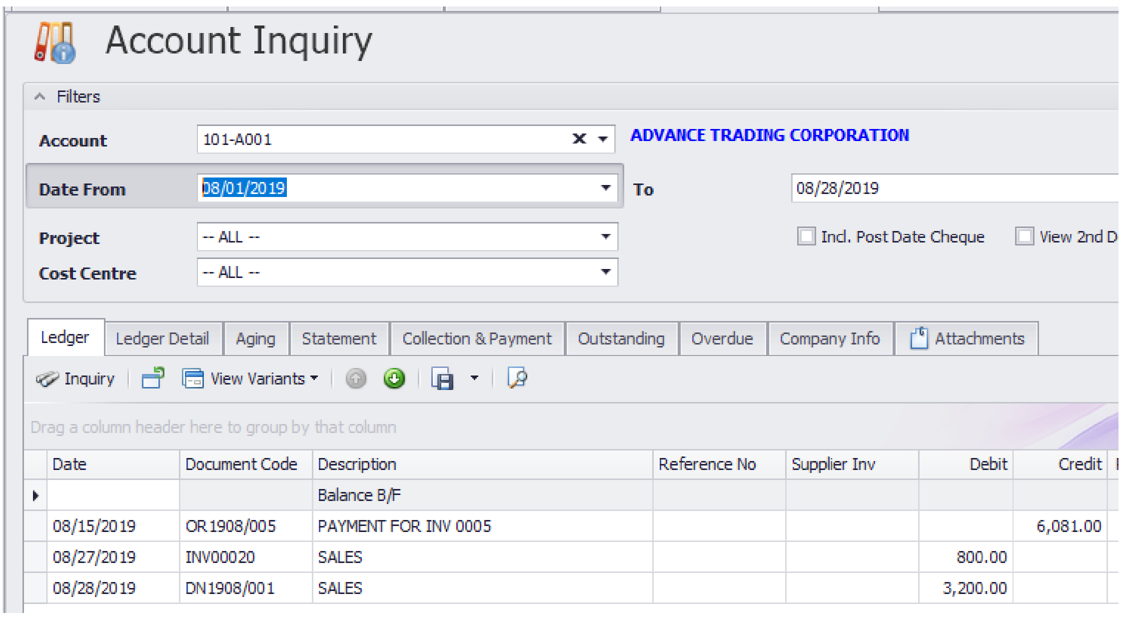
1. Sales Debit Notes - is used for additional sales to customer and increases the Accounts Receivable



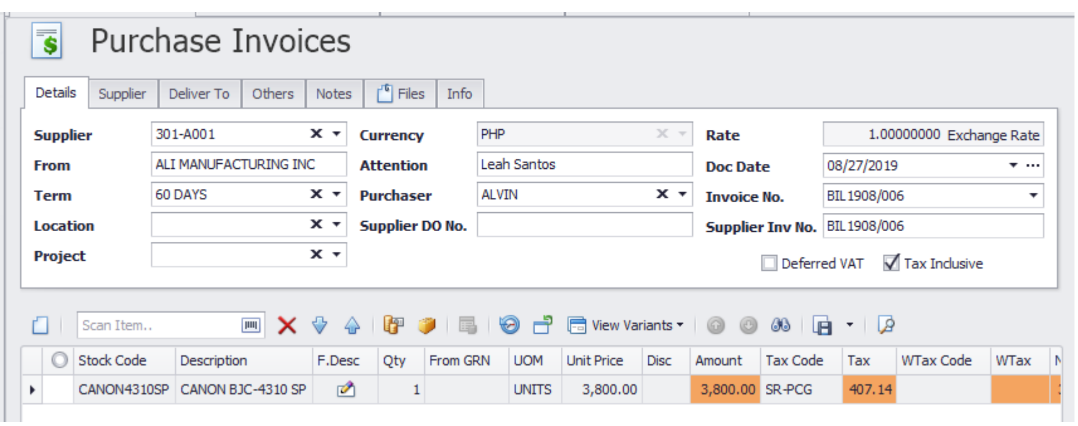


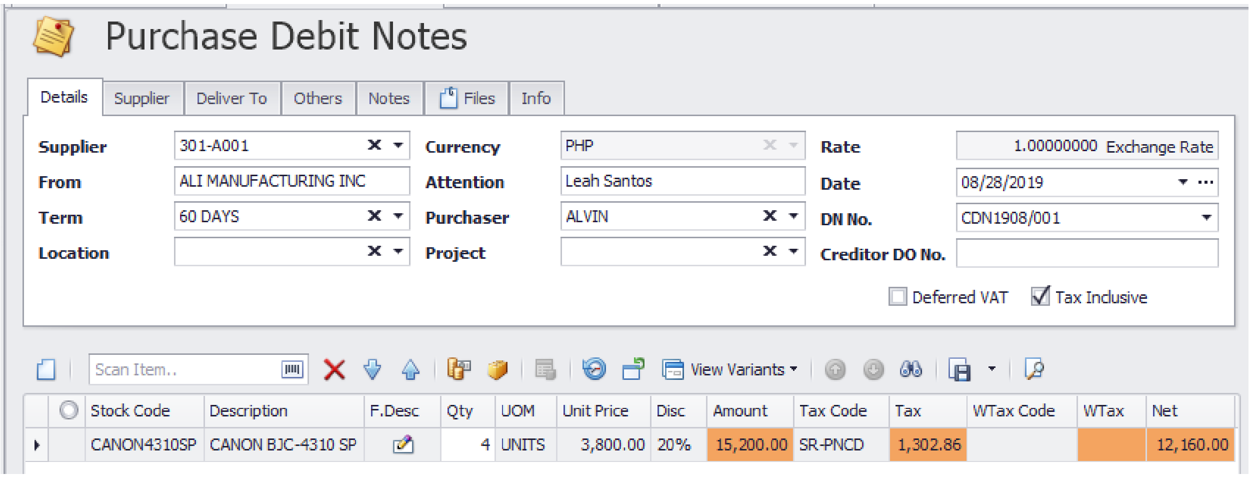
Unit 806 Pearl of the Orient Tower, 1240 Roxas Blvd., Ermita Manila, 1000 Philippines
Tel. No.: +63 2 567-4248, +63 2 567-4253 Fax No.: +63 2 567-4250
Website: www.qne.com.ph
Facebook: https://www.facebook.com/QnEPH
Follow our Twitter and Instagram account: @qnesoftwareph

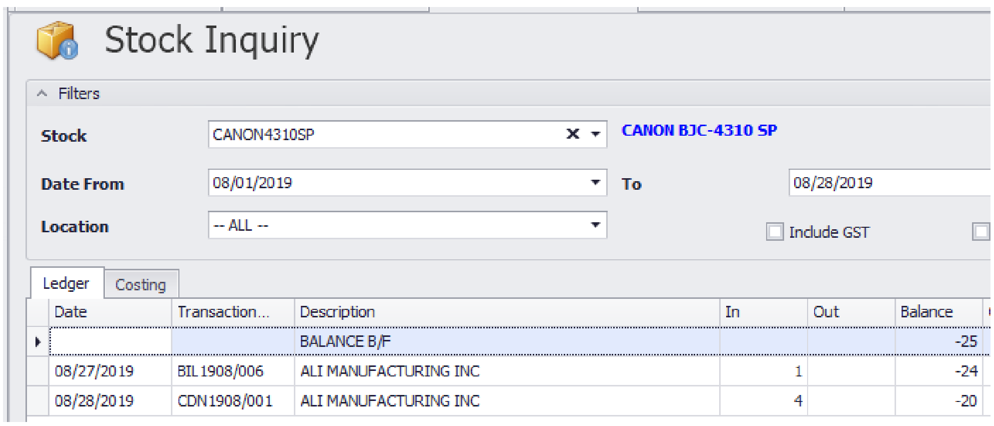


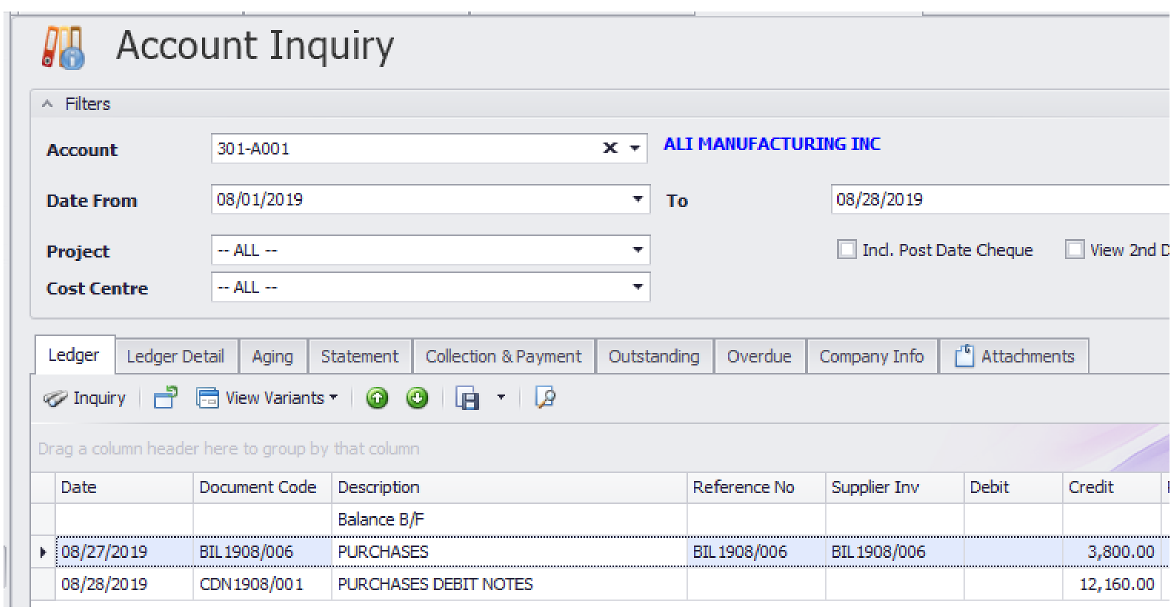


2. Purchase Debit Notes - is used for additional purchases from your supplier and adds up to your Accounts Payable

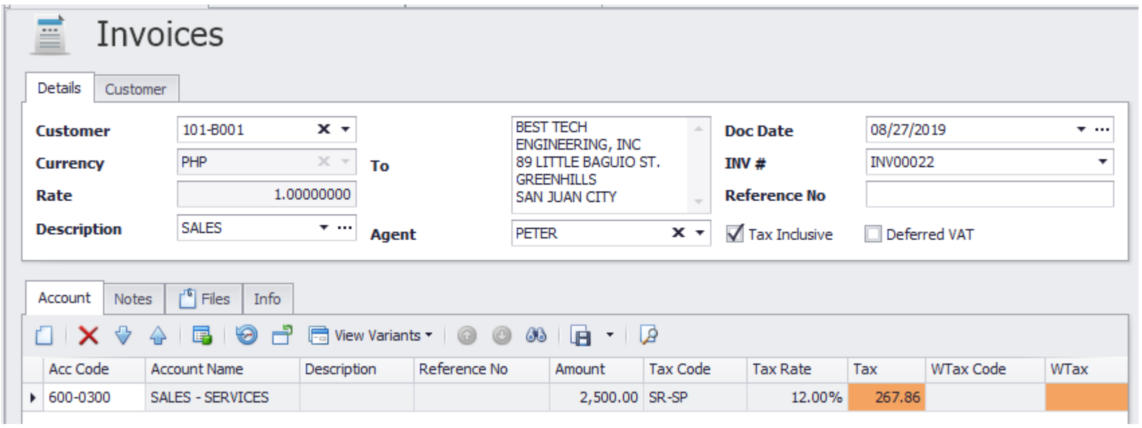


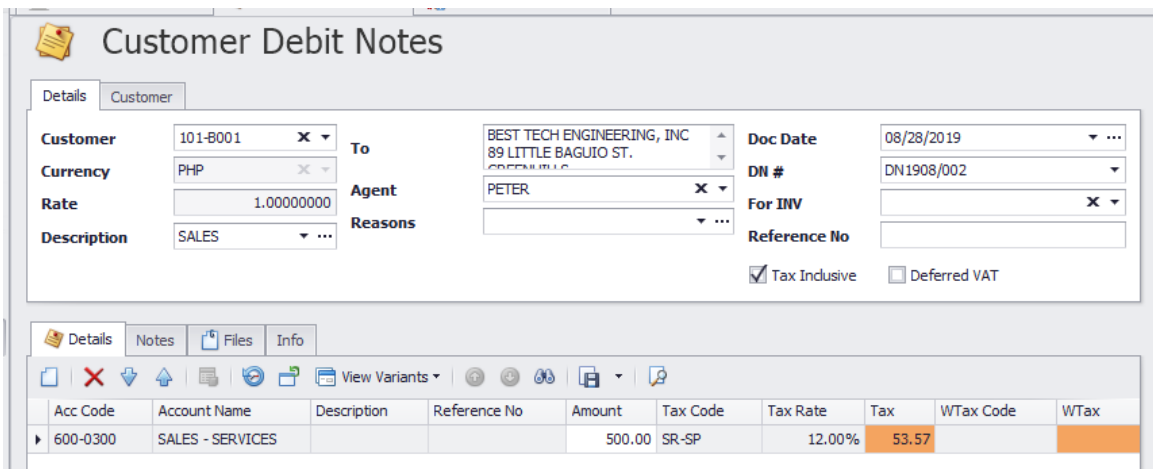

Purchase Debit Notes
Details
Supplier
Deliver To
Others
Notes
Files
Info
Supplier 301-A001
From ALI MANUFACTURING INC
Term 60 DAYS
Location
Currency PHP
Attention Leah Santos
Purchaser ALVIN
Project
Rate 1.00000000 Exchange Rate
Date 08/28/2019
DN No. CDN1908/001
Creditor DO No.
Deferred VAT
Tax Inclusive
Scan Item..
View Variants
Stock Code | Description | F.Desc | Qty | UOM | Unit Price | Disc | Amount | Tax Code | Tax | WTax Code | WTax | Net
CANON4310SP | CANON BJC-4310 SP | 4 | UNITS | 3,800.00 | 20% | 15,200.00 | SR-PNCD | 1,302.86 | 12,160.00

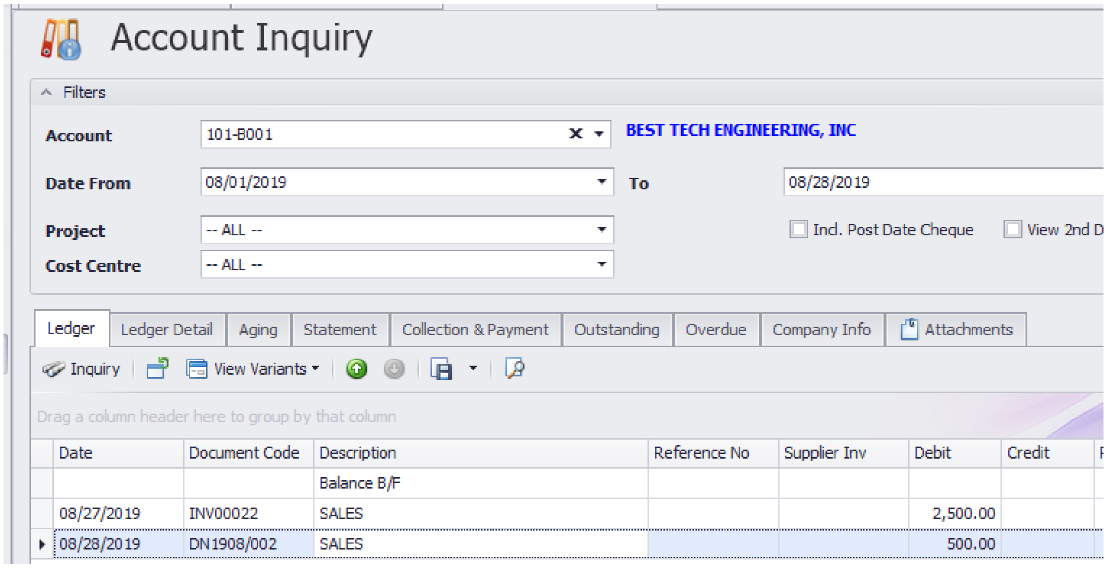

Stock Inquiry
Filters
Stock CANON4310SP
CANON BJC-4310 SP
Date From 08/01/2019
To 08/28/2019
Location -- ALL --
Include GST
Ledger
Costing
Date | Transaction... | Description | In | Out | Balance
BALANCE B/F | -25
08/27/2019 | BIL1908/006 | ALI MANUFACTURING INC | 1 | -24
08/28/2019 | CDN1908/001 | ALI MANUFACTURING INC | 4 | -20


Account Inquiry
Filters
Account 301-A001
ALI MANUFACTURING INC
Date From 08/01/2019
To 08/28/2019
Project -- ALL --
Cost Centre -- ALL --
Incl. Post Date Cheque
View 2nd D
Ledger
Ledger Detail
Aging
Statement
Collection & Payment
Outstanding
Overdue
Company Info
Attachments
Inquiry
View Variants
Drag a column header here to group by that column
Date | Document Code | Description | Reference No | Supplier Inv | Debit | Credit
Balance B/F
08/27/2019 | BIL1908/006 | PURCHASES | BIL1908/006 | BIL1908/006 | 3,800.00
08/28/2019 | CDN1908/001 | PURCHASES DEBIT NOTES | 12,160.00

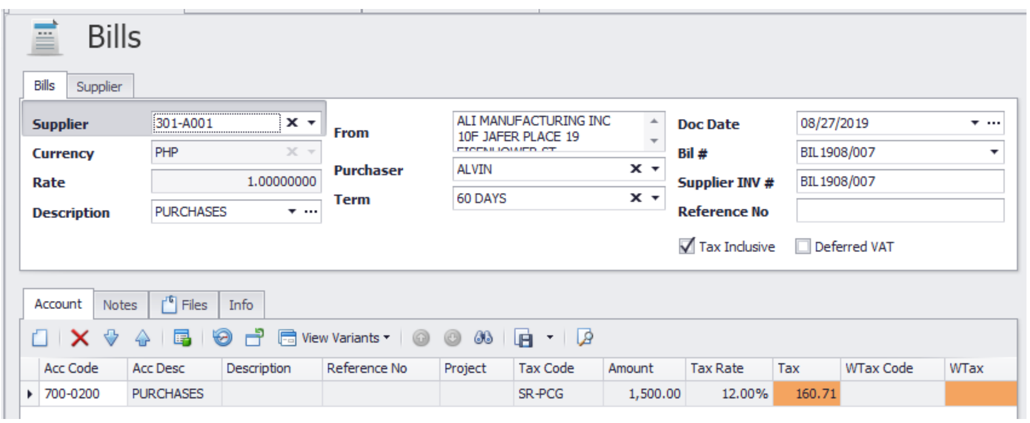
3. Customer Debit Note - is used for transactions not related to Quantity (such as Service items) and also increases the Accounts Receivable

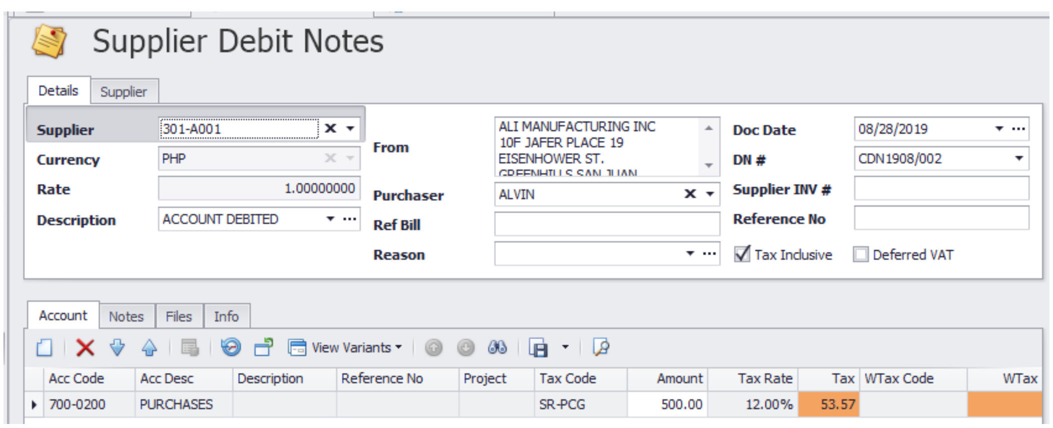


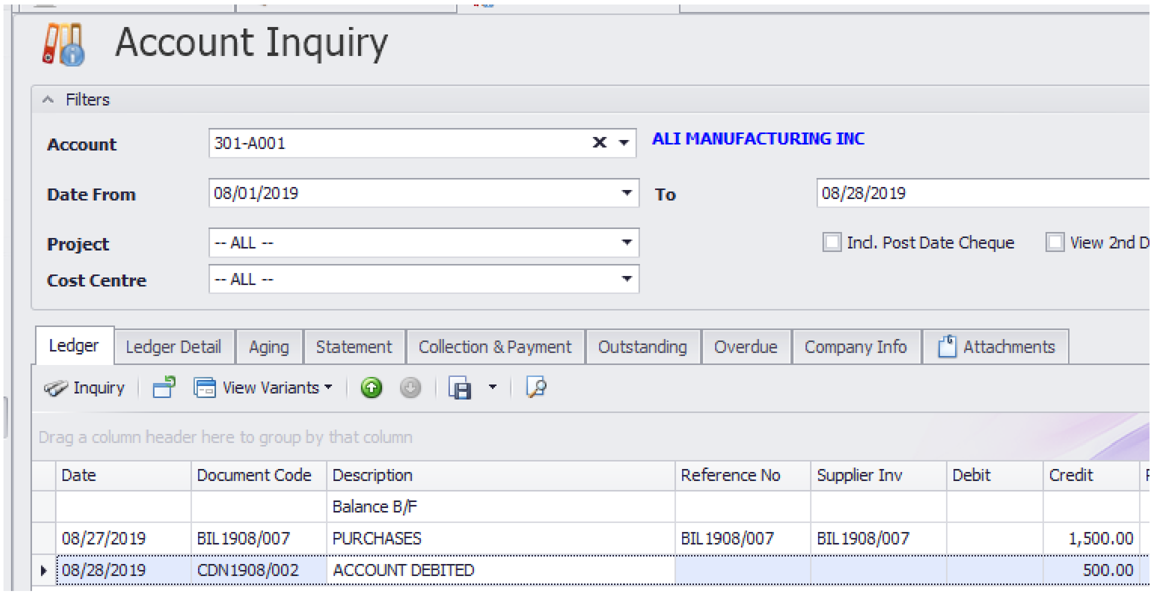




4. Supplier Debit Note - same as Customer Debit note (used for such as Service items) and increases the Accounts Payable

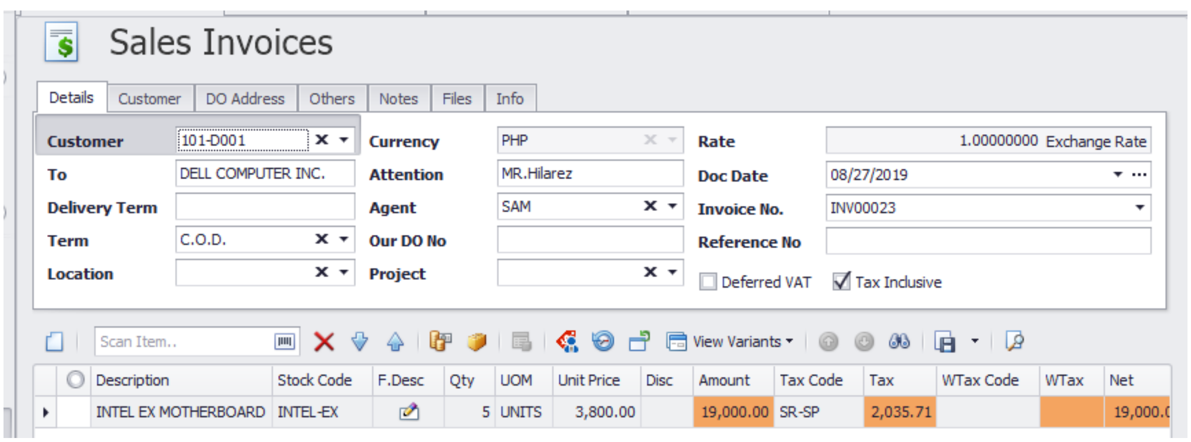


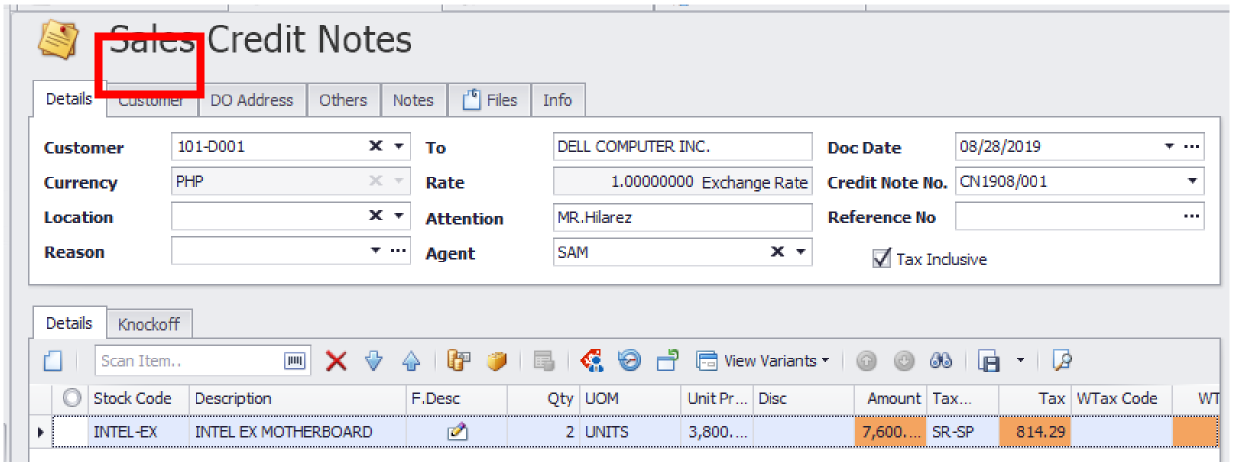


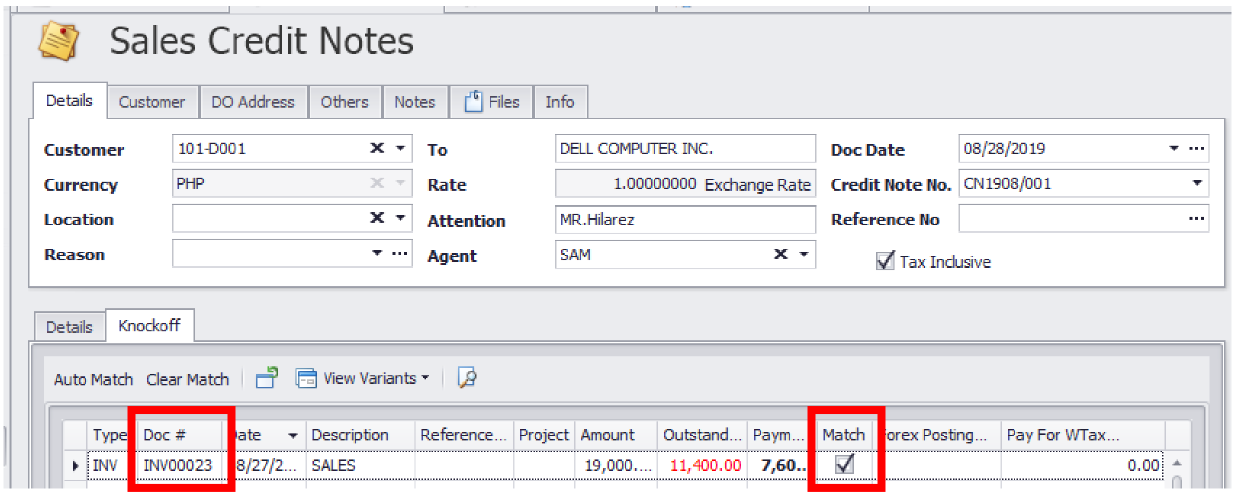


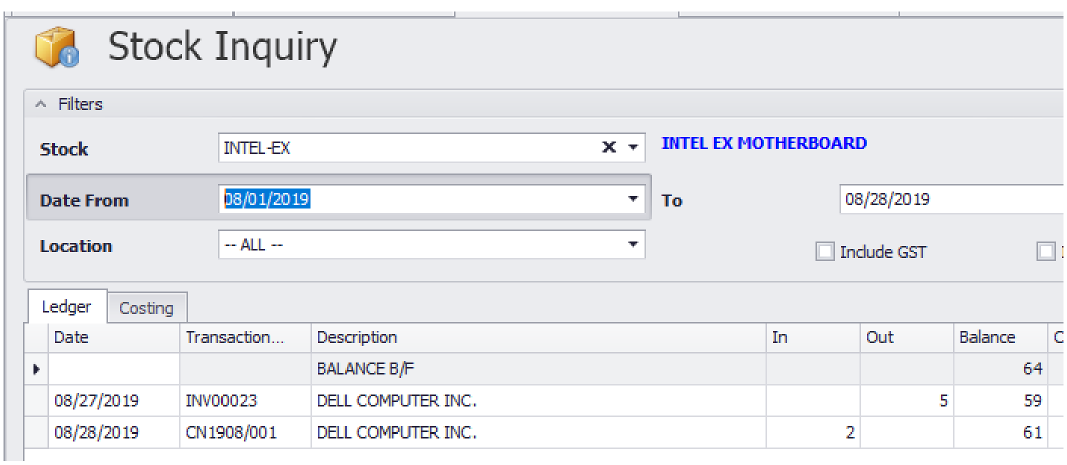
CREDIT NOTES

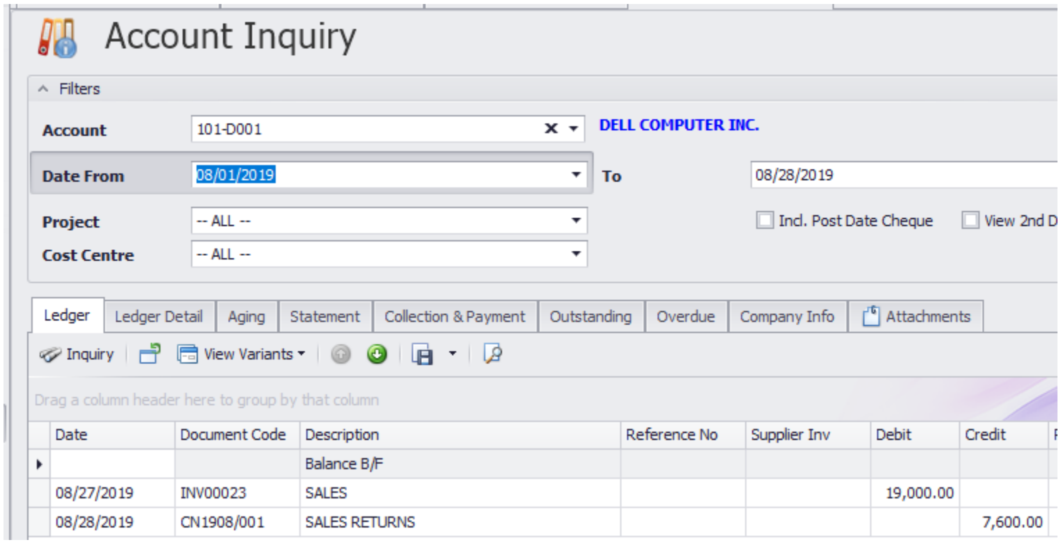
1. Sales Credit Note - used for Sales Returns and decreases the Accounts Receivable



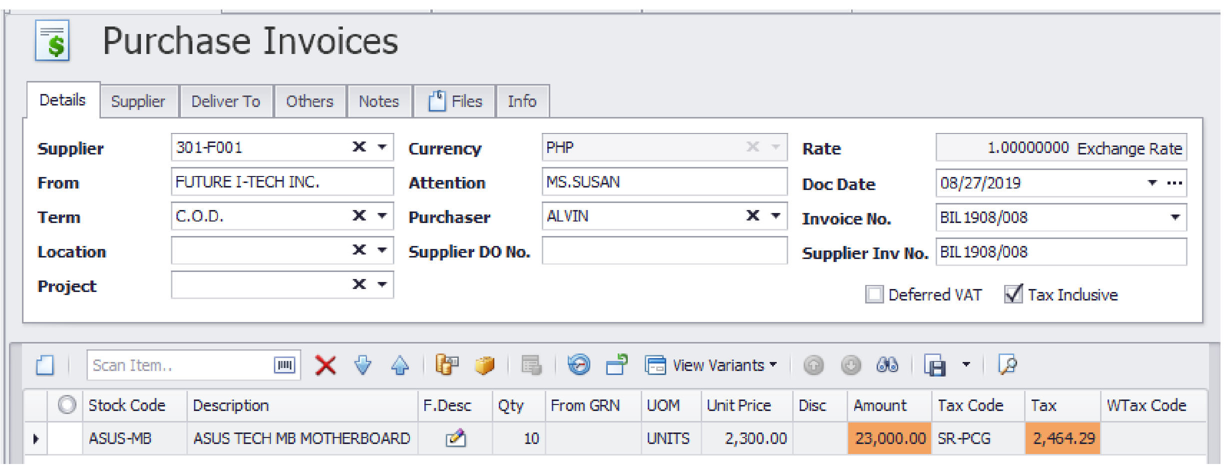

Sales Credit Notes
Details
Customer
DO Address
Others
Notes
Files
Info
Customer 101-D001
To DELL COMPUTER INC.
Doc Date 08/28/2019
Currency PHP
Rate 1.00000000 Exchange Rate
Credit Note No. CN1908/001
Location
Attention MR.Hilarez
Reference No
Reason
Agent SAM
Tax Inclusive
Details
Knockoff
Scan Item..
View Variants
Stock Code
Description
F.Desc
Qty
UOM
Unit Pr...
Disc
Amount
Tax...
Tax
WTax Code
INTEL-EX
INTEL EX MOTHERBOARD
2
UNITS
3,800....
7,600....
SR-SP
814.29


Sales Credit Notes
Details
Customer
DO Address
Others
Notes
Files
Info
Customer 101-D001
To DELL COMPUTER INC.
Doc Date 08/28/2019
Currency PHP
Rate 1.00000000 Exchange Rate
Credit Note No. CN1908/001
Location
Attention MR.Hilarez
Reference No
Reason
Agent SAM
Tax Inclusive
Details
Knockoff
Auto Match
Clear Match
View Variants
Type
Doc #
Date
Description
Reference...
Project
Amount
Outstand...
Paym...
Match
Forex Posting...
Pay For WTax...
INV
INV00023
8/27/2...
SALES
19,000....
11,400.00
7,60...
0.00

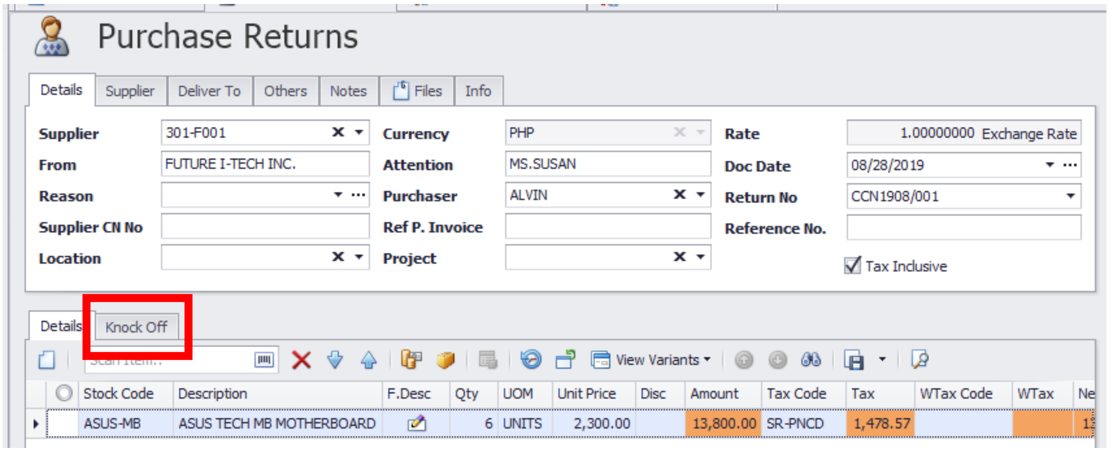

Stock Inquiry
Filters
Stock INTEL-EX
INTEL EX MOTHERBOARD
Date From 08/01/2019
To 08/28/2019
Location -- ALL --
Include GST
Ledger
Costing
Date
Transaction...
Description
In
Out
Balance
BALANCE B/F
64
08/27/2019
INV00023
DELL COMPUTER INC.
5
59
08/28/2019
CN1908/001
DELL COMPUTER INC.
2
61

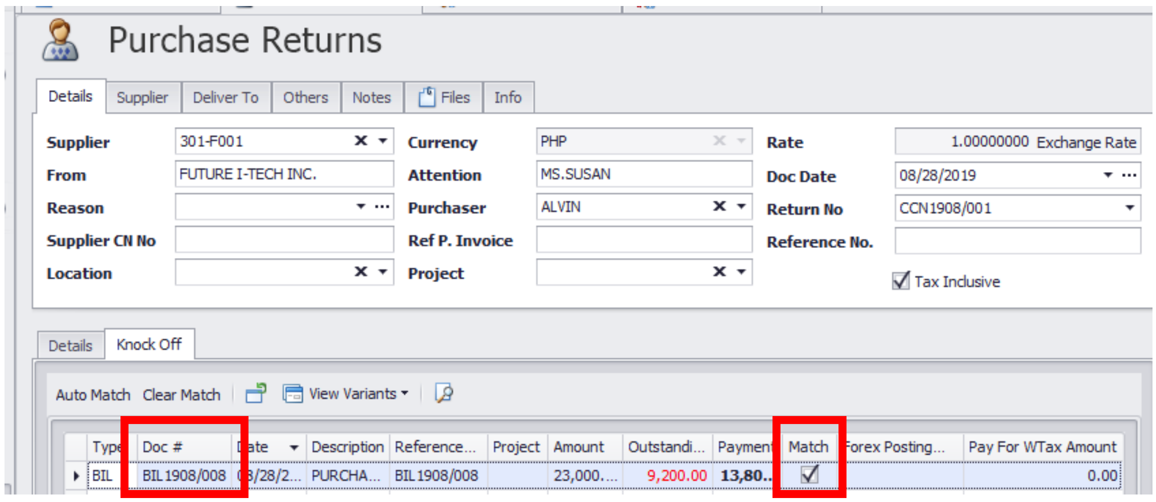


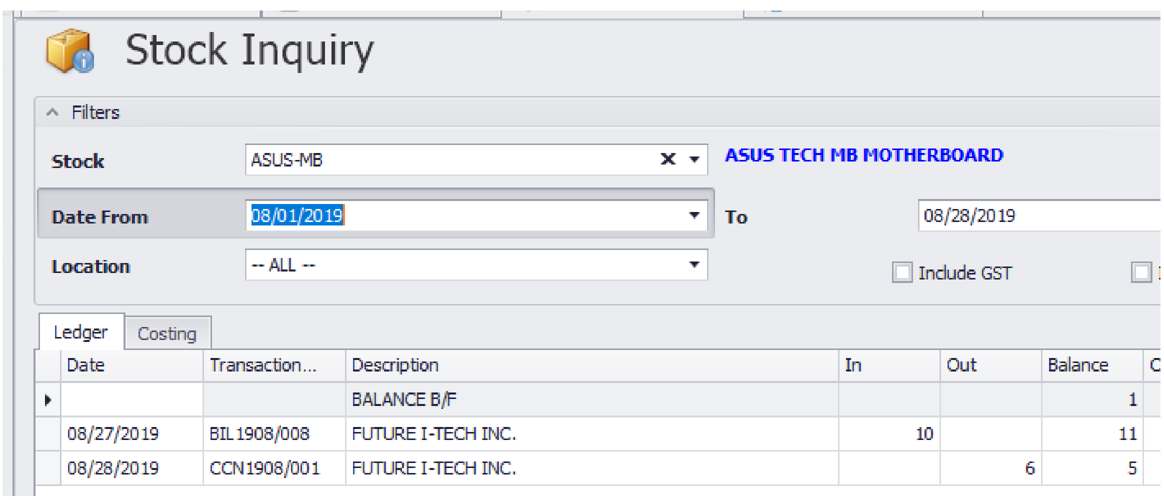
2. Purchase Returns - decreases Accounts Payable

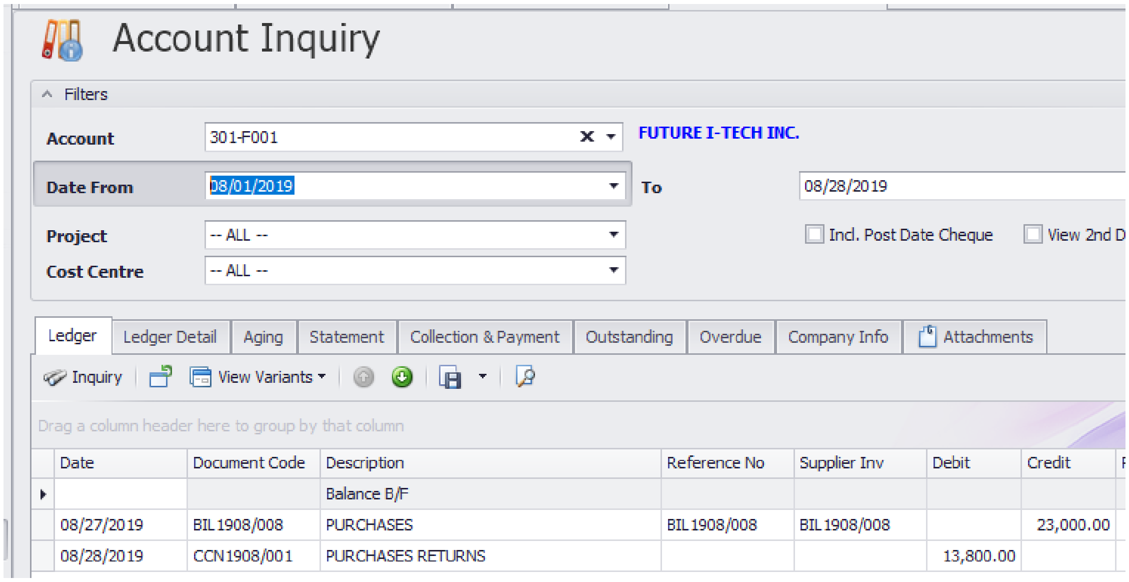


Unit 806 Pearl of the Orient Tower, 1240 Roxas Blvd., Ermita Manila, 1000 Philippines
Tel. No.: +63 2 567-4248, +63 2 567-4253 Fax No.: +63 2 567-4250
Website: www.qne.com.ph
Facebook: https://www.facebook.com/QnEPH
Follow our Twitter and Instagram account: @qnesoftwareph

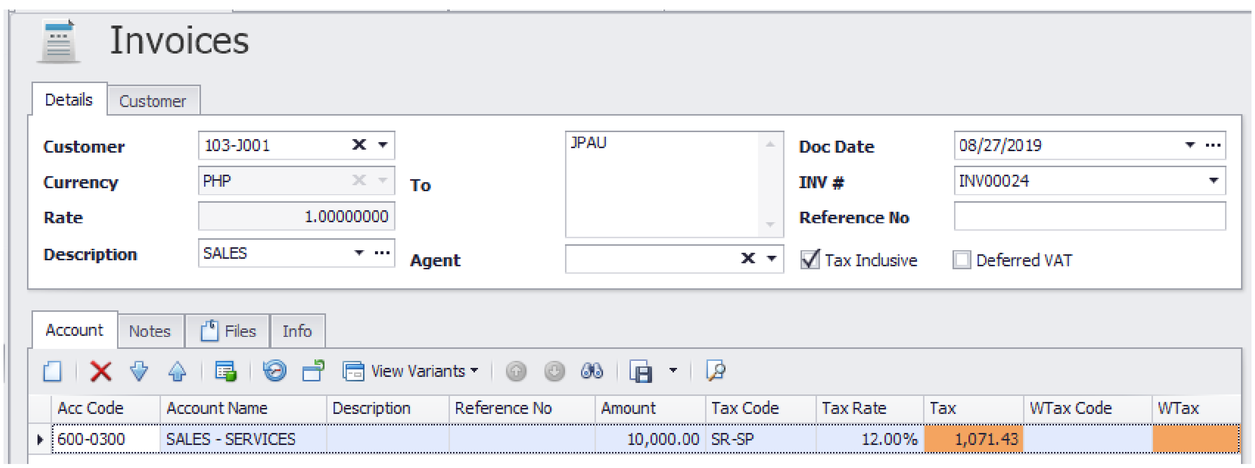

Purchase Returns
Details Supplier Deliver To Others Notes Files Info
Supplier 301-F001
From FUTURE I-TECH INC.
Reason
Supplier CN No
Location
Currency PHP
Attention MS.SUSAN
Purchaser ALVIN
Ref P. Invoice
Project
Rate 1.00000000 Exchange Rate
Doc Date 08/28/2019
Return No CCN1908/001
Reference No.
Tax Inclusive
Details Knock Off
View Variants
Stock Code Description F.Desc Qty UOM Unit Price Disc Amount Tax Code Tax WTax Code WTax
ASUS-MB ASUS TECH MB MOTHERBOARD 6 UNITS 2,300.00 13,800.00 SR-PNCD 1,478.57


Purchase Returns
Details Supplier Deliver To Others Notes Files Info
Supplier 301-F001
From FUTURE I-TECH INC.
Reason
Supplier CN No
Location
Currency PHP
Attention MS.SUSAN
Purchaser ALVIN
Ref P. Invoice
Project
Rate 1.00000000 Exchange Rate
Doc Date 08/28/2019
Return No CCN1908/001
Reference No.
Tax Inclusive
Details Knock Off
Auto Match Clear Match View Variants
Type Doc # Date Description Reference... Project Amount Outstandi... Payment Match Forex Posting... Pay For WTax Amount
BIL BIL1908/008 PURCHA... BIL1908/008 23,000.... 9,200.00 13,80... 0.00

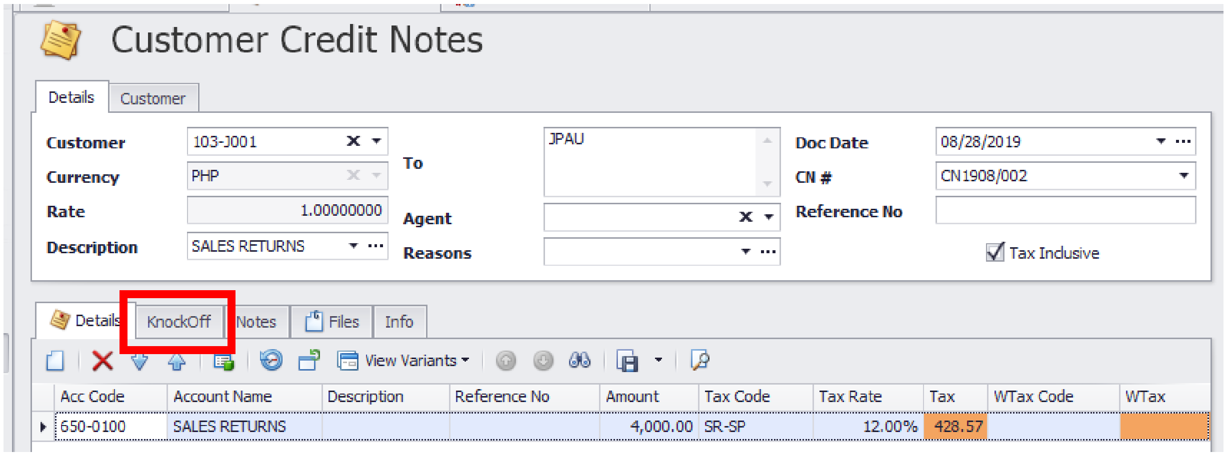

Stock Inquiry
Filters
Stock ASUS-MB
ASUS TECH MB MOTHERBOARD
Date From 08/01/2019
To 08/28/2019
Location -- ALL --
Include GST
Ledger Costing
Date Transaction... Description In Out Balance
BALANCE B/F 1
08/27/2019 BIL1908/008 FUTURE I-TECH INC. 10 11
08/28/2019 CCN1908/001 FUTURE I-TECH INC. 6 5

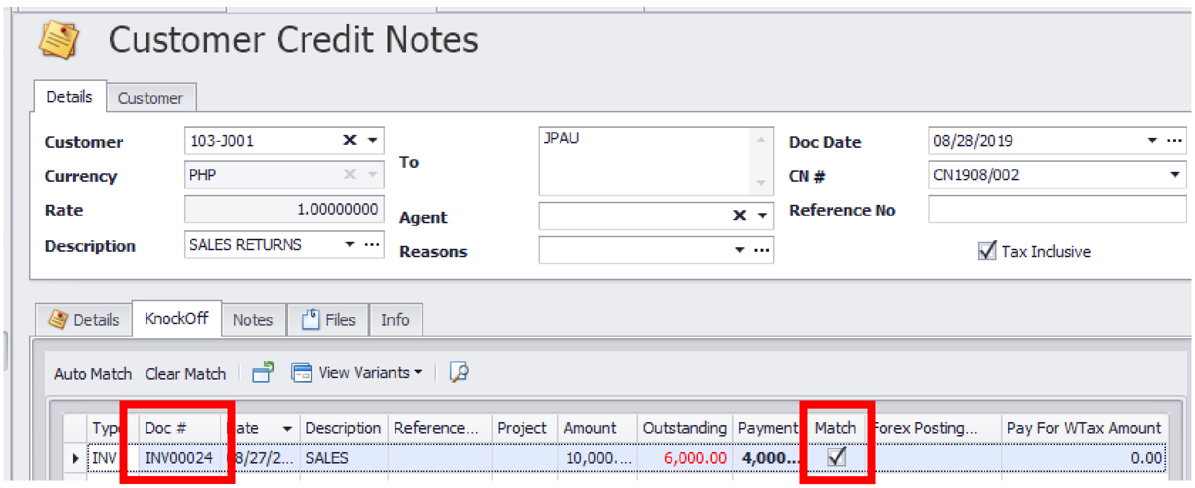


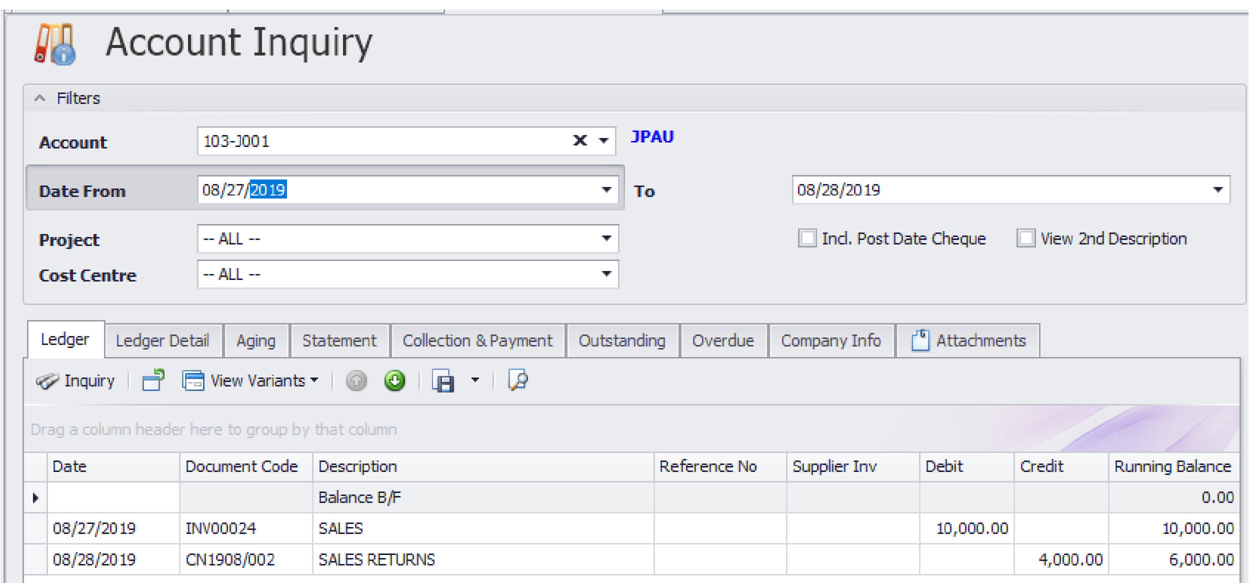
3. Customer Credit Note - is used for transactions not related to Quantity (such as Service items) but decreases the Accounts Receivable



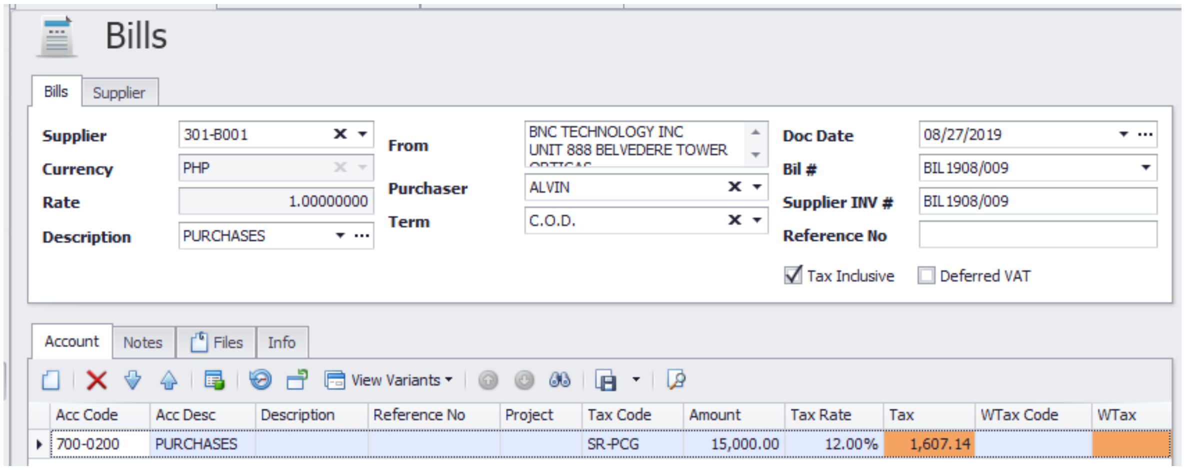
Unit 806 Pearl of the Orient Tower, 1240 Roxas Blvd., Ermita Manila, 1000 Philippines
Tel. No.: +63 2 567-4248, +63 2 567-4253 Fax No.: +63 2 567-4250
Website: www.qne.com.ph
Facebook: https://www.facebook.com/QnEPH
Follow our Twitter and Instagram account: @qnesoftwareph

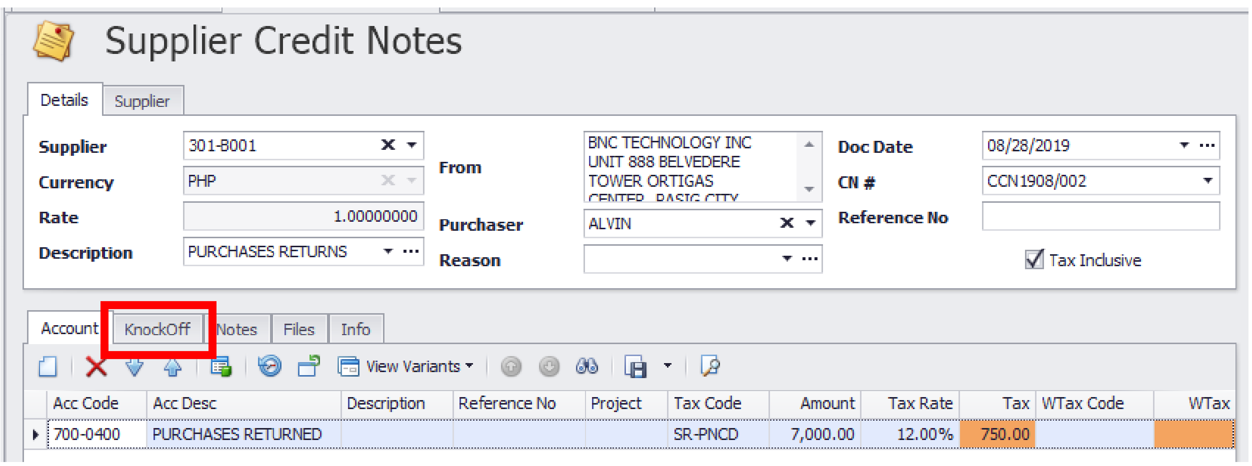

Customer Credit Notes
Details
Customer
Customer 103-J001
Currency PHP
Rate 1.00000000
Description SALES RETURNS
To JPAU
Agent
Reasons
Doc Date 08/28/2019
CN # CN1908/002
Reference No
Tax Inclusive
Details
KnockOff
Notes
Files
Info
View Variants
Acc Code
Account Name
Description
Reference No
Amount
Tax Code
Tax Rate
Tax
WTax Code
WTax
650-0100
SALES RETURNS
4,000.00
SR-SP
12.00%
428.57

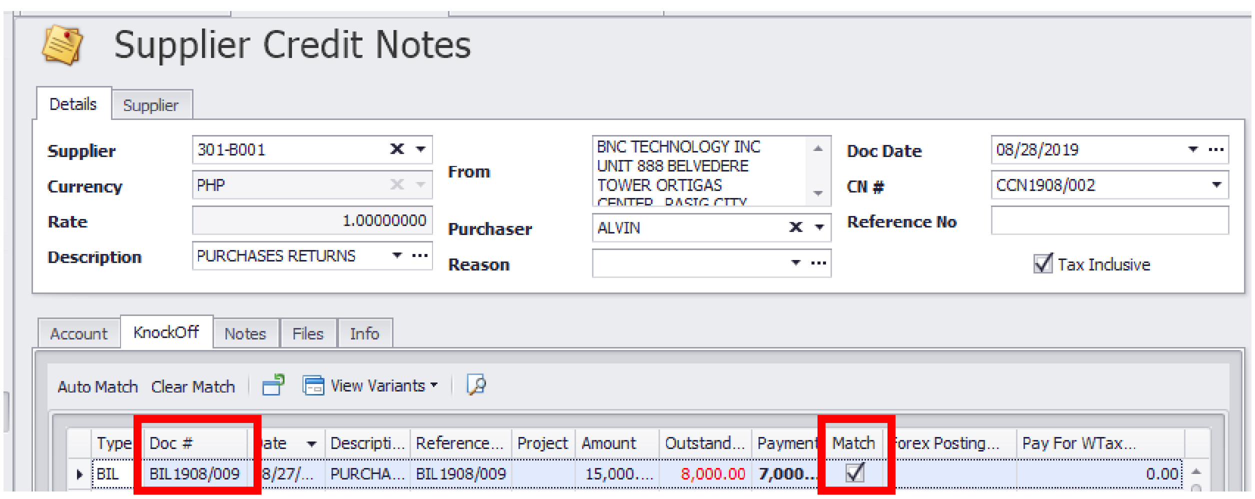

Customer Credit Notes
Details
Customer
Customer 103-J001
Currency PHP
Rate 1.00000000
Description SALES RETURNS
To JPAU
Agent
Reasons
Doc Date 08/28/2019
CN # CN1908/002
Reference No
Tax Inclusive
Details
KnockOff
Notes
Files
Info
Auto Match
Clear Match
View Variants
Type
Doc #
Date
Description
Reference...
Project
Amount
Outstanding
Payment
Match
Forex Posting...
Pay For WTax Amount
INV
INV00024
8/27/2...
SALES
10,000....
6,000.00
4,000...
0.00


Account Inquiry
Filters
Account 103-J001
JPAU
Date From 08/27/2019
To 08/28/2019
Project -- ALL --
Cost Centre -- ALL --
Incl. Post Date Cheque
View 2nd Description
Ledger
Ledger Detail
Aging
Statement
Collection & Payment
Outstanding
Overdue
Company Info
Attachments
Inquiry
View Variants
Drag a column header here to group by that column
Date
Document Code
Description
Reference No
Supplier Inv
Debit
Credit
Running Balance
Balance B/F
0.00
08/27/2019
INV00024
SALES
10,000.00
10,000.00
08/28/2019
CN1908/002
SALES RETURNS
4,000.00
6,000.00

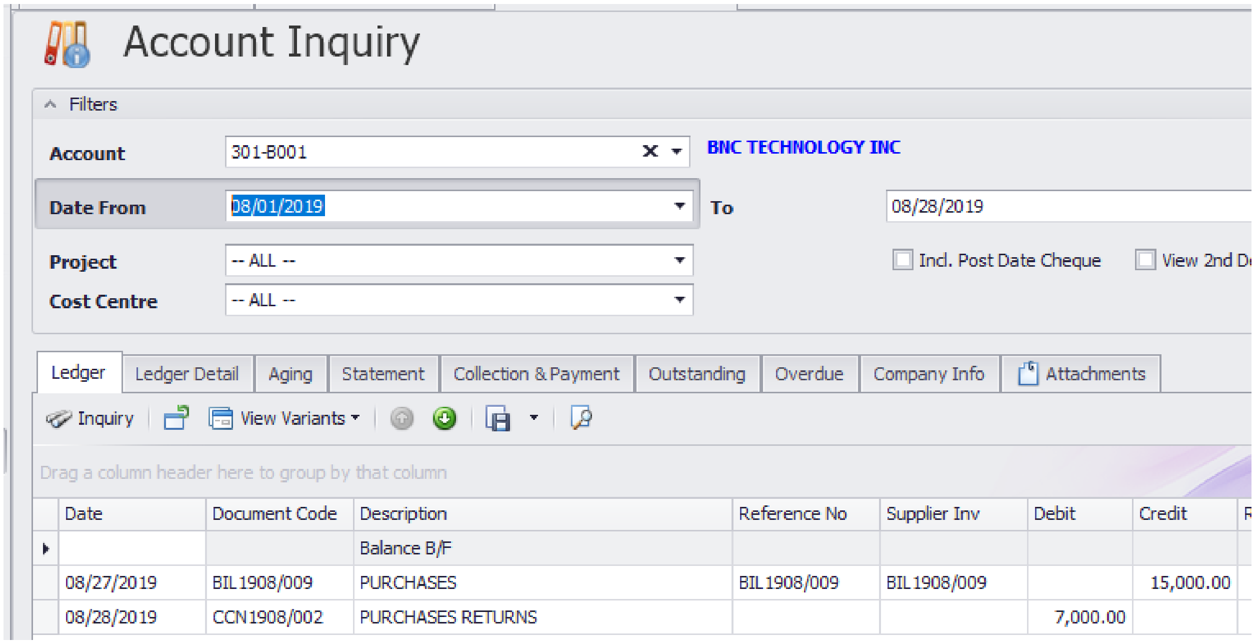
4. Supplier Credit Note - same as Customer Debit note (used for such as Service items) but decreases the Accounts Payable







Unit 806 Pearl of the Orient Tower, 1240 Roxas Blvd., Ermita Manila, 1000 Philippines
Tel. No.: +63 2 567-4248, +63 2 567-4253 Fax No.: +63 2 567-4250
Website: www.qne.com.ph
Facebook: https://www.facebook.com/QnEPH
Follow our Twitter and Instagram account: @qnesoftwareph



NOTE:

For further concerns regarding this matter, please contact support to assist you or create ticket thru this link https://qnesupportph.freshdesk.com

Unit 806 Pearl of the Orient Tower, 1240 Roxas Blvd., Ermita Manila, 1000 Philippines
Tel. No.: +63 2 567-4248, +63 2 567-4253 Fax No.: +63 2 567-4250
Website: www.qne.com.ph
Facebook: https://www.facebook.com/QnEPH
Follow our Twitter and Instagram account: @qnesoftwareph