



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

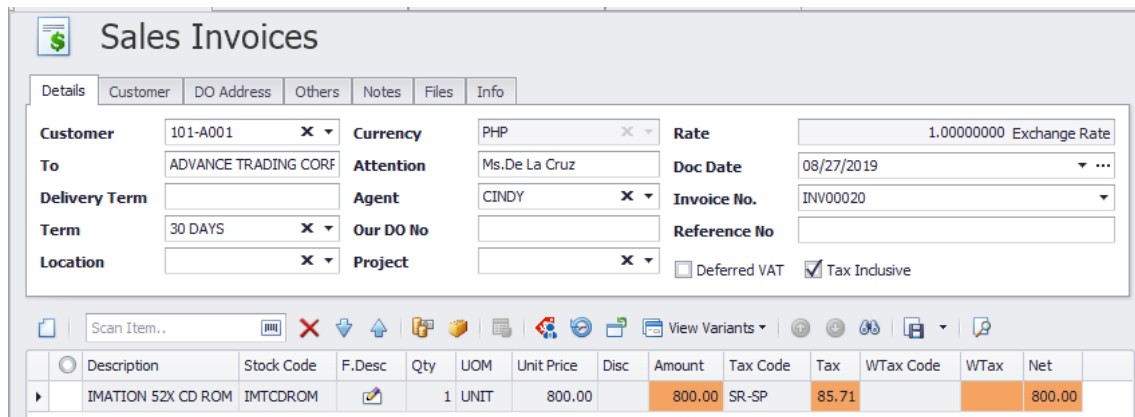
Problem Scenario:

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



Sales Invoices

Details Customer DO Address Others Notes Files Info

Customer: 101-A001 X Currency: PHP X Rate: 1.00000000 Exchange Rate

To: ADVANCE TRADING CORP Attention: Ms.De La Cruz Doc Date: 08/27/2019

Delivery Term: Agent: CINDY X Invoice No.: INV00020

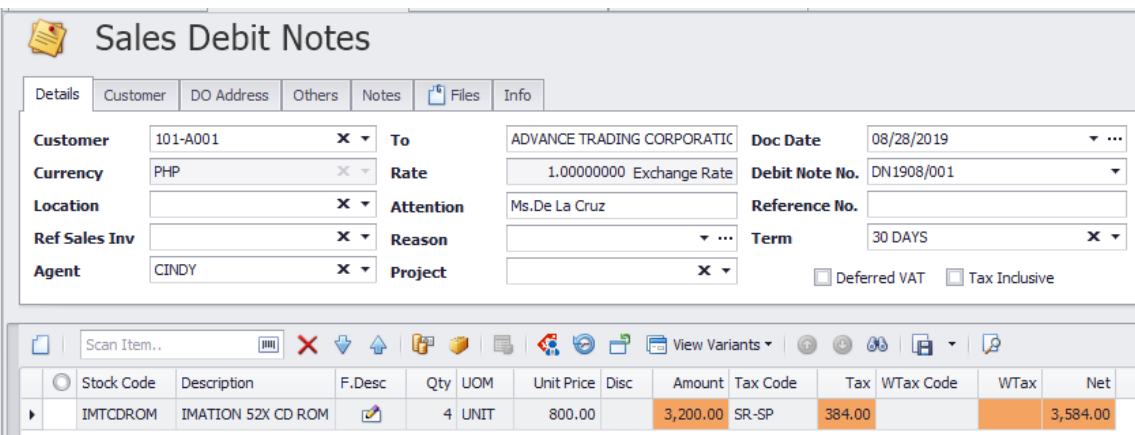
Term: 30 DAYS X Our DO No: Reference No:

Location: X Project: X

☐ Deferred VAT ☒ Tax Inclusive

Scan Item...

Description	Stock Code	F.Desc	Qty	UOM	Unit Price	Disc	Amount	Tax Code	Tax	WTax Code	WTax	Net
IMATION 52X CD ROM	IMTCDROM		1	UNIT	800.00		800.00	SR-SP	85.71			800.00



Sales Debit Notes

Details Customer DO Address Others Notes Files Info

Customer: 101-A001 X To: ADVANCE TRADING CORPORATIC Doc Date: 08/28/2019

Currency: PHP X Rate: 1.00000000 Exchange Rate Debit Note No.: DN1908/001

Location: X Attention: Ms.De La Cruz Reference No.:

Ref Sales Inv: X Reason: Term: 30 DAYS X

Agent: CINDY X Project: X

☐ Deferred VAT ☐ Tax Inclusive

Scan Item...

Stock Code	Description	F.Desc	Qty	UOM	Unit Price	Disc	Amount	Tax Code	Tax	WTax Code	WTax	Net
IMTCDROM	IMATION 52X CD ROM		4	UNIT	800.00		3,200.00	SR-SP	384.00			3,584.00

Stock Inquiry

Filters

Stock IMTCROM **IMATION 52X CD ROM**

Date From 08/01/2019 **To** 08/28/2019

Location -- ALL -- ☐ Include GST ☐ Include Stock Transfer

Ledger Costing

Date	Transaction...	Description	In	Out	Balance	Cost Price	Sell Price
		BALANCE B/F			27		
08/27/2019	INV00020	ADVANCE TRADING CORPORATION		1	26		714.29
08/28/2019	DN1908/001	ADVANCE TRADING CORPORATION		4	22		714.29

Account Inquiry

Filters

Account 101-A001 **ADVANCE TRADING CORPORATION**

Date From 08/01/2019 **To** 08/28/2019

Project -- ALL -- ☐ Ind. Post Date Cheque ☐ View 2nd D

Cost Centre -- ALL --

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				
08/15/2019	OR1908/005	PAYMENT FOR INV 0005				6,081.00
08/27/2019	INV00020	SALES			800.00	
08/28/2019	DN1908/001	SALES			3,200.00	

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

Purchase Invoices

Details Supplier Deliver To Others Notes Files Info

Supplier 301-A001 **Currency** PHP **Rate** 1.00000000 Exchange Rate

From ALI MANUFACTURING INC **Attention** Leah Santos **Doc Date** 08/27/2019

Term 60 DAYS **Purchaser** ALVIN **Invoice No.** BIL1908/006

Location **Supplier DO No.** **Supplier Inv No.** BIL1908/006

☐ Deferred VAT ☒ Tax Inclusive

Scan Item.. View Variants

Stock Code	Description	F.Desc	Qty	From GRN	UOM	Unit Price	Disc	Amount	Tax Code	Tax	WTax Code	WTax
CANON4310SP	CANON BJC-4310 SP		1		UNITS	3,800.00		3,800.00	SR-PCG	407.14		

Purchase Debit Notes

Details Supplier Deliver To Others Notes Files Info

Supplier 301-A001 **Currency** PHP **Rate** 1.00000000 Exchange Rate
From ALI MANUFACTURING INC **Attention** Leah Santos **Date** 08/28/2019
Term 60 DAYS **Purchaser** ALVIN **DN No.** CDN1908/001
Location **Project** **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	BIL 1908/006	ALI MANUFACTURING INC		1	-24
08/28/2019	CDN 1908/001	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 -- ☐ Ind. Post Date Cheque ☐ View 2nd D
Cost Centre -- ALL --

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	BIL 1908/006	PURCHASES	BIL 1908/006	BIL 1908/006	3,800.00	
08/28/2019	CDN 1908/001	PURCHASES DEBIT NOTES				12,160.00

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

Invoices

Details Customer

Customer 101-B001 **To** BEST TECH ENGINEERING, INC
 89 LITTLE BAGUIO ST.
 GREENHILLS
 SAN JUAN CITY
Doc Date 08/27/2019
INV # INV00022
Reference No
Currency PHP **Rate** 1.00000000
Description SALES **Agent** PETER ☒ Tax Inclusive ☐ Deferred VAT

Account Notes Files Info

View Variants

Acc Code	Account Name	Description	Reference No	Amount	Tax Code	Tax Rate	Tax	WTax Code	WTax
600-0300	SALES - SERVICES			2,500.00	SR-SP	12.00%	267.86		

Customer Debit Notes

Details Customer

Customer 101-B001 **To** BEST TECH ENGINEERING, INC
 89 LITTLE BAGUIO ST.
 GREENHILLS
 SAN JUAN CITY
Doc Date 08/28/2019
DN # DN1908/002
For INV
Currency PHP **Rate** 1.00000000
Description SALES **Agent** PETER **Reasons**
☒ Tax Inclusive ☐ Deferred VAT

Details Notes Files Info

View Variants

Acc Code	Account Name	Description	Reference No	Amount	Tax Code	Tax Rate	Tax	WTax Code	WTax
600-0300	SALES - SERVICES			500.00	SR-SP	12.00%	53.57		

Account Inquiry

Filters

Account: 101-B001 **BEST TECH ENGINEERING, INC**

Date From: 08/01/2019 To: 08/28/2019

Project: -- ALL -- ☐ Ind. Post Date Cheque ☐ View 2nd D

Cost Centre: -- ALL --

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	INV00022	SALES			2,500.00	
08/28/2019	DN1908/002	SALES			500.00	

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

Bills

Supplier | 301-A001

Currency: PHP Rate: 1.00000000 Description: PURCHASES

From: ALI MANUFACTURING INC
10F JAFER PLACE 19
EISENHOWER ST.
GOVERNMENT S. SAN ILIANG

Purchaser: ALVIN Term: 60 DAYS

Doc Date: 08/27/2019 Bil #: BIL1908/007 Supplier INV #: BIL1908/007 Reference No:

☒ Tax Inclusive ☐ Deferred VAT

Account | Notes | Files | Info

View Variants

Acc Code	Acc Desc	Description	Reference No	Project	Tax Code	Amount	Tax Rate	Tax	WTax Code	WTax
700-0200	PURCHASES				SR-PCG	1,500.00	12.00%	160.71		

Supplier Debit Notes

Details | Supplier

Supplier: 301-A001

Currency: PHP Rate: 1.00000000 Description: ACCOUNT DEBITED

From: ALI MANUFACTURING INC
10F JAFER PLACE 19
EISENHOWER ST.
GOVERNMENT S. SAN ILIANG

Purchaser: ALVIN Ref Bill: Reason:

Doc Date: 08/28/2019 DN #: DN1908/002 Supplier INV #: Reference No:

☒ Tax Inclusive ☐ Deferred VAT

Account | Notes | Files | Info

View Variants

Acc Code	Acc Desc	Description	Reference No	Project	Tax Code	Amount	Tax Rate	Tax	WTax Code	WTax
700-0200	PURCHASES				SR-PCG	500.00	12.00%	53.57		

Account Inquiry

Filters

Account 301-A001 **ALI MANUFACTURING INC**

Date From 08/01/2019 **To** 08/28/2019

Project -- ALL -- ☐ Ind. Post Date Cheque ☐ View 2nd D

Cost Centre -- ALL --

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	BIL 1908/007	PURCHASES	BIL 1908/007	BIL 1908/007		1,500.00
08/28/2019	CDN1908/002	ACCOUNT DEBITED				500.00

CREDIT NOTES

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

Sales Invoices

Details Customer DO Address Others Notes Files Info

Customer 101-D001 **Currency** PHP **Rate** 1.00000000 Exchange Rate

To DELL COMPUTER INC. **Attention** MR.Hilarez **Doc Date** 08/27/2019

Delivery Term **Agent** SAM **Invoice No.** INV00023

Term C.O.D. **Our DO No** **Reference No**

Location **Project** ☐ Deferred VAT ☒ Tax Inclusive

Scan Item..

Description	Stock Code	F.Desc	Qty	UOM	Unit Price	Disc	Amount	Tax Code	Tax	WTax Code	WTax	Net
INTEL EX MOTHERBOARD	INTEL-EX		5	UNITS	3,800.00		19,000.00	SR-SP	2,035.71			19,000.00

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..

Stock Code	Description	F. Desc	Qty	UOM	Unit Pr...	Disc	Amount	Tax...	Tax	WTax Code	WT
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	Corex 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	C
		BALANCE B/F			64	
08/27/2019	INV00023	DELL COMPUTER INC.		5	59	
08/28/2019	CN1908/001	DELL COMPUTER INC.	2		61	

Account Inquiry

Filters

Account: 101-D001 **DELL COMPUTER INC.**

Date From: 08/01/2019 To: 08/28/2019

Project: -- ALL -- ☐ Ind. Post Date Cheque ☐ View 2nd D

Cost Centre: -- ALL --

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
08/27/2019	INV00023	SALES			19,000.00	
08/28/2019	CN1908/001	SALES RETURNS				7,600.00

2. Purchase Returns - decreases Accounts Payable

Purchase Invoices

Details Supplier Deliver To Others Notes Files Info

Supplier: 301-F001 **Currency:** PHP **Rate:** 1.00000000 Exchange Rate

From: FUTURE I-TECH INC. **Attention:** MS.SUSAN **Doc Date:** 08/27/2019

Term: C.O.D. **Purchaser:** ALVIN **Invoice No.:** BIL 1908/008

Location: **Supplier DO No.:** **Supplier Inv No.:** BIL 1908/008

☐ Deferred VAT ☒ Tax Inclusive

Scan Item..

Stock Code	Description	F.Desc	Qty	From GRN	UOM	Unit Price	Disc	Amount	Tax Code	Tax	WTax Code
ASUS-MB	ASUS TECH MB MOTHERBOARD		10		UNITS	2,300.00		23,000.00	SR-PCG	2,464.29	

Purchase Returns

Details Supplier Deliver To Others Notes Files Info

Supplier: 301-F001 X Currency: PHP X Rate: 1.00000000 Exchange Rate

From: FUTURE I-TECH INC. Attention: MS.SUSAN Doc Date: 08/28/2019 ...

Reason: ... Purchaser: ALVIN X Return No: CCN1908/001

Supplier CN No: Ref P. Invoice: Reference No.:

Location: X Project: X

☒ Tax Inclusive

Details Knock Off

Stock Code	Description	F.Desc	Qty	UOM	Unit Price	Disc	Amount	Tax Code	Tax	WTax Code	WTax	Net
ASUS-MB	ASUS TECH MB MOTHERBOARD		6	UNITS	2,300.00		13,800.00	SR-PNCD	1,478.57			13,800.00

Purchase Returns

Details Supplier Deliver To Others Notes Files Info

Supplier: 301-F001 X Currency: PHP X Rate: 1.00000000 Exchange Rate

From: FUTURE I-TECH INC. Attention: MS.SUSAN Doc Date: 08/28/2019 ...

Reason: ... Purchaser: ALVIN X Return No: CCN1908/001

Supplier CN No: Ref P. Invoice: Reference No.:

Location: X Project: X

☒ Tax Inclusive

Details Knock Off

Auto Match Clear Match View Variants

Type	Doc #	Date	Description	Reference...	Project	Amount	Outstand...	Payment	Match	Forex Posting...	Pay For WTax Amount
BIL	BIL1908/008	08/28/2019	PURCHA...	BIL1908/008		23,000.00	9,200.00	13,800.00	☒		0.00

Stock Inquiry

Filters

Stock: ASUS-MB X 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	C
		BALANCE B/F			1	
08/27/2019	BIL 1908/008	FUTURE I-TECH INC.		10	11	
08/28/2019	CCN1908/001	FUTURE I-TECH INC.		6	5	

Account Inquiry

Filters

Account: 301-F001 **FUTURE I-TECH INC.**

Date From: 08/01/2019 To: 08/28/2019

Project: -- ALL -- ☐ Ind. Post Date Cheque ☐ View 2nd D

Cost Centre: -- ALL --

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	BIL 1908/008	PURCHASES	BIL 1908/008	BIL 1908/008		23,000.00
08/28/2019	CCN 1908/001	PURCHASES RETURNS			13,800.00	

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

Invoices

Details Customer

Customer: 103-J001 **JPAU** Doc Date: 08/27/2019

Currency: PHP To: INV #: INV00024

Rate: 1.00000000 Reference No:

Description: SALES Agent: ☐ Tax Inclusive ☐ Deferred VAT

Account Notes Files Info

View Variants

Acc Code	Account Name	Description	Reference No	Amount	Tax Code	Tax Rate	Tax	WTax Code	WTax
600-0300	SALES - SERVICES			10,000.00	SR-SP	12.00%	1,071.43		

Customer Credit Notes

Details Customer

Customer: 103-J001 X To: JPAU Doc Date: 08/28/2019 ...

Currency: PHP X CN #: CN1908/002

Rate: 1.00000000 Agent: X Reference No:

Description: SALES RETURNS Reasons: Tax Inclusive ☒

Details KnockOff Notes Files Info

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 X To: JPAU Doc Date: 08/28/2019 ...

Currency: PHP X CN #: CN1908/002

Rate: 1.00000000 Agent: X Reference No:

Description: SALES RETURNS Reasons: 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	8/27/2019	SALES			10,000.00	6,000.00	4,000.00	☒		0.00

Account Inquiry

Filters

Account: 103-J001 X JPAU

Date From: 08/27/2019 To: 08/28/2019

Project: -- ALL -- ☐ Ind. Post Date Cheque ☐ View 2nd Description

Cost Centre: -- ALL --

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

Bills

Supplier: 301-B001 X From: BNC TECHNOLOGY INC UNIT 888 BELVEDERE TOWER OPTIGAS Doc Date: 08/27/2019 ...

Currency: PHP X Purchaser: ALVIN X Bil #: BIL 1908/009

Rate: 1.00000000 Term: C.O.D. X Supplier INV #: BIL 1908/009

Description: PURCHASES Reference No:

☒ Tax Inclusive ☐ Deferred VAT

Account Notes Files Info

View Variants

Acc Code	Acc Desc	Description	Reference No	Project	Tax Code	Amount	Tax Rate	Tax	WTax Code	WTax
700-0200	PURCHASES				SR-PCG	15,000.00	12.00%	1,607.14		

Supplier Credit Notes

Details Supplier

Supplier: 301-B001 X From: BNC TECHNOLOGY INC UNIT 888 BELVEDERE TOWER ORTIGAS CENTER BASIG CITY Doc Date: 08/28/2019 ...

Currency: PHP X Purchaser: ALVIN X CN #: CCN1908/002

Rate: 1.00000000 Reason: Reference No:

Description: PURCHASES RETURNS ☒ Tax Inclusive

Account KnockOff Notes Files Info

View Variants

Acc Code	Acc Desc	Description	Reference No	Project	Tax Code	Amount	Tax Rate	Tax	WTax Code	WTax
700-0400	PURCHASES RETURNED				SR-PNCD	7,000.00	12.00%	750.00		

Supplier Credit Notes

Details Supplier

Supplier: 301-B001 X From: BNC TECHNOLOGY INC UNIT 888 BELVEDERE TOWER ORTIGAS CENTER BASIG CITY Doc Date: 08/28/2019 ...

Currency: PHP X Purchaser: ALVIN X CN #: CCN1908/002

Rate: 1.00000000 Reason: Reference No:

Description: PURCHASES RETURNS ☒ Tax Inclusive

Account KnockOff Notes Files Info

Auto Match Clear Match View Variants

Type	Doc #	Date	Description	Reference	Project	Amount	Outstand...	Payment	Match	Forex Posting...	Pay For WTax...
BIL	BIL 1908/009	8/27/...	PURCHA...	BIL 1908/009		15,000.00	8,000.00	7,000.00	☒		0.00

Account Inquiry

Filters

Account: 301-B001 **BNC TECHNOLOGY INC**

Date From: 08/01/2019 To: 08/28/2019

Project: -- ALL -- ☐ Ind. Post Date Cheque ☐ View 2nd D

Cost Centre: -- ALL --

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	BIL 1908/009	PURCHASES	BIL 1908/009	BIL 1908/009		15,000.00	
08/28/2019	CCN1908/002	PURCHASES RETURNS			7,000.00		

NOTE:

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