



**InterAcct**  
SOFTWARE PTY LTD

# InterAcct – Credit Notes

Within the InterAcct Software package there are numerous areas where you can prepare a Sales Invoice, and also a Credit Note.

The “Quick” Invoicing system is part of the Base InterAcct package and is popular for invoicing Products & Services. The emphasis is on speed and simplicity of data entry.

This latest (free) software enhancement has improved the preparation of a Credit Note. It links back to the original Sales Invoice to reduce the number of data entry fields required, also reducing the changes for error, and is very simple to use.

It handles both the return of product items, and price adjustments.

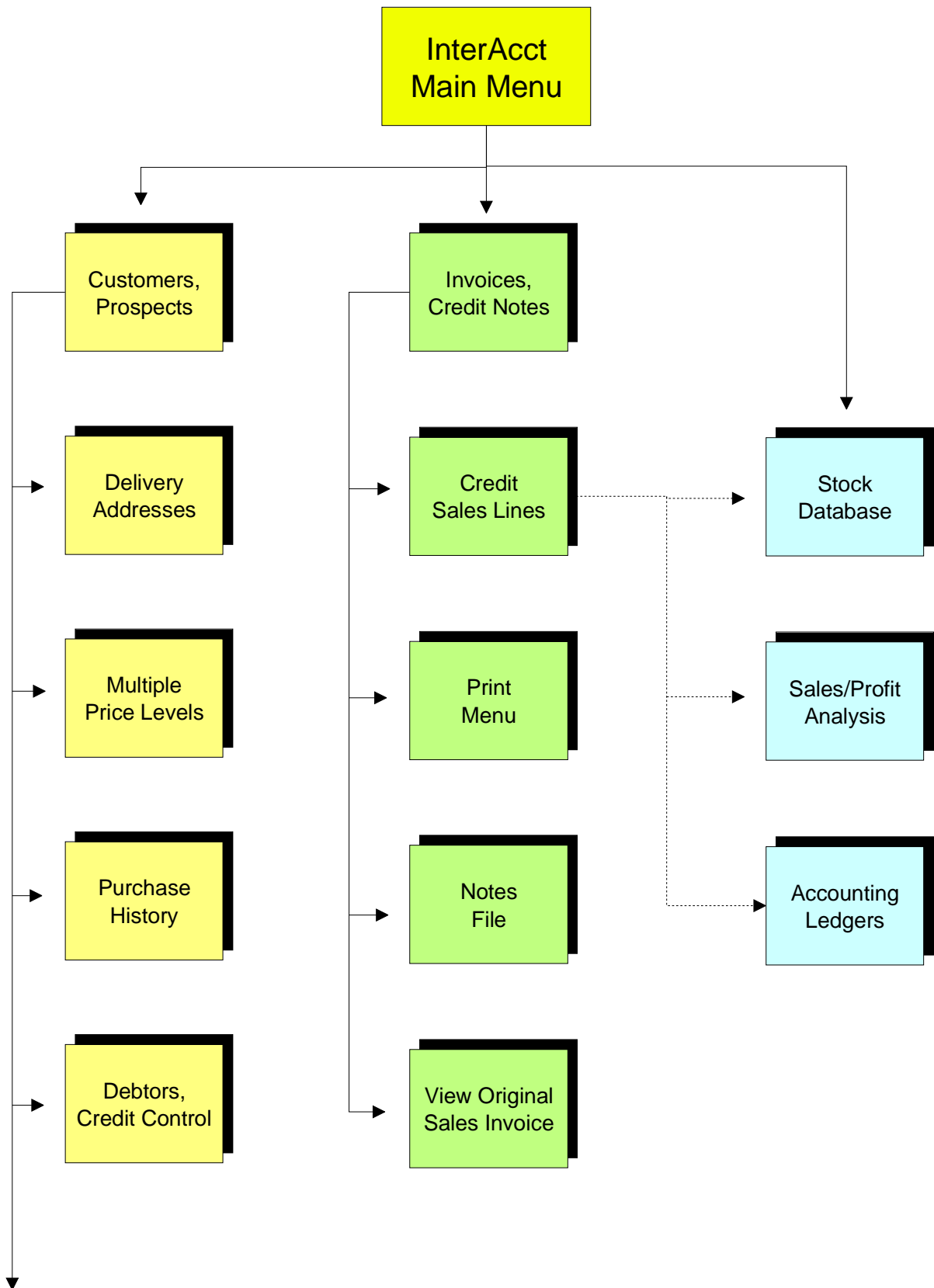
The screenshot displays the InterAcct software interface for a Credit Note. The main window is titled "InterAcct Test - [QUOTES, ORDERS, INVOICES - display ]". It features a menu bar (File, Record, Edit, View, Go, Advanced, Menu, Graph, Design, Help) and a toolbar with various icons. The interface is divided into several sections:

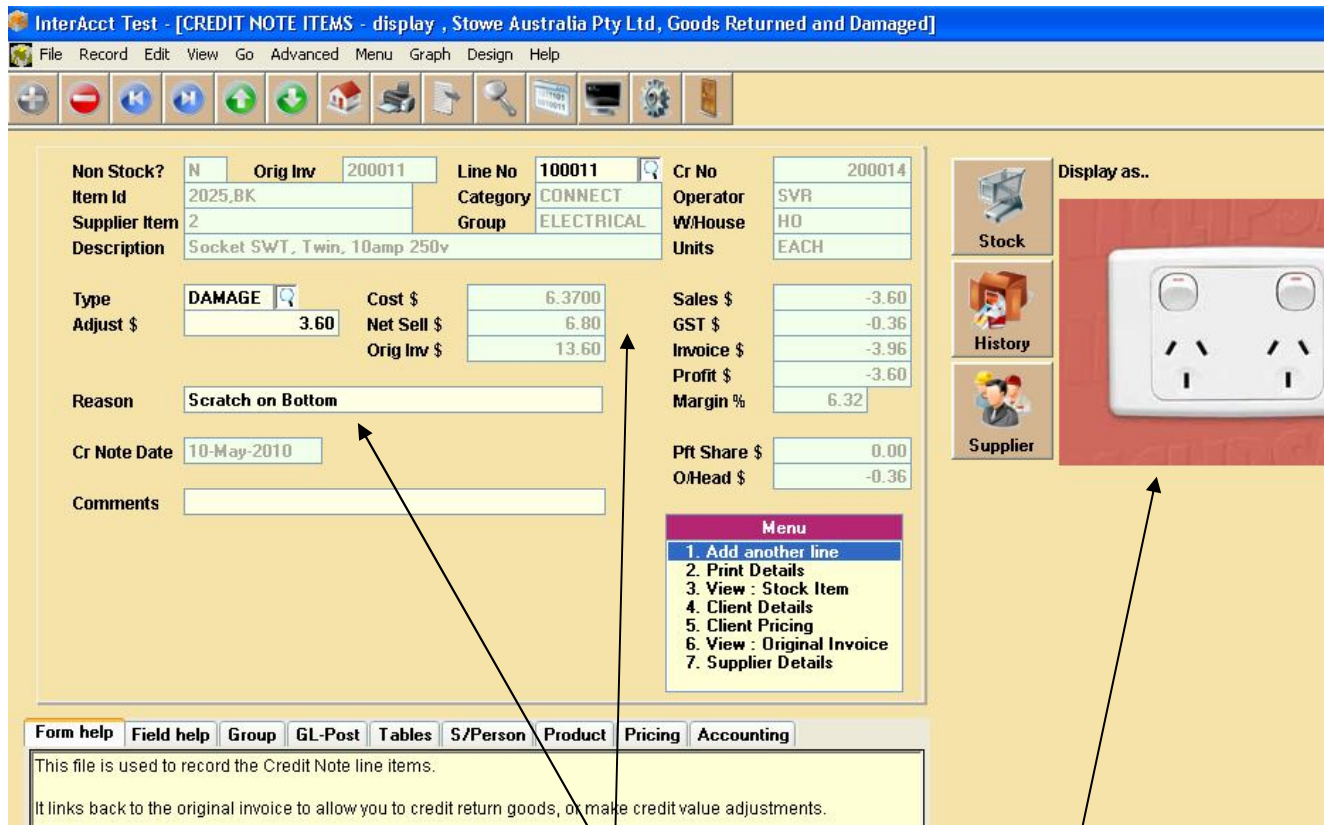
- Client Information:** Client Id: STOWEARY, Contact: Mary Peterson, \*Business: Stowe Australia Pty Ltd, Address: 10 - 12 Clyde Street, Suburb: RYDALMERE NSW 2116, Directions: Cnr Roger Street.
- Order Details:** Ref No.: 200014, Status: 8.CREDIT, Order Date: 10-May-2010, Exp Delivery: 7-May-2010, Pick Date: Mon 10-May-201, Invoiced: Mon 10-May-201, Exp Payment: 30-Jun-2010, B/O Release.
- Financial Summary:** Products \$: -90.90, Services \$: 0.00, Sales \$: -90.90, B/Order \$: 0.00, Invoiced \$: -99.99, Receipts \$: 0.00, Adjustment \$: 0.00, Balance \$: -99.99. Cust O/N: 12345, Sale Type: PHONE-IN, Cust Type: COMMUNICATI, W/House: HO, S/person: TONY.M, Gross Pft \$: -35.34, Net Profit \$: -26.25, Margin %: 38.88.
- \*Narration:** Goods Returned and Damaged.
- Menu:** A dropdown menu is open, showing options: 1. Credit Note Items, 2. Comments, 3. Print Menu, 4. View : Original Invoice, 5. Change: Order Status, 6. View Client File.
- Navigation Panel:** Includes icons for Client, Addresses, Contacts, History, Google Map, Directions, Stock, and Suppliers.

Below the main window, a secondary window titled "CREDIT NOTE ITEMS list , Stowe Australia Pty Ltd, Goods Returned and Damaged" is open, displaying a table of items:

	Description	Type	Returned #	Adjust \$	Reason	Sales \$	Invoice \$
1	Socket SWT, Twin, 10amp 250v	DAMAGED	0.00	3.60	Scratch on Bottom	-3.60	-3.96
2	1.5MM SDI Red	RETURN	3.00	0.00	Goods Not Required	-87.30	-96.03
						-90.90	-99.99

This screen shows the Credit Note “Header” – with the link back to the Original Sales Invoice.





This screen shows a single Credit Note line item – being a credit in value for “Damage”.

In other words, this type of credit does not affect stock values, and merely adjusts the Accounting Ledgers, and the Sales/Profit Analysis.

You can see that there is provision for noting the reason for the Credit.

There is a link from the original Sales Invoice line to show the invoice value, and Selling Price.

There is also a link back to the Stock File to show any product image you might have there.

InterAcct Test - [CREDIT NOTE ITEMS - display , Stowe Australia Pty Ltd, Goods Returned and Damaged]

File Record Edit View Go Advanced Menu Graph Design Help

Non Stock?	N	Orig Inv	200011	Line No	100012	Cr No	200014	
Item Id	1.5MM SDI RED 1.5MM.S			Category	CABLE	Operator	CVR	
Supplier Item				Group	ELECTRICAL	W/House	HO	
Description	1.5MM SDI Red						Units	EACH
Type	RETURN	Cost \$	18.5200	Sales \$	-87.30			
		Net Sell \$	29.10	GST \$	-8.73			
Returned #	3.00	Orig Inv \$	-727.50	Invoice \$	-96.03			
				Profit \$	-31.74			
Reason	Goods Not Required						Margin %	36.36
Cr Note Date	10-May-2010						Pft Share \$	0.00
				O/Head \$	-8.73			
Comments								

**Menu**

- 1. Add another line
- 2. Print Details
- 3. View : Stock Item
- 4. Client Details
- 5. Client Pricing
- 6. View : Original Invoice
- 7. Supplier Details

This screen shows the typical Credit Note line item – being stock returned.

The system brings in the original sales invoice quantity – so that you are aware not to over credit.

The credit sales value cannot exceed the original sales invoice price.

Stock is returned to stock at the original unit cost from the Sales Invoice.

Minimal need for data entry – very simple and with rapid data entry.

**CREDIT NOTE # 200014**

**Returned From :**  
 Stowe Australia Pty Ltd  
 10 - 12 Clyde Street  
 RYDALMERE NSW 2116  
 Cnr Roger Street

**Credit To :**  
 Stowe Australia Pty Ltd  
 10 - 12 Clyde Street  
 RYDALMERE NSW 2116



**Credit No** : 200014  
**Credit Date** : 11/05/2010  
**Your Ref** : 12345  
**Customer Code** : STOWEARY  
**Your Contact** : Tony Mazzotta  
**Original Invoice** : 200011

**InterAcct Software**  
 PO Box 786  
 Manly NSW 1655  
**Ph** : (02) 9975 4653 **Fax** : (02) 9975 7269  
**ABN** : 40 133 208 036

Comments :

No.	Product/Service	Code	Units	Returned #	Reason	Price \$	Total \$
1	Socket SWT, Twin, 10amp 250v Scratch on Bottom	SOCK-SWT.2025,BK	EACH	0	DAMAGED	0.00	-3.60
2	1.5MM SDI Red Goods Not Required	1.5MM.SDI.RED	EACH	3.00	RETURN	29.10	-87.30
<b>Please Note</b> Payment Method : CASH, CHEQUE - Action Electrical Wholesale Supplies EFTPOS or Direct Deposit to BSB : 112 879, A/c No : 4292 31733 This Claim is being made in accordance with the Security of Payment Act 1999. Thank you						Net Credit	\$ -90.90
						GST	\$ -9.09
						Credit Value	\$ -99.99

This shows a print of the Credit Note. The print layout can be personalised to suit.

For further details, please contact –

**Clive Rainbow**

Director, Sales & Marketing

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