

DRIVE Credit Notes



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CREDIT NOTES

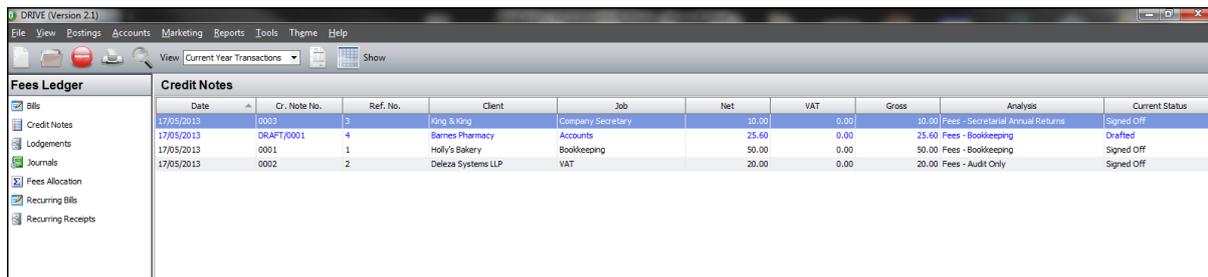
OVERVIEW

Credit Notes are used to issue a client the same or a lower amount than was raised in a bill in order to reduce their fees ledger balance for refunds, overcharges or pre-payments. It can also be used when you have an unpaid bill and wish to remove it from the system.

For the purpose of this training guide we will try showing you how to produce a simple credit note and correctly allocate it

HOW TO RAISE A CREDIT NOTE

Click Fees Ledger on the left-hand navigation toolbar and select the second heading Credit Notes. The credit note browse will show you all the current credit notes. DRAFT Credit notes appear in blue text and have a different numbered sequence to other credit notes. DRAFT Credit notes are optional and a continuous credit note number sequence is also optional. The Status of a Credit note will also appear on the browse. If this column is not on you can add it manually through the column chooser.



| Date | Cr. Note No. | Ref. No. | Client | Job | Net | VAT | Gross | Analysis | Current Status |
|------------|--------------|----------|--------------------|-------------------|-------|------|-------|-----------------------------------|----------------|
| 17/05/2013 | 0003 | 3 | King & King | Company Secretary | 10.00 | 0.00 | 10.00 | Fees - Secretarial Annual Returns | Signed Off |
| 17/05/2013 | DRAFT_0001 | 4 | Barnes Pharmacy | Accounts | 25.60 | 0.00 | 25.60 | Fees - Bookkeeping | Drafted |
| 17/05/2013 | 0001 | 1 | Holly's Bakery | Bookkeeping | 50.00 | 0.00 | 50.00 | Fees - Bookkeeping | Signed Off |
| 17/05/2013 | 0002 | 2 | Deleza Systems LLP | VAT | 20.00 | 0.00 | 20.00 | Fees - Audit Only | Signed Off |

Figure 1

Click the New button to raise a new credit note. The new credit note screen is made up of a number of sections. The header has the following details:

- Posting Details
- Approval Details
- Credit Note Details

The centre contains the Job Split information where the Credit note and WIP amounts are split over the various jobs you may be raising the credit note for on the specific client.

The bottom section has four tabs:

- Nominal Analysis
- Bill Allocation
- WIP Allocation
- Recovery

Figure 1

Fill in the posting details section; date, Period, Credit note number (can be manual or automatic), Ref. No. and Select your client. The centre section will automatically fill with the jobs the client has. The Approval Details will default in with the Drafted By details. You must tick 'Fixed Bill Amount' before the system will allow you to enter a Net Amount. You should tick the box 'Ignore WIP', if you do not want the WIP to go back on to the clients' ledger (*Note:- this will remove the WIP Allocation Tab*)

Enter the Net Amount under the Credit note Details as in **Error! Reference source not found.**

Next split the Net Amount over the different jobs under the Credit note Amount column in the centre section. Allocate WIP (where applicable), Bills, Profits and Losses on each job line. The centre section needs to agree with the overall credit note amount and Bill/WIP Allocation Tab below before you can proceed or save the credit note.

Once you have completed the centre section you can click the AUTO button on the top of the screen on each job and it will auto allocate against the Bill entries under the Bill Allocation Tab. Do the same if you are using the WIP tab.

Recovery Tab will automatically complete so long as the defaults have been setup, if not you need to manually allocate.

The nominal analysis will also automatically complete so long as the defaults have been setup, if not you need to manually allocate.

Click the Save button. The new credit note will appear in the browse. (*Note: you cannot allocated a credit note until it has been signed off if using DRAFT billing/credit notes*)

PREVIEW & PRINT A CREDIT NOTE

To print the credit note simply click on the Preview Button on the credit note browse as follows:

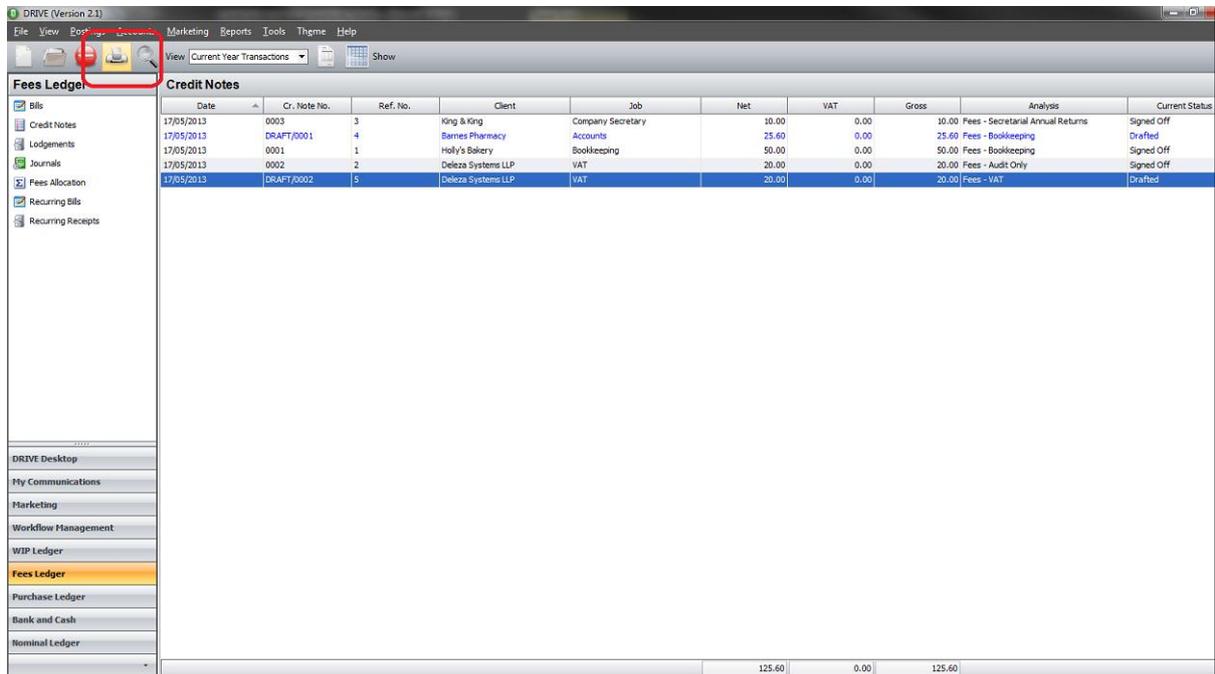


Figure 2

When you click the Preview button you get the following screen:

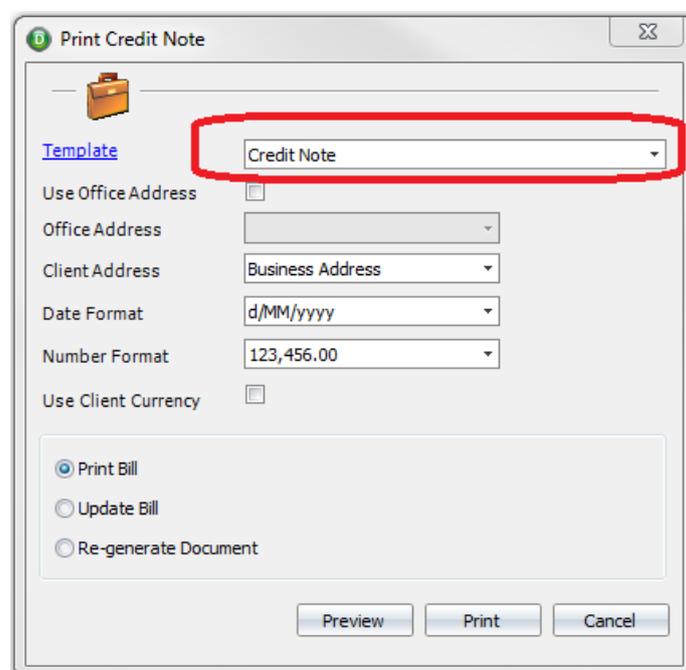
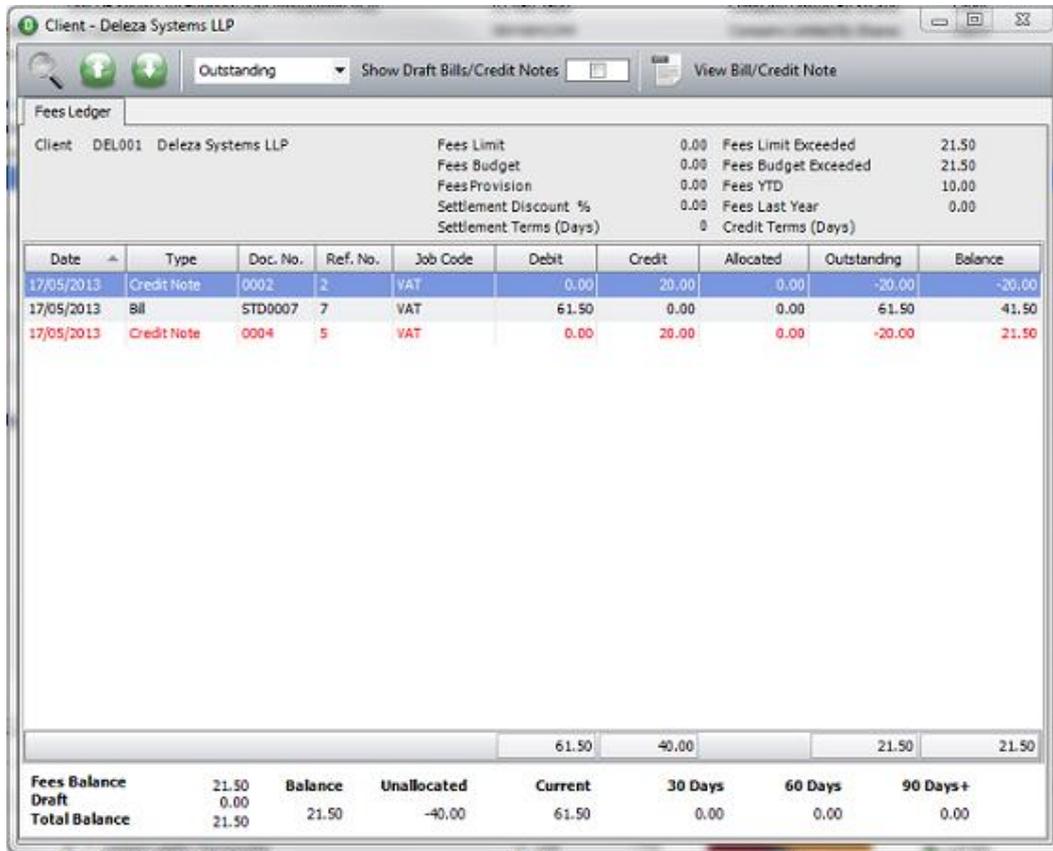


Figure 3

If you have selected the correct credit note template, just click the Preview button and the following screen will appear:

FEES ALLOCATIONS

The fees ledger for your client will show you all outstanding items (i.e. all unallocated fees),



| Date | Type | Doc. No. | Ref. No. | Job Code | Debit | Credit | Allocated | Outstanding | Balance |
|------------|-------------|----------|----------|----------|-------|--------|-----------|-------------|---------|
| 17/05/2013 | Credit Note | 0002 | 2 | VAT | 0.00 | 20.00 | 0.00 | -20.00 | -20.00 |
| 17/05/2013 | Bill | STD0007 | 7 | VAT | 61.50 | 0.00 | 0.00 | 61.50 | 41.50 |
| 17/05/2013 | Credit Note | 0004 | 5 | VAT | 0.00 | 20.00 | 0.00 | -20.00 | 21.50 |
| | | | | | 61.50 | 40.00 | | 21.50 | 21.50 |

| | | | | | | | |
|----------------------|-------|----------------|--------------------|----------------|----------------|----------------|-----------------|
| Fees Balance | 21.50 | Balance | Unallocated | Current | 30 Days | 60 Days | 90 Days+ |
| Draft | 0.00 | 21.50 | -40.00 | 61.50 | 0.00 | 0.00 | 0.00 |
| Total Balance | 21.50 | | | | | | |

Figure 6

Click Fees Ledger on the left-hand navigation toolbar and select the fifth heading Fees Allocation. Here, you can allocate your credit notes against outstanding bill and debit journal amounts as long as your bills/credit notes are signed off. These items are not written to the fees ledger while they have a DRAFT status.

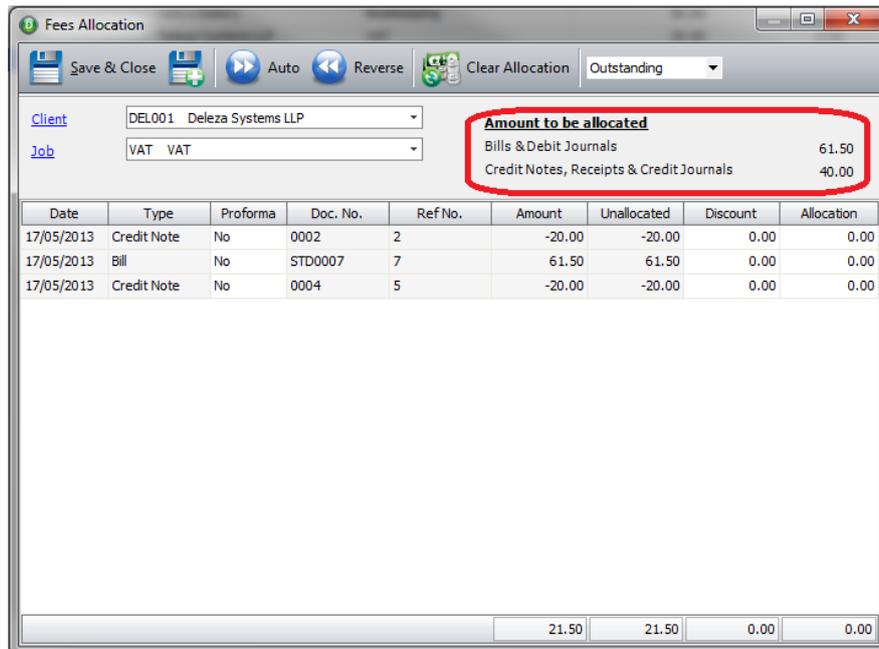


Figure 7

Enter your Client name and the job you need to allocate. The drop down box in the top right hand corner can be used to show only outstanding transactions or all transactions. You can manually enter amounts to be allocated for each entry or you can select the 'Auto' option at the top of the screen. This will auto allocated the available amounts against what is outstanding. Then select Save & Close (or Save & New) when you are finished allocating.

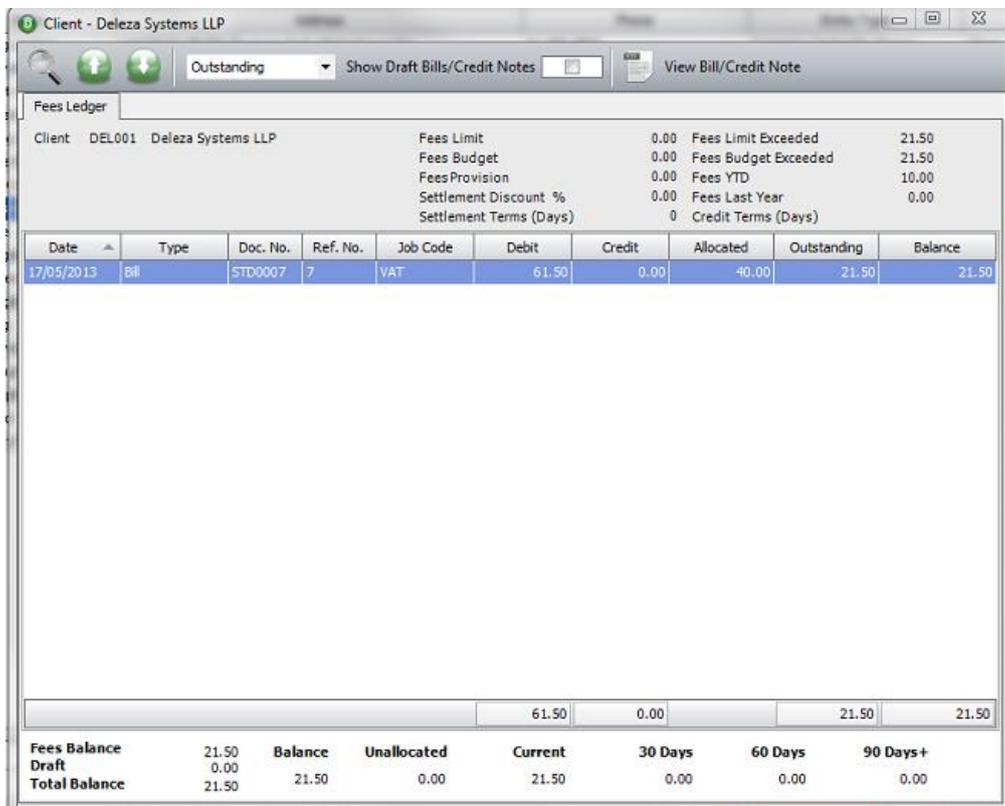


Figure 8

The fees ledger will now only show the outstanding amounts.

WIP ALLOCATION

If you do not tick the box, 'Ignore WIP' when raising your credit note, the WIP will go back on to the clients WIP ledger. Once you have raised your time, your bill and your receipts, you allocate the remaining outstanding WIP using the credit note.

Client - Deleza Systems LLP

Outstanding Show Unpassed WIP

WIP Ledger

Client: DEL001 Deleza Systems LLP

| | | | |
|---------------|------|---------------------|-------|
| WIP Limit | 0.00 | WIP Limit Exceeded | 57.50 |
| WIP Budget | 0.00 | WIP Budget Exceeded | 57.50 |
| WIP Provision | 0.00 | WIP Discount % | 0.00 |
| WIP YTD | 0.00 | WIP Last Year | 0.00 |

| Date | Type | Bill No. | Job | Staff | WIP | Description | Units | Amount | Billed | Unbilled | Balance |
|------------|------------|----------|-----|-------|------|--------------|-------|--------|--------|----------|---------|
| 14/05/2013 | Time | STD0007 | VAT | AD | A690 | VAT Planning | 1.15 | 37.50 | 20.00 | 17.50 | 17.50 |
| 17/05/2013 | Credit ... | 0002 | VAT | | ZD01 | Accrued WIP | 0.00 | 20.00 | 0.00 | 20.00 | 37.50 |
| 17/05/2013 | Credit ... | 0004 | VAT | | ZD01 | Accrued WIP | 0.00 | 20.00 | 0.00 | 20.00 | 57.50 |

| | | | | | | | | | | |
|--|--|--|--|--|--|--|--|-------|-------|-------|
| | | | | | | | | 20.00 | 57.50 | 57.50 |
|--|--|--|--|--|--|--|--|-------|-------|-------|

| | | | | | | | |
|--------------------|-------|---------|---------|---------|---------|---------|-----------|
| WIP Balance | 57.50 | Balance | Accrued | Current | Days 30 | Days 60 | + Days 90 |
| Unpassed WIP | 0.00 | | | | | | |
| Total WIP | 57.50 | 57.50 | 40.00 | 17.50 | 0.00 | 0.00 | 0.00 |
| WIP on Draft Bills | 0.00 | | | | | | |

Figure 9

You can allocate WIP on a credit note, the same way as you would on a bill. Open your Credit Note, (Note:- if you are using Draft Billing you will need to have the access right, 'Edit after Signoff' enabled if the credit note is signed off)

The screenshot shows the 'Sales: Credit Note' window with the following data:

| Posting Details | | Approval Details | | Credit Note Details | |
|-----------------|---------------------------|------------------|-----------------|---------------------|-------|
| Date | 17/05/2013 | Drafted By | AD Aoife Duggan | Net Amount | 20.00 |
| Period | May 2013 | Reviewed By | | VAT Amount | 0.00 |
| Credit Note No. | 0002 | Approved By | | Gross Amount | 20.00 |
| Ref. No. | 2 | Signed Off By | AD Aoife Duggan | Client Balance | 21.50 |
| Client | DEL001 Deleza Systems LLP | Partner | | Unpassed WIP | 0.00 |
| Template | | Manager | | | |
| | | Lead Staff | | | |

| Job | Job Description | Amount | Gross Amount | Allocated |
|-----|-----------------|--------|--------------|-----------|
| ACC | Accounts | 0.00 | 0.00 | 0.00 |
| BKP | Bookkeeping | 0.00 | 0.00 | 0.00 |
| VAT | VAT | 20.00 | 20.00 | 20.00 |
| | | 20.00 | 20.00 | 20.00 |

| Nominal Analysis | | Bill Allocation | | WIP Allocation | | Recovery | |
|------------------|------|-----------------|------|-----------------|--------|--------------|-----------|
| Date | Type | Staff | WIP | WIP Description | Amount | Prev. Alloc. | Allocated |
| 14/05/13 | Time | AD | A680 | VAT Compliance | 30.00 | 30.00 | 0.00 |
| 14/05/13 | Time | AD | A690 | VAT Planning | 37.50 | 20.00 | 0.00 |
| | | | | | 67.50 | 50.00 | 0.00 |

Figure 10

On the WIP Allocation section of the credit note you, can auto allocate WIP or manually allocate. This is the same method you would use on a bill.