

Sage 50 Manufacturing

How to create a credit note with Traceability



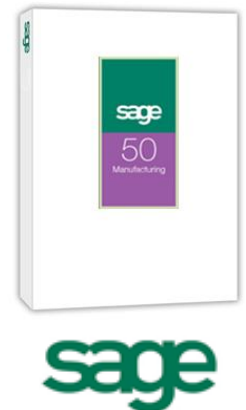
Due to how Sage 50 Manufacturing and Sage 50 Accounts communicate, credit notes created in Accounts will not update stock levels within Manufacturing and so there will be stock discrepancies between the two programs.

i Learn how to create a credit note whilst maintaining material traceability

How to Create a Credit Note:

- In Sage 50 Accounts go into the “Invoice and credits” tab and click “New Credit”
- Select the Account you are processing the credit note for and the order number (if applicable)
- In the product code enter S3, or select it using the dropdown menu
- Enter the item details in the pop up box that appears
 - Make sure the description is also entered/copied into the details box as this is what appears on the paperwork

The screenshot shows the 'New Credit' dialog box in Sage 50 Accounts. It is divided into several sections: 'Details', 'Values', 'Posting Details', 'Additional Information', and 'Project Details'. The 'Details' section includes fields for Product Code (S3), Units (10), Description (Credit note- WALNUT), and Details (Credit Note- WALNUT). The 'Values' section shows Qty/Hours (10.000), Discount % (10.0000), Net GBP £ (719.91), Unit Price GBP £ (79.99), Disc. GBP £ (79.99), and VAT GBP £ (125.98). The 'Posting Details' section has Nominal* (4100), Department (1), and Tax Code (T1 17.50). The 'Additional Information' section has a Line Information field. The 'Project Details' section has a Project dropdown. At the bottom, there are buttons for 'Calc. Net', 'Discounts', 'OK', and 'Cancel'.



- Click “Ok” then save the credit note by clicking “Save”
- This allows money to be debited from the specified nominal just like a normal credit note however doesn’t book any stock into accounts.
- Then in Sage 50 Manufacturing go into the Traceability module and find the specified GRN that you want to return the stock to.

- Select/Highlight the GRN and click the “Adjust” button from the menu bar
- Enter the relevant details and click “Ok”

GRN Details

Reference:

Location:

Free Stock:

Adjustment Details

Details:

Date:

Quantity: (Enter a negative figure for adjustment out)

Update Stock

- Click “Yes” to the prompt to make the adjustment
- The stock will then be booked back into the system and will be displayed in the GRN activity and the Product activity

Type	Reference	Date	Qty In	Qty Out	Qty Reversed	Supplier Batch	Des
GI	USER ADJ:	14/02/2015	250.000	0.000	0.000		
AO	ADJUSTMENT	14/02/2015	0.000	145.000	0.000		
AI	Credit note return #8	15/06/2015	10.000	0.000	0.000		

Works Order Issue/Adjustment Out/Sales Order Despatch

GRN Stock:

- Processing a credit note this way will ensure traceability is maintained

For further information or a demonstration please contact Red Business Systems
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