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Credit Memo Plug-In

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1.0 Introduction

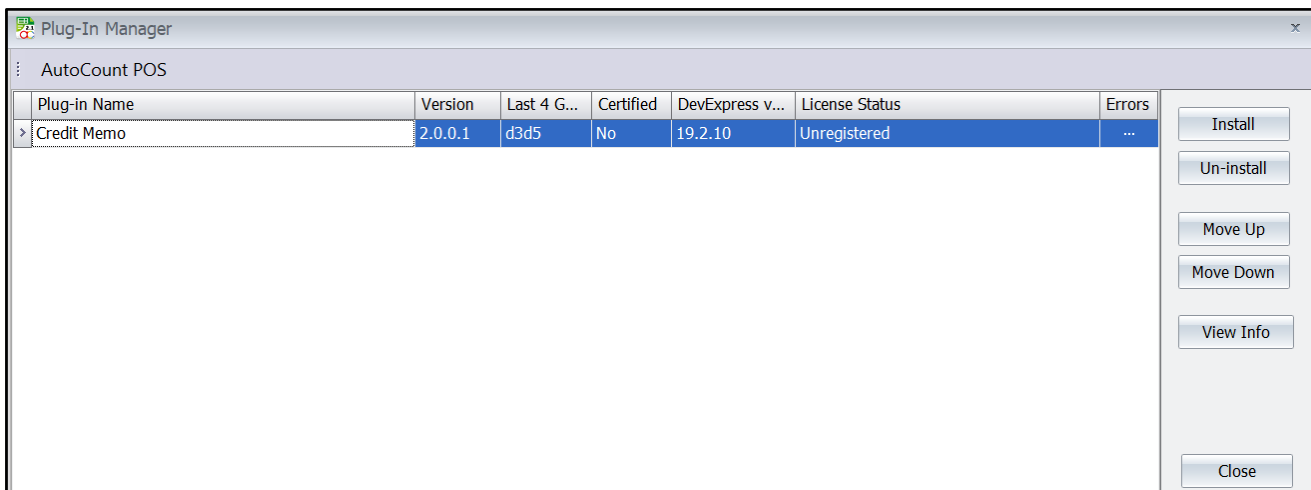
The Credit Memo plugin is designed for manufacturing companies, offering a streamlined process for recording customer refunds and returns. Users can benefit from the plugin's efficiency and assurance that their accounts remain unaffected.



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2.0 Installing the Plug-In

1. Go to **Tools > Plug-In Manager**
2. Click on the **“Install”** button.
3. Browse for the related **.app file (CreditMemo)**
4. A new window will prompt with some basic information of this plug-in.
5. Click on the **“Install”** button again to proceed.
6. A confirmation message will be prompted after that.
7. Click **“Yes”** to confirm the installation.
8. A success message will appear after the plug-in is installed correctly.





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3.0 Assign Access Rights

1. Go to **General Maintenance > Access Right Maintenance**
2. Locate the “**SL Plug-In**” and click on the “**+**” icon next to it.
3. Locate the “**Credit Memo**” and click on the “**+**” icon next to it.
4. Click on “**Credit Memo**” and proceed by clicking “**Set Group Access Rights**”.
5. In the pop-up window, navigate to “**Admin**”. *(Example)*
6. Change the “**Don’t change**” status to “**Add**”.
7. Click on “**OK**” to save changes.
8. Click on “**Yes**” to apply the Access Right to the rest of the sub commands.

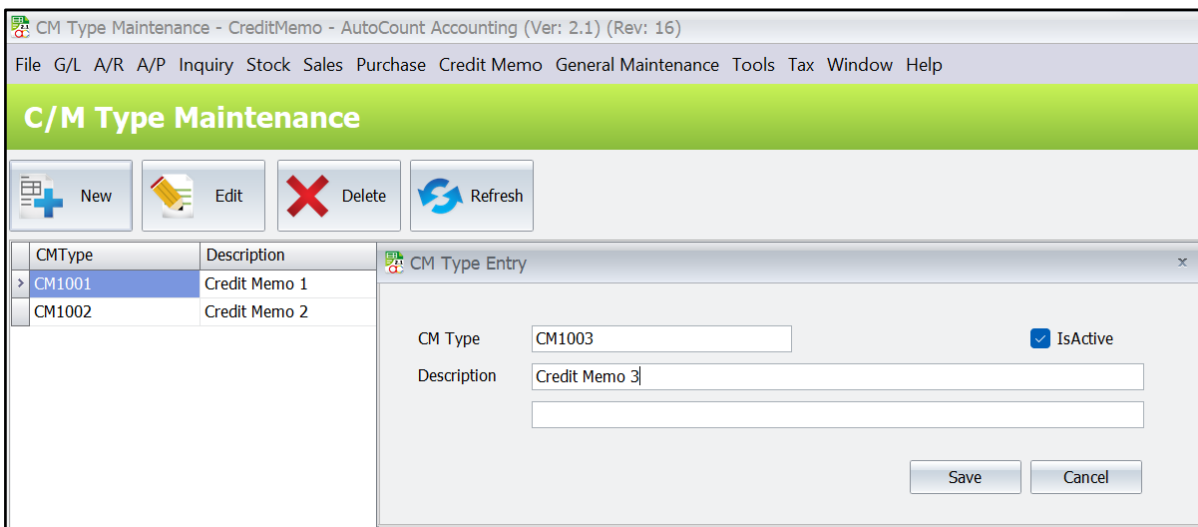
| Description | Users & Groups |
|-------------------------------------|----------------|
| AutoCount Accounting | |
| SL Plug-In | |
| Credit Memo | |
| Credit Memo | |
| C/M Type Maintenance | |
| Branch Maintenance | |
| Monthly Credit Memo Analysis Report | |
| Show License Control | ADMIN |



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4.0 Credit Memo Type Maintenance

1. Go to **Credit Memo > C/M Type Maintenance**
2. Click on the **“New”** button.
3. Key in **“CM Type”**.
4. Provide simple and brief **“Description”**.
5. Click on the **“Save”** button.



| CMTYPE | Description |
|--------|---------------|
| CM1001 | Credit Memo 1 |
| CM1002 | Credit Memo 2 |

CM Type Entry

CM Type: IsActive

Description:

In the **“C/M Type Maintenance”** page, users are able to create, edit, and delete Credit Memo Types. One thing to note is that users are **UNABLE** to edit the **“CM Type”** once created as it is only doable through the **“Change CM Type”** feature.



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5.0 Express Branch Maintenance

1. Go to **Credit Memo > Express Branch Maintenance**
2. Click on the **“New”** button.
3. Key in Branch Info in the available text fields.
4. Fill in Debtor Info in the grid.
5. Click on the **“Save”** button.

Express Branch Maintenance - CreditMemo - AutoCount Accounting (Ver: 2.1) (Rev: 16)

File G/L A/R A/P Inquiry Stock Sales Purchase Credit Memo General Maintenance Tools Tax Window Help

Express Branch Maintenance

Drag a column head

| Branch Code |
|-------------|
| AC1001 |
| SL-0001 |

BranchMaintenanceEntry

Branch Code: SL1002
 Branch Name: SL_SOFTWARE (TAIPING)
 Address: No 3450, Tingkat 1, Jalan Chung Thye Phin, 34000, Taiping Perak.
 Post Code:
 Phone1:
 Phone2:
 Fax1:
 Fax2:
 Mobile:
 Sales Agent:
 Area:
 Email:
 Attention:

| Debtor Code | CompanyName | Address1 | Address2 | Attention | Phone1 | SalesAgent | DebtorType |
|-------------|-------------|---------------------|-----------------|-----------|--------|------------|------------|
| > 300-C001 | CUSTOMER 1 | No 17, Tamn Impian, | Taiping, Perak. | | | | |

Record 1 of 1

In the **“Express Branch Maintenance”** page, users are able to create, edit, and delete Branches. Similar to the C/M Type Maintenance, upon creating a new branch, users are **UNABLE** to edit the **“Branch Code”** as it is only possible using the **“Change Branch Code”** feature. The purpose for having this Express Branch Maintenance is so that users can rapidly assign multiple debtors into a single selected branch.



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6.0 Change Code

6.1 Change CM Type

1. Go to **Credit Memo > Change Code > Change CM Type**
2. Input existing CM Type in the CM Type text field.
3. Input the desired CM Type in the New CM Type text field.
4. Click the **“Change”** button to apply the change.

CM Type Maintenance - CreditMemo - AutoCount Accounting (Ver: 2.1) (Rev: 16)

File G/L A/R A/P Inquiry Stock Sales Purchase Credit Memo General Maintenance Tools Tax Window Help

C/M Type Maintenance

New Edit Delete Refresh

| CMType |
|----------|
| > CM1001 |
| CM1002 |
| CM1003 |

Change CM Type

CM Type
CM1003

New CM Type
CM-1003

Change Cancel

CM Type Maintenance - CreditMemo - AutoCount Accounting (Ver: 2.1) (Rev: 16)

File G/L A/R A/P Inquiry Stock Sales Purchase Credit Memo General Maintenance

C/M Type Maintenance

New Edit Delete Refresh

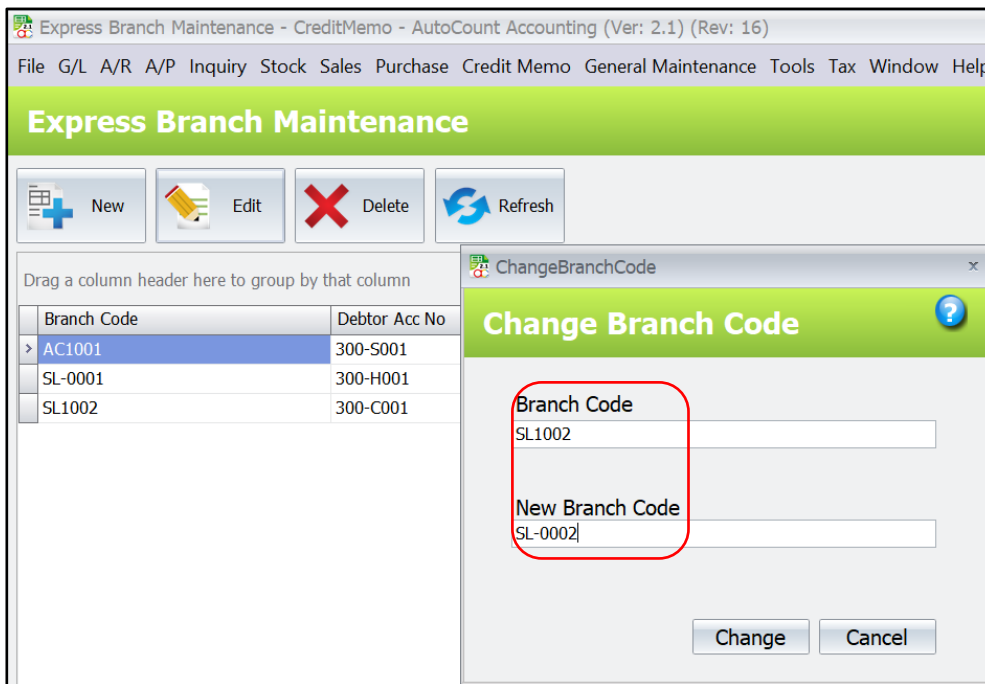
| CMType | Description |
|----------|---------------|
| > CM1001 | Credit Memo 1 |
| CM1002 | Credit Memo 2 |
| CM-1003 | Credit Memo 3 |



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6.2 Change Branch Code

1. Go to **Credit Memo > Change Code > Change Branch Code**
2. Input existing Branch Code in the Branch Code text field.
3. Input the desired Branch Code in the New Branch Code text field.
4. Click the **“Change”** button to apply the change.



Express Branch Maintenance - CreditMemo - AutoCount Accounting (Ver: 2.1) (Rev: 16)

File G/L A/R A/P Inquiry Stock Sales Purchase Credit Memo General Maintenance Tools Tax Window Help

Express Branch Maintenance

New Edit Delete Refresh

Drag a column header here to group by that column

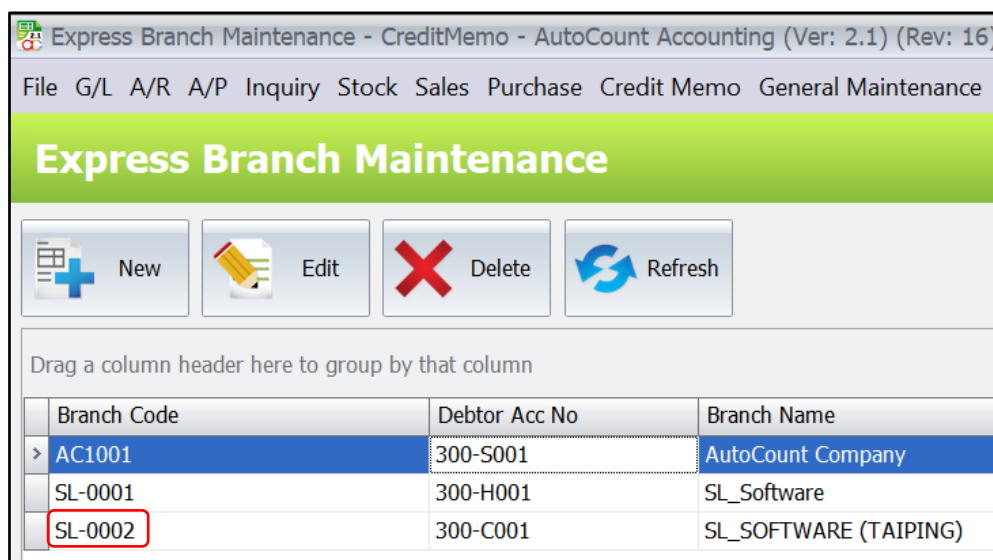
| Branch Code | Debtor Acc No |
|-------------|---------------|
| > AC1001 | 300-S001 |
| SL-0001 | 300-H001 |
| SL1002 | 300-C001 |

Change Branch Code

Branch Code
SL1002

New Branch Code
SL-0002

Change Cancel



Express Branch Maintenance - CreditMemo - AutoCount Accounting (Ver: 2.1) (Rev: 16)

File G/L A/R A/P Inquiry Stock Sales Purchase Credit Memo General Maintenance

Express Branch Maintenance

New Edit Delete Refresh

Drag a column header here to group by that column

| Branch Code | Debtor Acc No | Branch Name |
|-------------|---------------|-----------------------|
| > AC1001 | 300-S001 | AutoCount Company |
| SL-0001 | 300-H001 | SL_Software |
| SL-0002 | 300-C001 | SL_SOFTWARE (TAIPING) |



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7.0 Credit Memo

7.1 Credit Memo (New)

1. Go to **Credit Memo > Credit Memo**
2. Click on the **“New”** button.
3. Input info in the respective text fields.
4. **MUST** choose **“Debtor”**, **“C/M Type”**, and **“Branch Code”**.
5. Fill in Debtor Info in the grid.
6. Can input more info in the **“More Header”** tab.

| Item Code | Description | Quantity | UOM | UnitPrice | Discount | SubTotal | RefDate | RefDoc |
|-----------|-------------------|----------|------|-----------|----------|----------|---------|--------|
| ACN-001 | ACCESSORY NAKIA 1 | 1 | UNIT | 20.00 | | 20.00 | | |

When creating a new “Credit Memo”, it is similar to other Maintenance features that exists in the AutoCount system where users are required to input relevant info such as Debtor, CM Type, Document Info, and Item Info. Furthermore, if users have relevant information that lies within an Excel file, users are able to click the **“Paste From Excel”** function located at the bar menu.



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7.2 Credit Memo (Transfer to CN)

1. Go to **Credit Memo > Credit Memo**
2. Select available Credit Memo
3. Click on the “**Transfer To CN**” button or Perform **Right Click > Transfer to Credit Note**
4. **NOTE:** Provide Reason in the why the Credit Memo is transferred.

New Credit Note - [Next Possible No: CN-000005] - CreditMemo - AutoCount Accounting (Ver: 2.1)

Home Edit

Save as Draft Save as Template Save

TAX Set Tax Date

Group Total Discount Item Search Show Instant Info

Copy from other Credit Note Copy to a new Credit Note

Transfer From Invoice Transfer From CM

Debtor: 300-C001

Name: CUSTOMER 1 C/N No: <<New>>

Address: No 17, Tamn Implan, Taiping, Perak. Date: 13/07/2023

Branch: Credit Term: C.O.D.

Sales Agent: Our Invoice No:

C/N Type: Multi Pricing: Price 1

Reason: Issuing Credit Note

| Item Code | Acc... | Description | D... | Further... | UOM | Return? | Qty | Unit Price | Unit Cost | Dis... | SubTotal | Fro... | Supply/Purc... | FromCMBR... | T... | S... | Tax | T... | Total (inc) |
|-----------|--------|----------------|------|------------|------|---------|-----|------------|-----------|--------|----------|--------|----------------|-------------|------|------|------|-------|-------------|
| ACN-001 | | ACCESSORY N... | | | UNIT | | 5 | 20.00 | 8 | | 100.00 | 121 | S | SL-0002 | | | 0... | 10... | 100.00 |

Record 1 of 1

Subtotal (ex) 100.00

Inclusive? Taxable Amount 0.00 Tax 0.00 Total 100.00

Proceed New C/N

Save Save & Preview Save & Print Cancel



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BEFORE Transfer

Credit Note - CreditMemo - AutoCount Accounting (Ver: 2.1) (Rev: 16)

File G/L A/R A/P Inquiry Stock Sales Purchase Credit Memo General Maintenance Tools Tax Window H

Credit Note

Hint: In this credit note window, you can create, modify, or delete credit note for your customer.

New
 Edit
 View
 Find
 Preview
 Print
 Print List

Drag a column header here to group by that column

| Doc. No. | Date | Debtor Code | Debtor Name |
|-------------|------------|-------------|-------------|
| > CN-000002 | 06/07/2023 | 300-S001 | Siti |
| CN-000001 | 06/07/2023 | 300-H001 | Hafiz |

AFTER Transfer

Credit Note - CreditMemo - AutoCount Accounting (Ver: 2.1) (Rev: 16)

File G/L A/R A/P Inquiry Stock Sales Purchase Credit Memo General Maintenance Tools Tax Window H

Credit Note

Hint: In this credit note window, you can create, modify, or delete credit note for your customer.

New
 Edit
 View
 Find
 Preview
 Print
 Print List

Drag a column header here to group by that column

| Doc. No. | Date | Debtor Code | Debtor Name |
|-------------|------------|-------------|-------------|
| CN-000007 | 13/07/2023 | 300-C001 | CUSTOMER 1 |
| CN-000002 | 06/07/2023 | 300-S001 | Siti |
| > CN-000001 | 06/07/2023 | 300-H001 | Hafiz |

The “Transfer To Credit Note / CN” feature enables users to quickly transfer selected Credit Memo to Credit Note effectively and efficiently.



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7.3 Credit Memo (Outstanding Credit Memo Report)

1. Go to **Credit Memo > Credit Memo**
2. Click on the **“Print Listing”** button.
3. Choose preferred option.
 - Print Outstanding Credit Memo Listing
 - Print Outstanding Credit Memo Detail Listing
4. Click on the **“Confirm”** button.
5. Select prefer filter in the **“Filter Options”** control.
6. Click on the **“Inquiry”** button.

The Outstanding Credit Memo Reports enable users to efficiently track and manage credit memos that have not yet been resolved or applied. By providing a comprehensive overview of pending credit memos, these reports offer valuable insights into customer accounts, allowing businesses to better manage their outstanding obligations.

Credit Memo Outstanding Report

| DocNo | DocDate | DebtorCode | Debtor Name | Total | CMType |
|-----------|------------|------------|-------------|----------|---------|
| CM-000008 | 13/07/2023 | 300-C001 | CUSTOMER 1 | 100.00 | CM-1003 |
| CM-000009 | 13/07/2023 | 300-C002 | CUSTOMER 2 | 180.00 | CM1002 |
| CM-000012 | 20/07/2023 | 300-H001 | Hafiz | 4,500.00 | |



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Credit Memo Outstanding Detail Report

Print Credit Memo Outstanding Detail Listing - CreditMemo - AutoCount Accounting (Ver: 2.1) (Rev: 14)

File G/L A/R A/P Inquiry Stock Sales Purchase Credit Memo General Maintenance Tools Tax Window Help

Print Credit Memo Outstanding Detail Listing

Filter Options

Date Range: 01/07/2023 to 09/08/2023

Document No: No filter

Debtor: No filter

Item Code: No filter

CM Type: No filter

Cancelled Status: Show All

Report Options

Group Level 1: Debtor Code

Group Level 2: None

Sort By: Date

Show Criteria In Report

Inquiry
Preview
Print
Hide Options
Close

Search Result

Drag a column header here to group by that column

| | Document No | Date | Debtor Code | Debtor Name | Description | Agent | Branch Code | Branch Name | Total |
|-------------------------------------|-------------|------------|-------------|-------------|-------------|-------|-------------|---------------------|----------|
| <input checked="" type="checkbox"/> | CM-000008 | 13/07/2023 | 300-C001 | CUSTOMER 1 | ACCESSO... | | SL-0002 | SL_SOFTWARE (TAI... | 100.00 |
| <input checked="" type="checkbox"/> | CM-000009 | 13/07/2023 | 300-C002 | CUSTOMER 2 | ACCESSO... | | SL-0002 | SL_SOFTWARE (TAI... | 180.00 |
| <input checked="" type="checkbox"/> | CM-000012 | 20/07/2023 | 300-H001 | Hafiz | SAMSON... | | | | 4,500.00 |

| Outstanding Credit Memo Detail Listing | | | | | | | | | | | Date : 09/08/2023 15:23:47 |
|---|------------|-------------------|-----------------------|---------|---------|----------|------------|---------------------|--------|--------|----------------------------|
| | | | | | | | | | | | User ID : ADMIN |
| CreditMemo | | | | | | | | | | | Page 1 of 1 |
| Doc No | Date | Debtor Name | Branch Name | CM Type | Ref Doc | Ref Date | Ref Person | Description | Reason | Remark | SubTotal |
| Debtor Code 300-C001 | | CUSTOMER 1 | | | | | | | | | |
| CM-000008 | 13/07/2023 | CUSTOMER 1 | SL_SOFTWARE (TAIPING) | CM-1003 | | | | ACCESSORY NAKIA 1 | | | 100.00 |
| Group Total Debtor Code : 300-C001 | | | | | | | | | | | 100.00 |
| Debtor Code 300-C002 | | CUSTOMER 2 | | | | | | | | | |
| CM-000009 | 13/07/2023 | CUSTOMER 2 | SL_SOFTWARE (TAIPING) | CM1002 | | | | ACCESSORY MTOROLA 1 | | | 180.00 |
| Group Total Debtor Code : 300-C002 | | | | | | | | | | | 180.00 |
| Debtor Code 300-H001 | | Hafiz | | | | | | | | | |
| CM-000012 | 20/07/2023 | Hafiz | | | | | | SAMSONG 70 | | | 4,500.00 |
| Group Total Debtor Code : 300-H001 | | | | | | | | | | | 4500.00 |
| Grand Total : | | | | | | | | | | | 4,780.00 |
| Report Criteria | | | | | | | | | | | |
| Filter Options: From Date: Saturday, July 1, 2023 | | | | | | | | | | | |
| To Date: Wednesday, August 9, 2023 | | | | | | | | | | | |
| Cancelled Status: Show All | | | | | | | | | | | |
| Report Options: Group Level 1: Debtor Code | | | | | | | | | | | |
| Group Level 2: None | | | | | | | | | | | |
| Group Level 3: None | | | | | | | | | | | |
| Sort By: Document Date | | | | | | | | | | | |



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8.0 Credit Note (Transfer from CM)

1. Go to **Sales > Credit Note**
2. Click on the **“New”** button.
3. Choose **“Debtor”**
4. Click on the **“Transfer From CM”** button.
5. Select preferred Credit Memo.
6. Click on the **“OK”** button to confirm.
7. Click on the **“Save”** button.

Debtor: 300-C002
Name: CUSTOMER 2
Address: No 4, Jalan Bersih, Ipoh, Perak.

C/N No: <<New>>
Date: 13/07/2023
Branch:
Credit Term: C.O.D.
Sales Agent:

| DocNo | DocDate | DebtorCode | Debtor Name | Total | Item Code | Description | Qty | Unit Price | Discount | SubTotal | BalanceQty |
|-----------|-----------|------------|-------------|--------|-----------|-------------|-----|------------|----------|----------|------------|
| CM-000009 | 7/13/2023 | 300-C002 | CUSTOMER 2 | 180.00 | ACL-001 | ACCESSOR... | 6 | 30.00 | | 180.00 | 6 |

Subtotal (ex) 0.00
Inclusive? Taxable Amount 0.00 Tax 0.00
Total 0.00

Similar to **“Transfer To Credit Note / CN”**, the **“Transfer From CM”** feature enables users to quickly transfer selected Credit Memo to Credit Note effectively and efficiently as users are able to transfer more than one Credit Memo at once.



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9.0 Monthly Credit Memo Analysis Report

1. Go to **Credit Memo > Monthly Credit Memo Analysis Report**
2. Select prefer filter in the “**Filter Options**” control.
3. Set Group Levels in the “**Other Options**” control.
 - **NOTE:** Group levels cannot be identical to one another.
4. Click on the “**Inquiry**” button to view info.
5. Click on the “**Preview**” button to view the report.

Monthly Credit Memo - CreditMemo - AutoCount Accounting (Ver: 2.1) (Rev: 16)

File G/L A/R A/P Inquiry Stock Sales Purchase Credit Memo General Maintenance Tools Tax Window Help Report

Monthly Credit Memo Analysis

Filter Options

Date Range : 01/01/2023 to 13/07/2023

Debtor : No filter

Other Options

Group Level 1 : Debtor Code

Group Level 2 : Branch Code

Group Level 3 : CM Type

Report Options

Show Description Show Criteria In Report

Inquiry

Preview

Print

Hide Options

Criteria

Close

Drag a column header here to group by that column

| DebtorCode | Company Name | BranchCode | Branch Name | CMTType | CMTType Descri... | Jan 2023 | Feb 2023 | Jul 2023 | Total Amount |
|------------|--------------|------------|------------------|---------|-------------------|----------|----------|----------|--------------|
| > 300-C001 | CUSTOMER 1 | SL-0002 | SL_SOFTWARE... | CM-1003 | Credit Memo 3 | | | 100.00 | 100.00 |
| 300-S001 | Siti | AC1001 | AutoCount Com... | CM1002 | Credit Memo 2 | | | 120.00 | 120.00 |
| 300-C002 | CUSTOMER 2 | SL-0002 | SL_SOFTWARE... | CM1002 | Credit Memo 2 | | | 180.00 | 180.00 |
| 300-H001 | Hafiz | SL-0001 | SL_Software | CM1001 | Credit Memo 1 | | | 1,500.00 | 1500.00 |



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| Monthly Credit Memo Analysis Report | | | | | | | | | | | | | Date : 10/08/2023 15:54:46 |
|-------------------------------------|-------------|-----------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------------------------|
| | | | | | | | | | | | | | User ID : ADMIN |
| CreditMemo | Page 1 of 2 | | | | | | | | | | | | |
| CM Type | Jan 2023 | Feb 2023 | Mar 2023 | Apr 2023 | May 2023 | Jun 2023 | Jul 2023 | Aug 2023 | Sep 2023 | Oct 2023 | Nov 2023 | Dec 2023 | Total |
| Description | | | | | | | | | | | | | |
| Debtor Code | 300-C001 | CUSTOMER 1 | | | | | | | | | | | |
| Branch Code | SL-0002 | SL_SOFTWARE (TAIPING) | | | | | | | | | | | |
| CM-1003 | | | | | | | 100.00 | | | | | | 100.00 |
| Credit Memo 3 | | | | | | | | | | | | | |
| Total : SL-0002 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| Total : 300-C001 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| Debtor Code | 300-C002 | CUSTOMER 2 | | | | | | | | | | | |
| Branch Code | SL-0002 | SL_SOFTWARE (TAIPING) | | | | | | | | | | | |
| CM1002 | | | | | | | 180.00 | | | | | | 180.00 |
| Credit Memo 2 | | | | | | | | | | | | | |
| Total : SL-0002 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 180.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 180.00 |
| Total : 300-C002 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 180.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 180.00 |
| Debtor Code | 300-H001 | Hafiz | | | | | | | | | | | |
| Branch Code | SL-0001 | SL_Software | | | | | | | | | | | |
| CM1001 | | | | | | | 1500.00 | | | | | | 1500.00 |
| Credit Memo 1 | | | | | | | | | | | | | |
| Total : SL-0001 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,500.00 |
| Total : 300-H001 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,500.00 |
| Debtor Code | 300-S001 | Siti | | | | | | | | | | | |
| Branch Code | AC1001 | AutoCount Company | | | | | | | | | | | |
| CM1002 | | | | | | | 120.00 | | | | | | 120.00 |
| Credit Memo 2 | | | | | | | | | | | | | |
| Total : AC1001 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 120.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 120.00 |
| Total : 300-S001 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 120.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 120.00 |

This particular report provides a comprehensive overview of the total credit memo amounts categorized by different months. Moreover, users also have the ability to set different Group Levels, which helps to generate a more detailed report for the user.