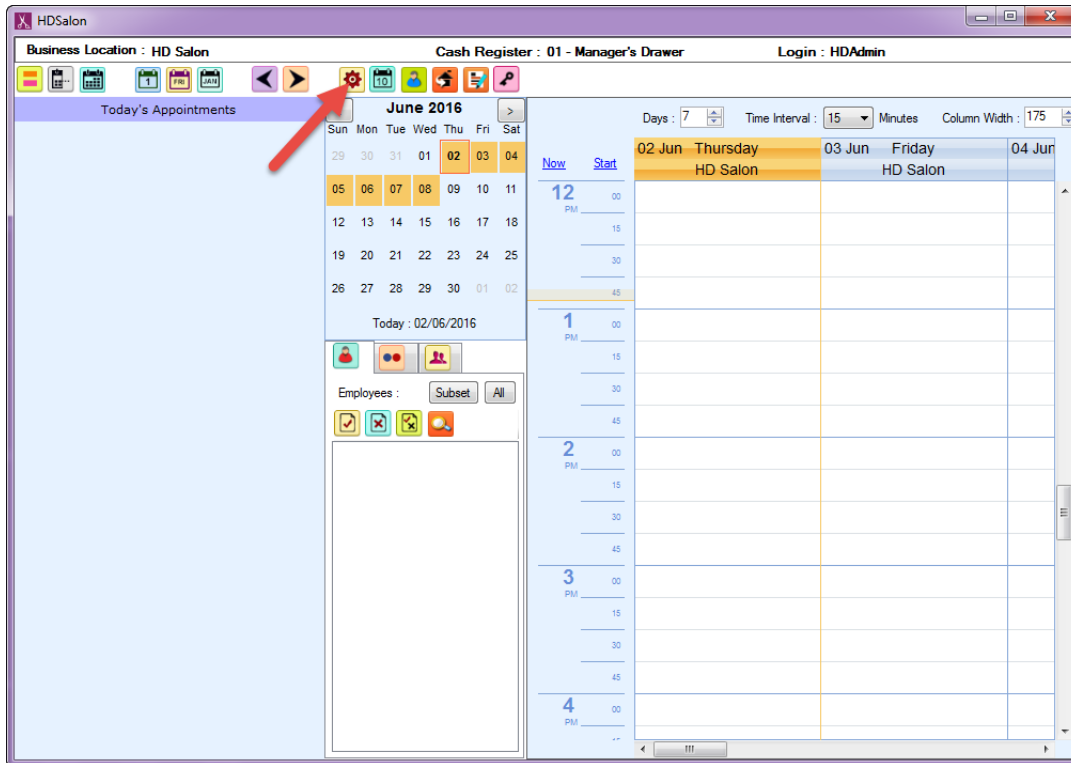


How to create credit notes in HDSalon?



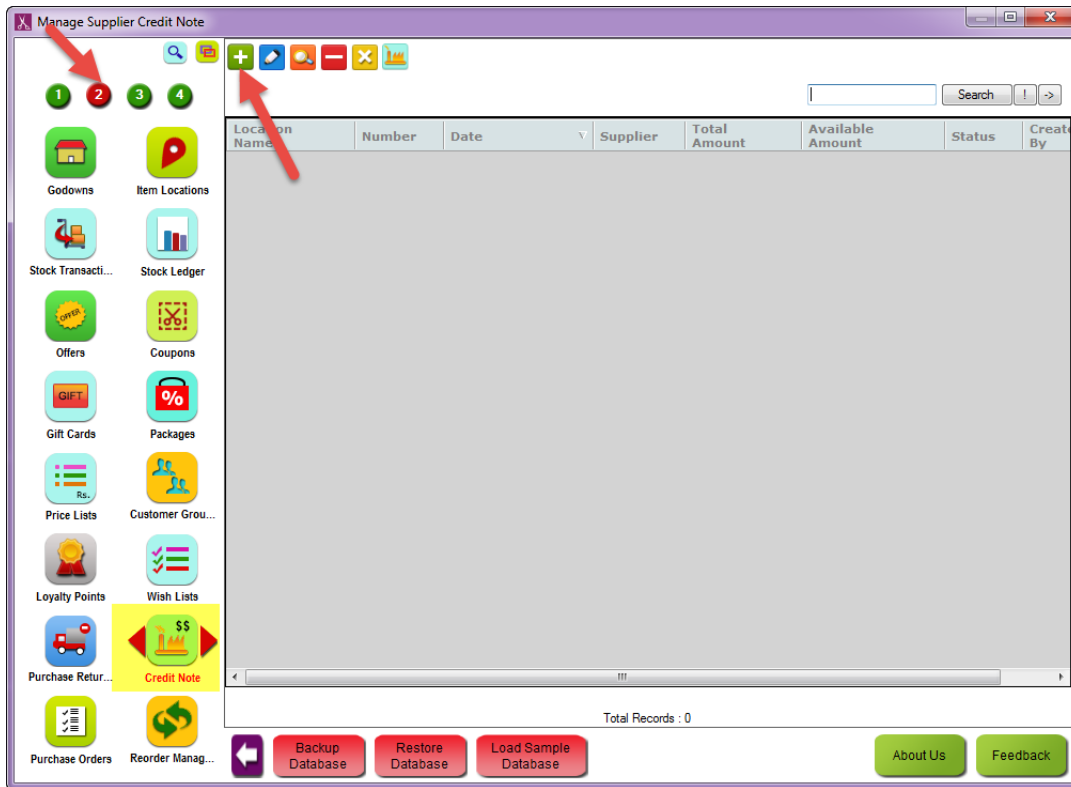
To create credit notes in HDSalon, you have to follow below steps:

1. Run **HDSalon**. Click on **Set-up** button from **Main Screen**.



2. Go to **2nd Page**, select **Credit Notes** icon. From **Manage Supplier Credit Note** click on **Add** button.





3. In **Add Supplier Credit Note** window fill the required details:

- **Business Location:** You can select Business location by clicking 3 dotted buttons.
- **Number:** It is the unique number given to supplier credit note.
- **Date:** You can change date for the credit note.
- **Supplier:** Select supplier for credit note.
- **Supplier Email:** E-mail id of supplier is displayed so that e-mail can be sent to them.
- **Supplier SMS:** Mobile number of supplier is displayed so that SMS can be sent to them.
- **Amount:** Enter amount of which credit is given.
- **Notes:** Add note for the credit note.



Add Supplier Credit Note

Business Location : HD Salon

Number : HD-SCN00001 Date : 02/06/2016

Supplier : Jose Distributors Supplier Email : jose@abc.com Send Email To Supplier

Amount : 500.00 Supplier SMS : 1100000123 Send SMS To Supplier

Notes : Price of item has been decreased

Pick Message

Save & Print (F5) Save (F8) Cancel

4. Click on **Save**.
5. This will save your **Supplier Credit Note**.

Note: An SCN account is created against the selected supplier. When you issue credit notes, then in FA transactions **Supplier SCN Account** gets debited and **Purchase Account** gets credited.

