

User Manual

Customers Credit Note

Project:

ODOO Implementation for PT Canopus Konverta Industri

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Created on:

07 Maret 2025

Approval		Department	Sign	Date
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Document Change History

Release Date	Revision Number	Action Taken (Add/Del/ Change)	Revision Description
07 Maret 2025	0.0	Initial Document	

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1 Deskripsi

Customers Credit Note digunakan untuk mengoreksi atau membatalkan Customer Invoice jika terjadi kesalahan atau retur barang.

2 Tujuan

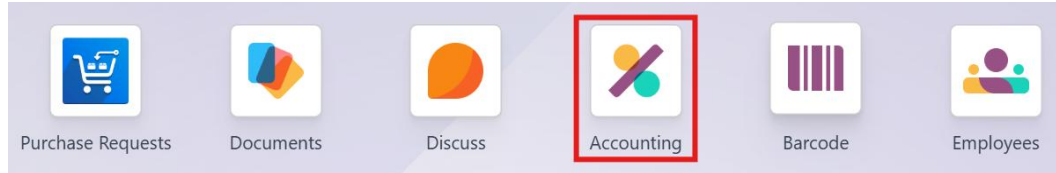
Customers Credit Note

Panduan ini bertujuan untuk memberikan pemahaman kepada pengguna mengenai cara melakukan Credit Note di Invoice Customer.

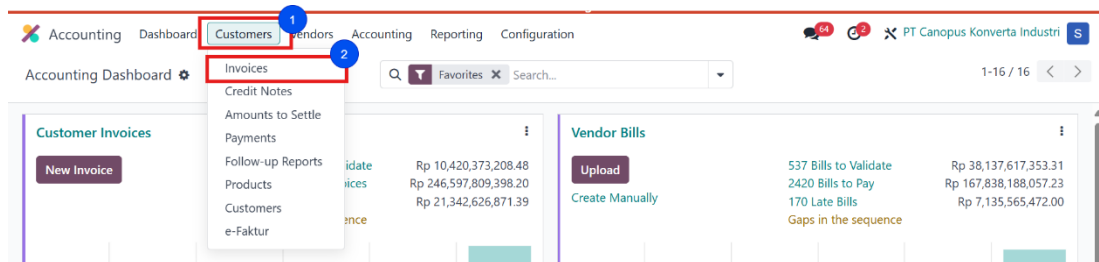
3 Customers

3.1 Customers Credit Note

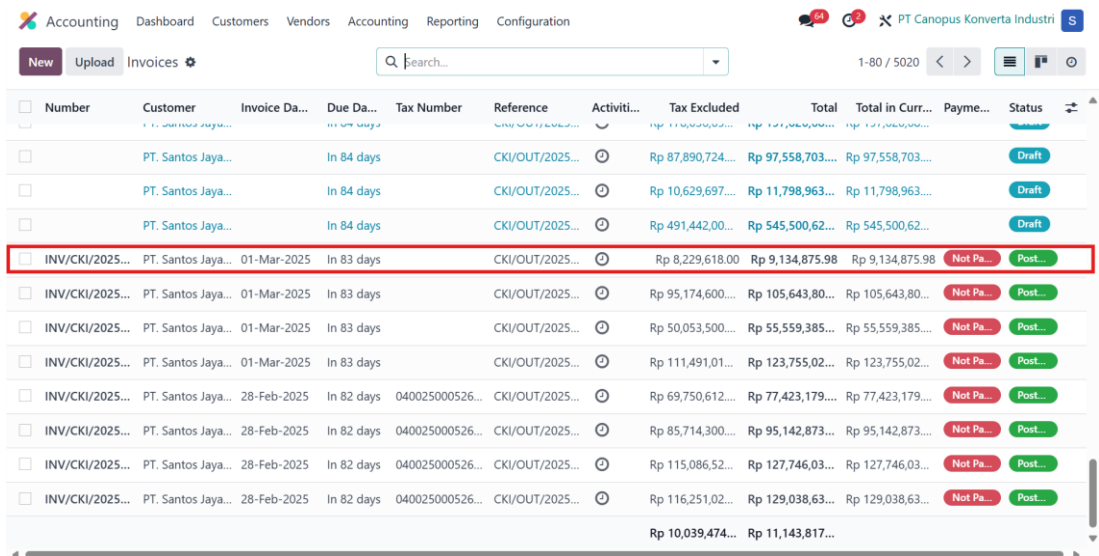
- ❖ Pilih aplikasi Accounting pada daftar menu



- ❖ Pilih Customers, lalu klik Invoices



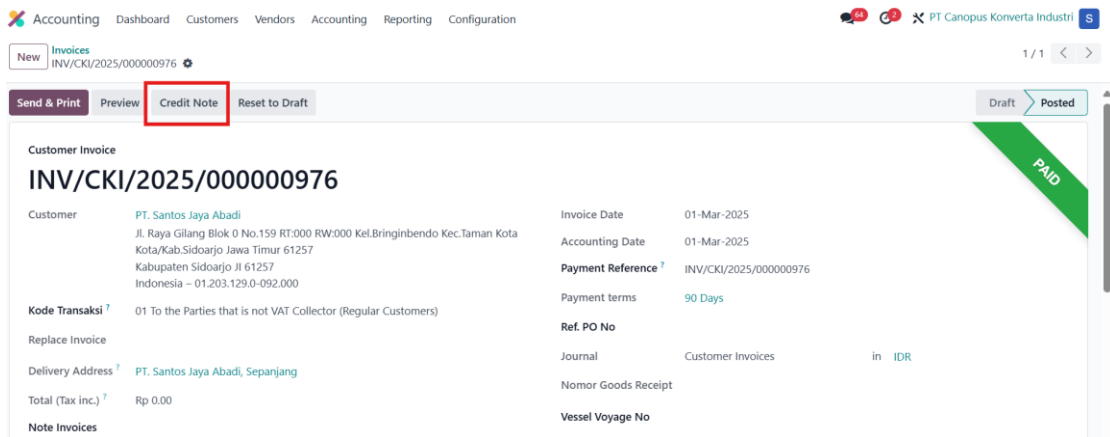
- ❖ Pilih salah satu data invoice



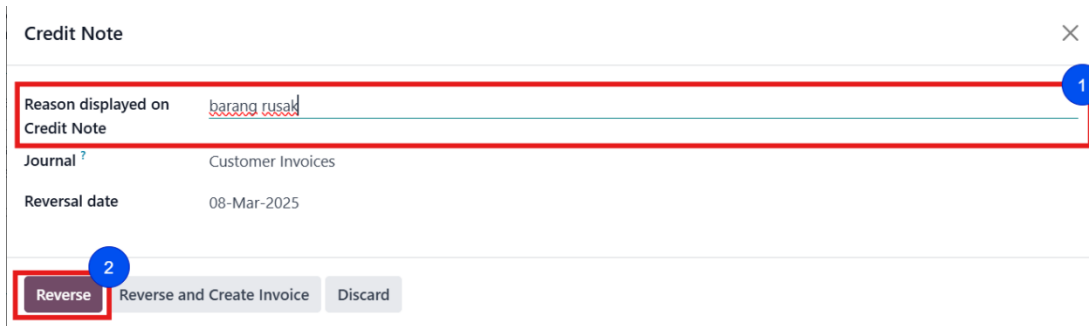
The screenshot shows the 'Invoices' list table. The table has columns: Number, Customer, Invoice Date, Due Date, Tax Number, Reference, Activity, Tax Excluded, Total, Total in Current, Payment, and Status. The first row is highlighted with a red box.

Number	Customer	Invoice Date	Due Date	Tax Number	Reference	Activity	Tax Excluded	Total	Total in Current	Payment	Status
INV/CKI/2025...	PT. Santos Jaya...	01-Mar-2025	In 83 days		CKI/OUT/2025...		Rp 8,229,618.00	Rp 9,134,875.98	Rp 9,134,875.98	Not Pa...	Post...
INV/CKI/2025...	PT. Santos Jaya...	01-Mar-2025	In 83 days		CKI/OUT/2025...		Rp 95,174,600...	Rp 105,643,80...	Rp 105,643,80...	Not Pa...	Post...
INV/CKI/2025...	PT. Santos Jaya...	01-Mar-2025	In 83 days		CKI/OUT/2025...		Rp 50,053,500...	Rp 55,559,385...	Rp 55,559,385...	Not Pa...	Post...
INV/CKI/2025...	PT. Santos Jaya...	01-Mar-2025	In 83 days		CKI/OUT/2025...		Rp 111,491,01...	Rp 123,755,02...	Rp 123,755,02...	Not Pa...	Post...
INV/CKI/2025...	PT. Santos Jaya...	28-Feb-2025	In 82 days	040025000526...	CKI/OUT/2025...		Rp 69,750,612...	Rp 77,423,179...	Rp 77,423,179...	Not Pa...	Post...
INV/CKI/2025...	PT. Santos Jaya...	28-Feb-2025	In 82 days	040025000526...	CKI/OUT/2025...		Rp 85,714,300...	Rp 95,142,873...	Rp 95,142,873...	Not Pa...	Post...
INV/CKI/2025...	PT. Santos Jaya...	28-Feb-2025	In 82 days	040025000526...	CKI/OUT/2025...		Rp 115,086,52...	Rp 127,746,03...	Rp 127,746,03...	Not Pa...	Post...
INV/CKI/2025...	PT. Santos Jaya...	28-Feb-2025	In 82 days	040025000526...	CKI/OUT/2025...		Rp 116,251,02...	Rp 129,038,63...	Rp 129,038,63...	Not Pa...	Post...
							Rp 10,039,474...	Rp 11,143,817...			

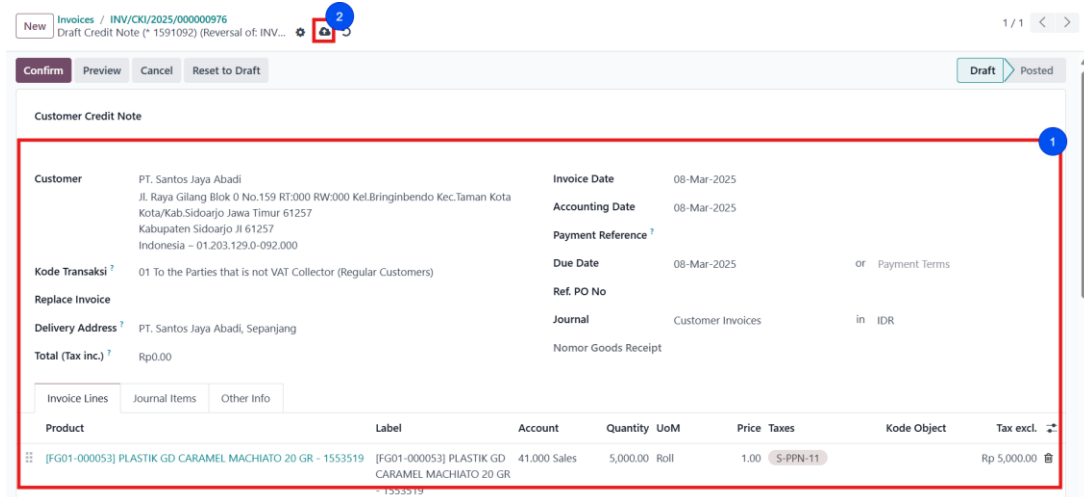
❖ Klik Credit Note



❖ Isi alasan credit note, dan klik Reverse



❖ Lalu edit informasi invoice, klik save untuk menyimpan data



❖ Klik confirm untuk memvalidasi credit note

