User Manual

Customers Credit Note

Project:

ODOO Implementation for

PT Canopus Konverta Industri

Created by: Dike
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Approval		Department	Sign	Date
Baitun	ODOO Consultant / Checker	IT		07 Maret 2025
Patria	Project Manager	IT		07 Maret 2025

Document Change History

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

Contents

1 Deskripsi

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

2 Tujuan

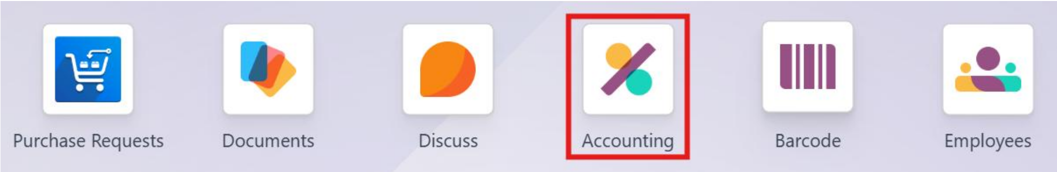
Customers Credit Note

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

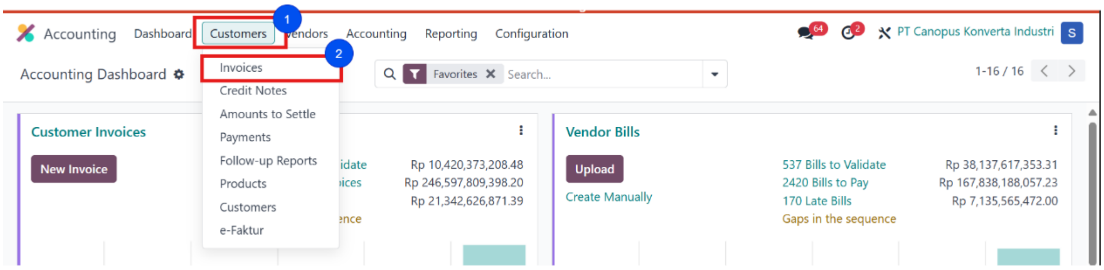
3 Customers

3.1 Customers Credit Note

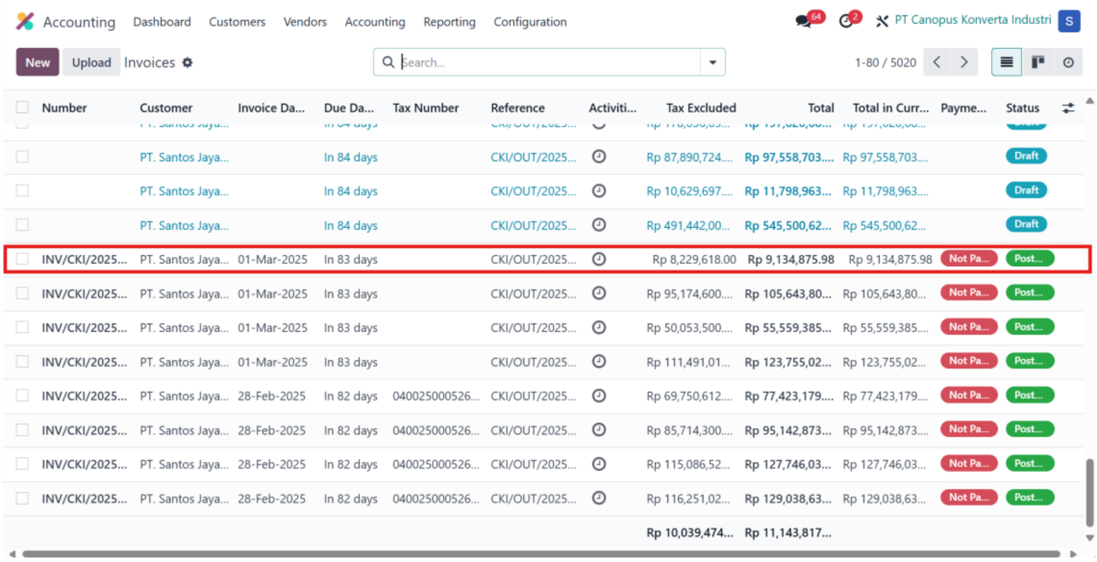
❖ Pilih aplikasi Accounting pada daftar menu



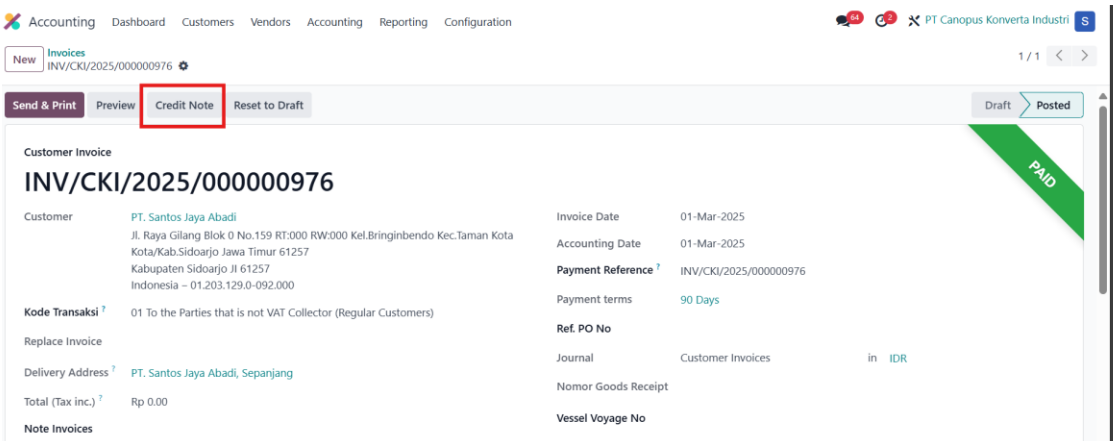
❖ Pilih Customers, lalu klik Invoices



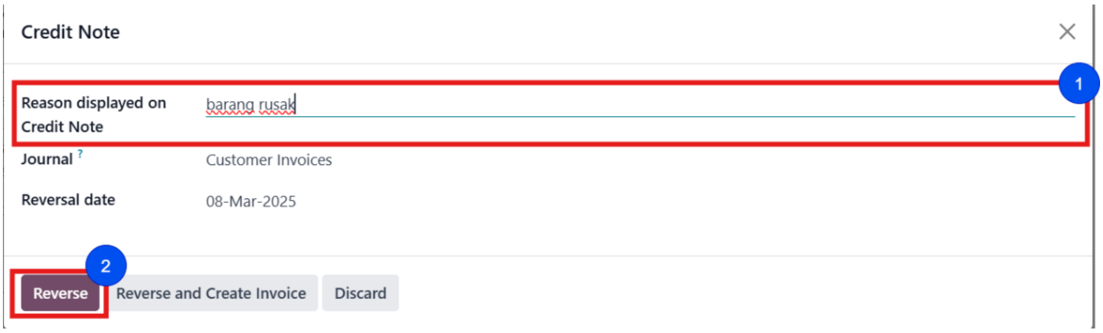
❖ Pilih salah satu data invoice



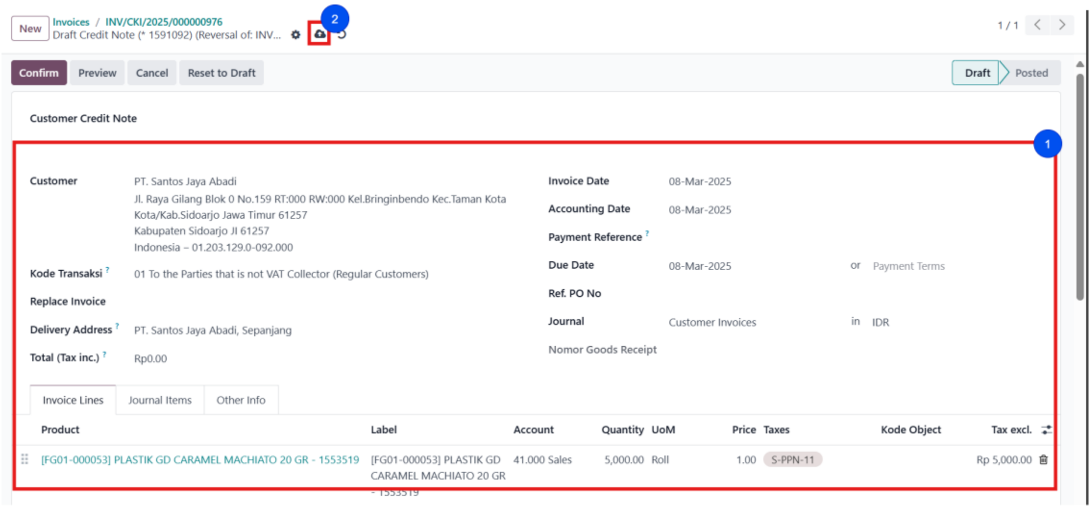
❖ Klik Credit Note



❖ Isi alasan credit note, dan klik Reverse



❖ Lalu edit informasi invoice, klik save untuk menyimpan data



❖ Klik confirm untuk memvalidasi credit note