# **Oval Accounting – Credit Notes Training Module**

Version: 0.1

Date: 15th December 2020

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| The purpose of this document is to provide training guidance for the Credit Notes feature within Oval Accounting. It should be used in conjunction with Oval Accounting. |

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## Change History

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| --- | --- | --- |
| Version | Date | Changes |
| 0.1 | 15th December 2020 | Initial Document |
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# Introduction

The purpose of this document is to provide training for the Credit Notes feature within Oval Accounting.

Use cases will be used to depict the scenario.

## Use Case 1

### Create a Credit Note

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| --- | --- | --- |
| Step Number | Steps | Expected Outcome |
| 1 | Within Oval Accounting, navigate to the Transactions tab. | Transactions Tab displayed. |
| 2 | Click on the New button. | New Transaction popup displayed. |
| 3 | Select Sales Credit Note and click on the Next button. | New Transaction : Sales Credit Note popup displayed. |
| 4 | Enter the transaction Date and click on save (this is a minimum requirement; further information can be entered if required). | Transaction saved. |
| 5 | Click on New (Transaction Entry). | New Transaction Entry popup displayed. |
| 6 | Enter the mandatory fields Ledger Account, Tax Rate, Quantity and Unit Price and click on save. | Transaction Entry saved. |

## Use Case 2

### Mark a Credit Note as Posted.

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| --- | --- | --- |
| **Test Number** | **Test Steps** | **Expected Outcome** |
| 1 | Navigate to the Transactions tab. | Transactions list displayed. |
| 2 | Select a record type of Sales Credit Note that does not have a status of posted. | Transaction displayed. |
| 3 | Click on Posted and then on the Mark Status as Complete button. | A message is displayed confirming the status has been changed. |

Note: If the credit note needs to be allocated to an Account, this will need doing so in draft status. Once the credit note has been posted, it cannot be reversed.