# **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.