7.7   REPAYMENT (CREDIT NOTE)

Until now, when the money had to be returned from the cash register to a member and the invoice could not be cancelled, the money was returned by entering debts in a negative amount and settling debts by entering the negative amount. Since the installation of COBISS3/Loan V6.4-02, this option is disabled. From now on, you can issue credit notes for this purpose. This option is now available in all libraries, regardless of whether the library uses the certified cash register or not.

If you wish to return the money to a member, you can do this in the following way:

Procedure

1. Find the invoice, where the debts settlement, for which you wish to return the money to the member, is entered.

   You can do this in the following two ways:

   - find a member and then in his/her debts and settlement records (the **Entering and settling debts** method) find the invoice (the **View settled debts** button) and load it to the workspace by highlighting it and clicking the **Load invoice** button.

   - Highlight the **Invoice** class, select **Search** and then in the search window enter the value you are searching for under the relevant search field (e.g. invoice number)

2. Highlight the invoice on the workspace and select the **Create credit note** method.

   The **Credit note** window will open, where data on the invoice and a list of all items on the invoice will be displayed.

3. Highlight the item for which you wish to return the money and click the **Add item** button.

   The **Credit note item** window will open, where the number of units of the selected item will be displayed as default.

4. Click **OK**.

   If you wish to issue a credit note for fewer units, clear the number and enter the relevant number of the item units.

   Return to the **Credit note** window, where under »Repayment (total)«, the amount you will return to the member will be displayed. If you added an item by mistake, you can remove it by highlighting it in the list below and clicking the **Remove** button.

   If you wish to add an item from the selected invoice to the credit note, repeat the procedure.

5. Save the credit note and print it by clicking the **OK** button.

If your library uses the certified cash register, the credit note will be sent to FURS for verification.

If you wish to cancel the creation of the credit note, click the **Cancel** button.

On the credit note, the same data will be displayed as on the issued invoice. Also, the invoice number as well as the date and time of issuing the invoice, for which the credit note was issued, will be displayed. The amounts will be preceded by a minus sign. Credit notes will be numbered by the same counter as invoices. The name of the report that will be issued for a member together with the returned money will be *CREDIT NOTE no. <invoice_current_number>*. Issued credit notes are recorded as a special transaction (*12 – repayment (credit note)*), which can be seen when viewing transactions in the cash register for the selected member.

Note:

You can only create a credit note on the basis of the invoice that was already submitted to the user. You can create several credit notes for one invoice, but the credit notes must not exceed the total amount of the invoice.