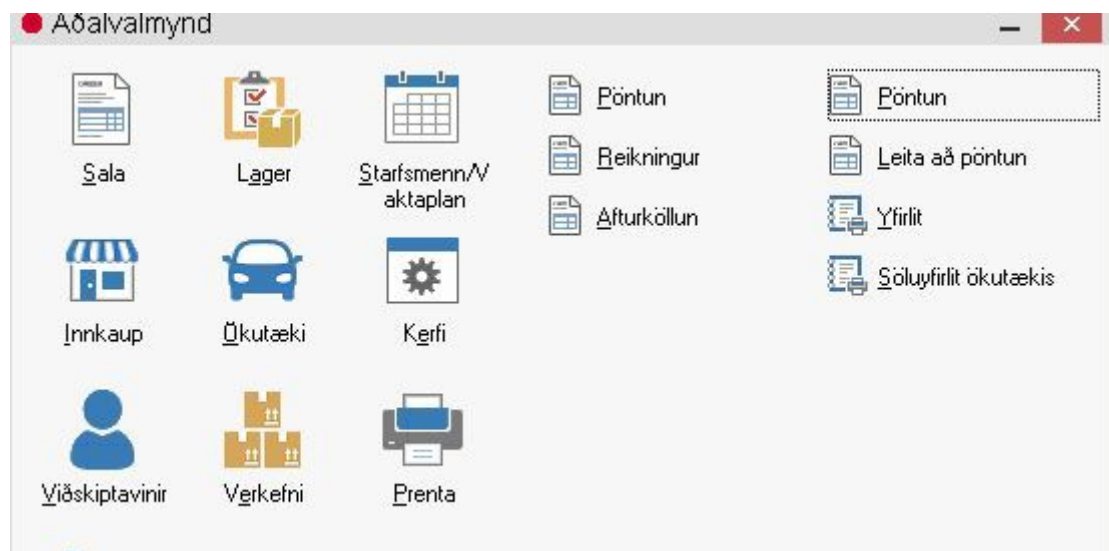


How to make a creditnote from an existing order

Open order menu



Open the list in Order number

The screenshot shows the 'Sölu Pöntun' (Sales Orders) window. The window title is 'Sölu Pöntun'. The window contains a toolbar with various icons and a menu bar with the following items: Almennt, Pöntun, Viðskiptavinur, Ökutæki, Sending, Object, Ýmsi..

The form contains the following fields:

- Tegund: Order
- VSK Undansk:
- Pöntun Nr.:
- Pöntun-/reikn.Dags: 070115 /
- Sölumaður:
- Upphafsstaða Invoice:
- Staðgreiðsla:
- Reikn.Nr.:
- Starfsmaður:
- Viðskiptav.:
- Kl.:
- Req.nr:
- Ár:
- 1. Skrán.:
- Greiðs: 0
- Nafn:
- Sími:
- Framleiðandi:
- Reg.Nr.:
- Heimilisfang:
- Farsími:
- Model:
- Basis Nr.:
- Póst Nr.:
- Stað:
- E-mail:
- VIN:
- Mileage:

The table below the form has the following columns: Vöru Nr., Texti, Fjöldi, Söluverð, Afsl. %, Samtals, VSK Status, Á Lager.

The bottom of the window contains a summary section with the following fields:

- Currency:
- Gross: 0,00
- Net: 0,00
- Discount: 0,00
- VAT: 0,00
- Discount %: 0,00
- Total: 0,00

Buttons: Save, New, Cancel.

Search for the order in one of the red fields and dobbeltclick the order

Sölu Pöntun Yfirlit

Pöntun	Tegund	Reiðu Lokað	Pöntun Dagsetn	Reikningur Nr.	Dagsetning Reik kt	Reg.Nr.	Viðskiptav Nafn
50	Order	<input type="checkbox"/>					
51	Order	<input type="checkbox"/>	060115		0806763609	00440	16364 Björn Elmar Guðmundsson
70	Order	<input type="checkbox"/>					
71	Order	<input type="checkbox"/>	060115		0806763609	00440	16364 Björn Elmar Guðmundsson
72	Invoice	<input checked="" type="checkbox"/>	070115	1	070115	0806763609	00440 16364 Björn Elmar Guðmundsson



Press the copy button

Sölu Pöntun

Almennt | Pöntun | Viðskiptavinur | Ökutæki | Sending | Object | Ýmisl..

Tegund Invoice VSK Undansk. Pöntun Nr. 72 Pöntun-/reikn.Dags. 070115 / 070115 Sölumaður BH

Upphafsstaða Invoice Staðgreiðsla Reikn.Nr. 1 Starfsmaður

Viðskiptav. 16364 Kt. 0806763609 Req.nr. 1. Skrán. 150705 Greiðsla 0

Nafn Björn Elmar Guðmundsson Sími Framleiðandi VOLKSWAGEN Reg.Nr. 00440

Heimilisfang Dverghamrar 15 Farsími Model PASSAT Basis Nr. 6969

Póst Nr. 112 Stað. Reykjavík E-mail VIN WWWZZZ3BZ5E168671 Mileage

Form Set STANDARD

Vöru Nr.	Texti	Fjöldi	Söluverð	Afsl. %	Samtals	VSK Status	Á Lager
22	BLÖNDUNGAHREINSIR	1	495,01	0,00	495,01	SAI Undefined	0
32	BREMSUHREINSIR (BN304331)	1	1.032,52	0,00	1.032,52	SAI Undefined	0
30	Akstur	1	1.500,00	0,00	1.500,00	SAI Undefined	0

Click on the printer icon and choose print credit note

The screenshot shows the 'Sölu Pöntun' application window. The main form displays a credit note for 'Björn Elmar Guðmundsson' with order number 73. A context menu is open over the printer icon, listing various print options, with 'Print Credit Note' highlighted. Below the form is a table of items, and at the bottom is a summary section with financial data and control buttons.

Vöru Nr.	Texti	Fjöldi	Söluverð				VSK Status	Á Lager
22	BLÖNDUNGAHREINSIR	1	495,01	0,00	495,01	SAI	Undefined	0
32	BREMSUHREINSIR (BN304331)	1	1.032,52	0,00	1.032,52	SAI	Undefined	0
30	Akstur	1	1.500,00	0,00	1.500,00	SAI	Undefined	0

Closed	<input type="checkbox"/>	Currency		Gross	3.027,53	Net	3.027,53	Save
Deactivated	<input type="checkbox"/>	Original Order	72	Discount	0,00	VAT	726,61	New
		Backorder		Discount %	0,00	Total	3.754,14	Cancel