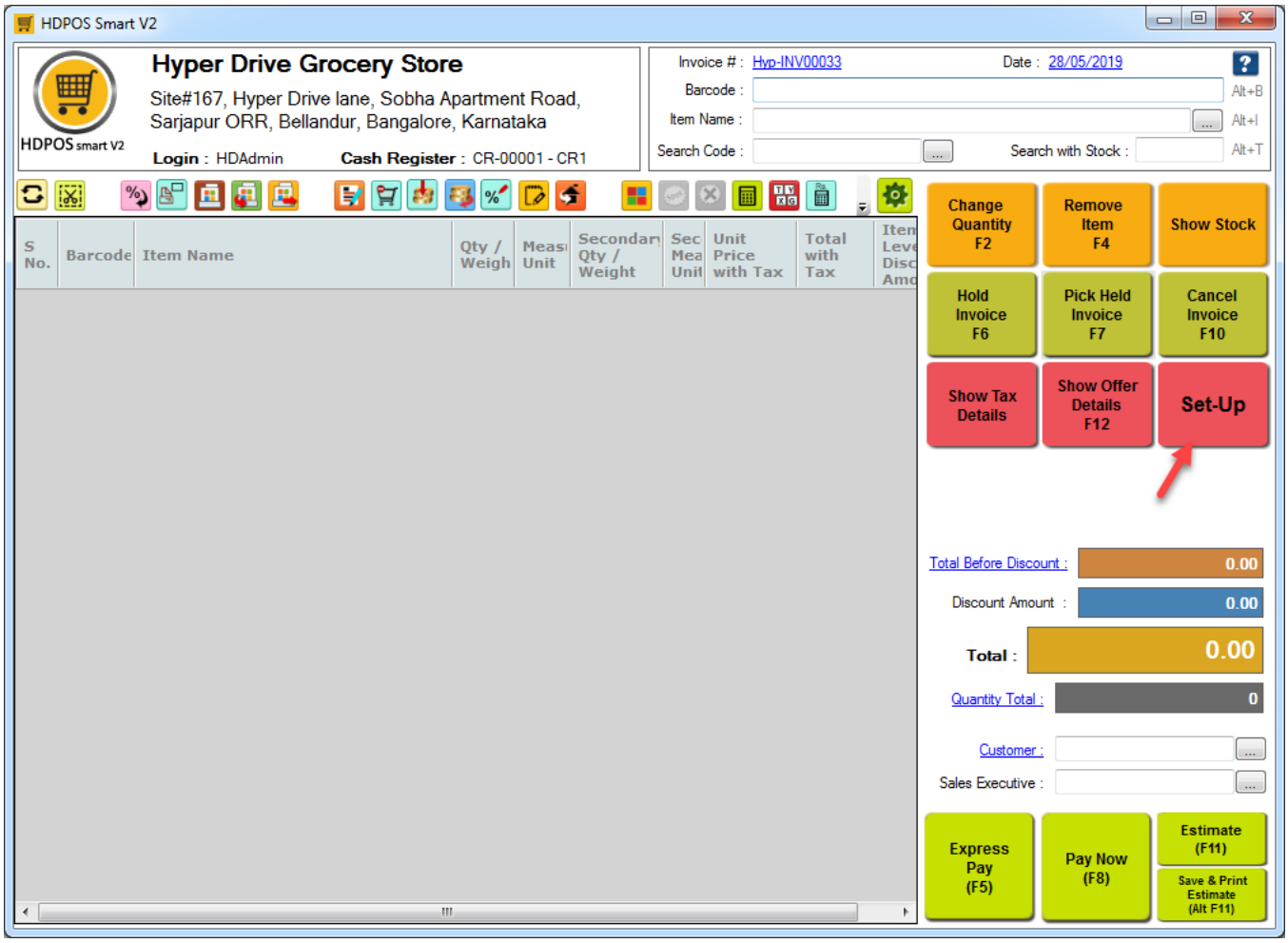
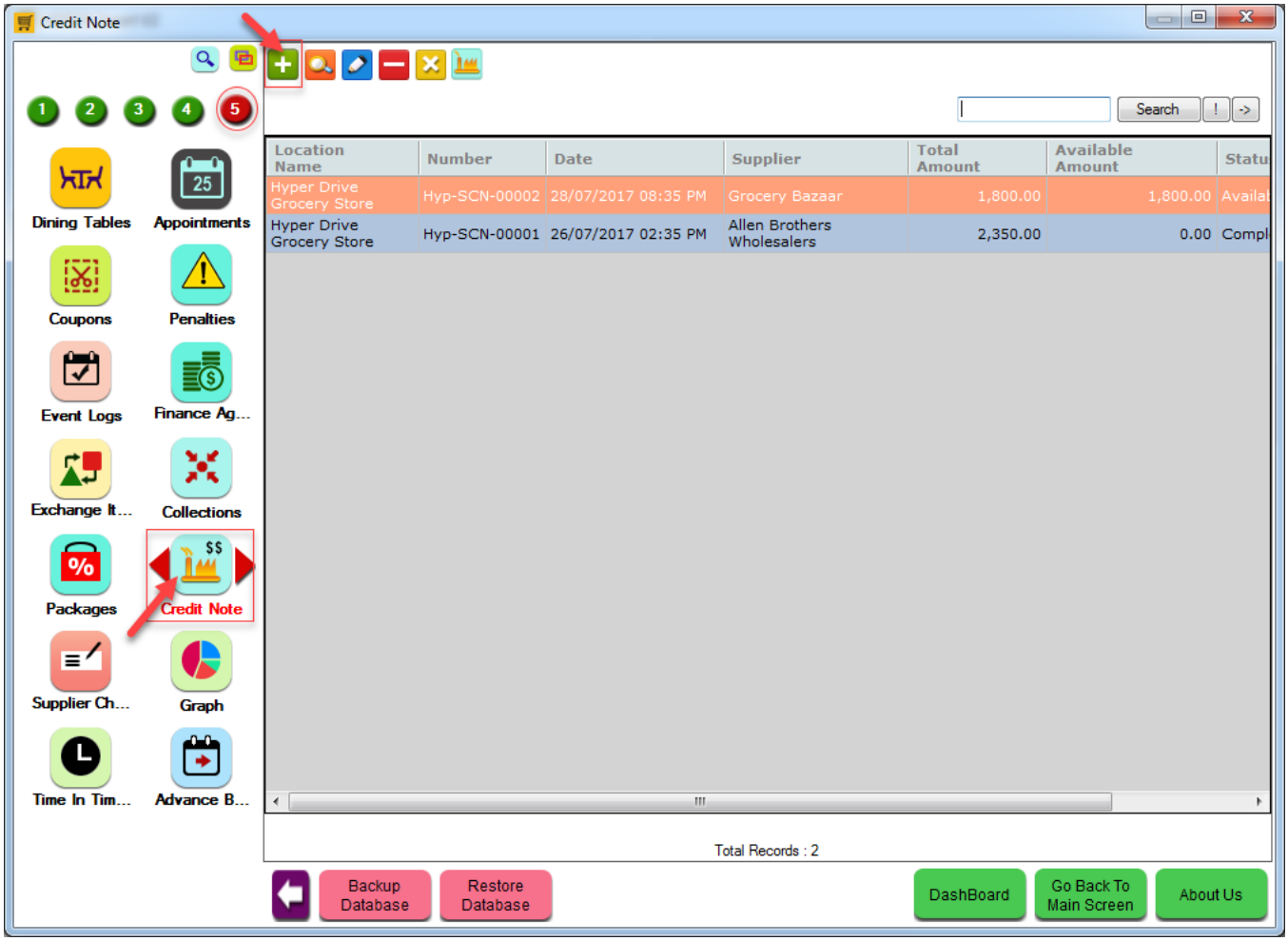
How to add credit note received from supplier in HDPOS smart?

To add credit note received from supplier in HDPOS smart, you have to follow below steps:

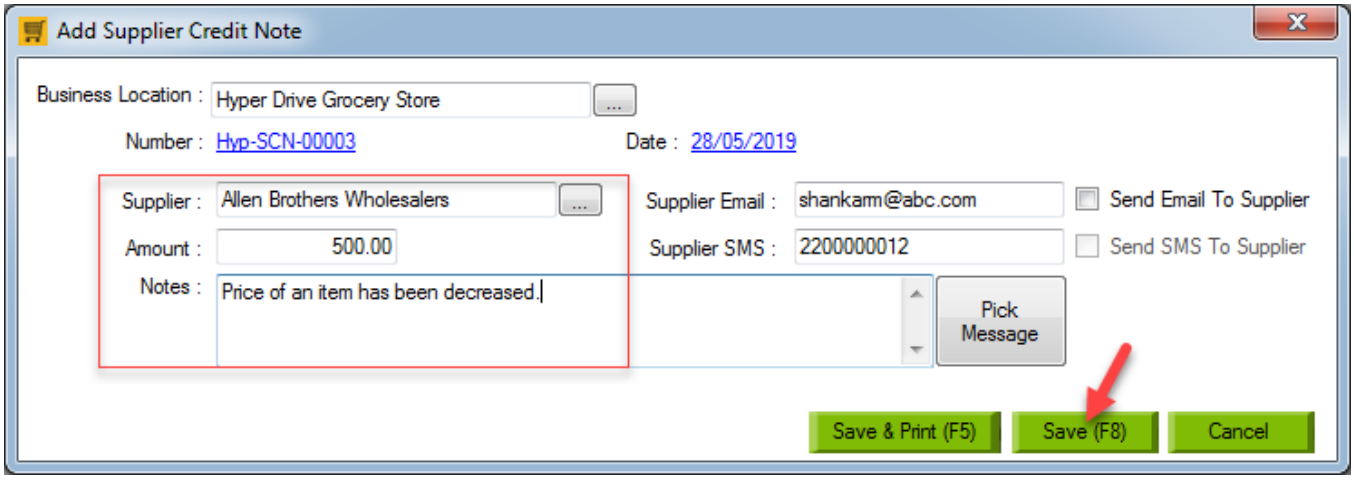
1. Run **HDPOS smart**. Click on **Set-up** button from **Main Screen**.



2. Go to **5th Page**, select **Credit Notes** icon. From **Manage Supplier Credit Note** click on **Add** button.



3. In **Add Supplier Credit Note** window fill the required details:



- **Business Location**: You can select Business location by clicking 3 dotted buttons.
- **Number**: This is a running serial number that you maintain based on business location selected.
- **Date**: You can change date for the credit note.
- **Supplier**: Select supplier for credit note.
- **Supplier Email**: E-mail id of supplier is displayed so that e-mail can be sent to them.
- **Supplier SMS**: Mobile number of supplier is displayed so that SMS can be sent to them.
- **Amount**: Enter the amount for the Credit/Adjustment.

- **Notes**: You add notes for saving credit note if required.

4. Click on **Save**.

Note: When you add credit note for Supplier, Credit Note Account (SCN) is created against the selected supplier. Then in FA transactions **Supplier SCN Account** gets debited and **Purchase Account** gets credited.