

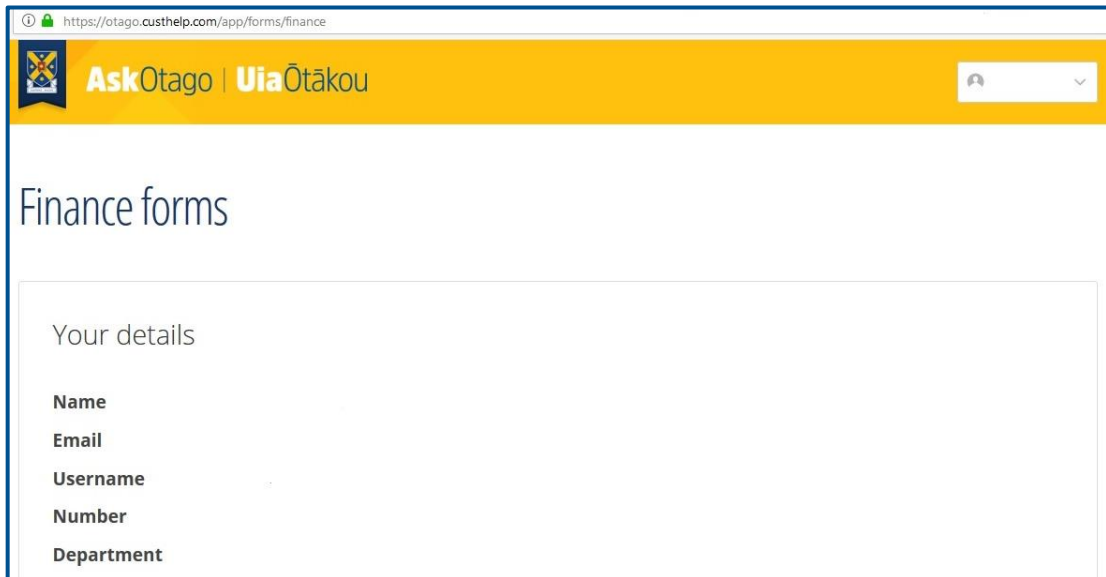
Finance Forms – Credit Note

Finance Forms can be found via the AskOtago login at <https://otago.custhelp.com/app/forms/finance>.

Choose the form type you require and submit using the "Submit Request" button at the end of the form.

This factsheet takes you through submitting a Credit note.

Your Details: These sections auto-populate when you login

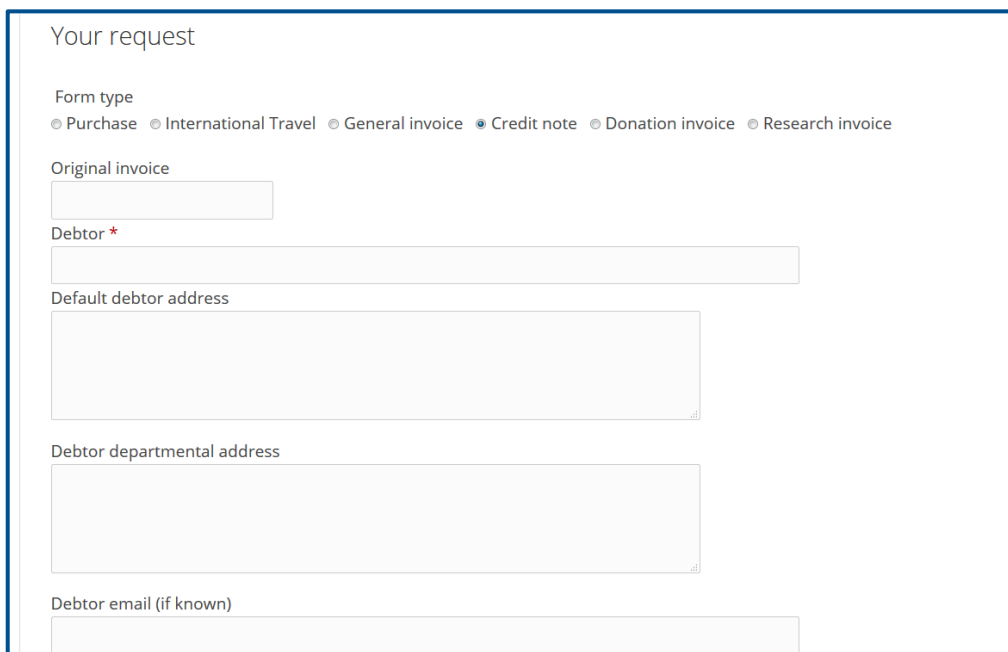


The screenshot shows the 'Finance forms' page in the AskOtago system. The header includes the AskOtago logo and the text 'Uia Ōtākou'. Below the header, the page title is 'Finance forms'. A section titled 'Your details' contains the following fields:

- Name
- Email
- Username
- Number
- Department

Your Request:

1. Form type - select "Credit note"
2. Original invoice – the original invoice reference
3. Debtor – start typing name or number and if it's already in the system it will fill in the rest automatically
4. Default debtor address – fills in automatically from selected Debtor above
5. Debtor departmental address – Specific debtors require invoices sent to the department e.g (University of Auckland) This field is for that address to be added
6. Debtor email (if known) – debtor's contact email



The screenshot shows the 'Your request' form. It includes the following fields and options:

- Form type:** Radio buttons for Purchase, International Travel, General invoice, **Credit note** (selected), Donation invoice, and Research invoice.
- Original invoice:** A text input field.
- Debtor ***: A text input field.
- Default debtor address:** A text input field.
- Debtor departmental address:** A text input field.
- Debtor email (if known):** A text input field.

7. Attention override - Person the credit note is being sent to
8. Amount of credit note (incl. GST) - This is the total amount of the credit note – the total of the dissections would need to equal the same to allow this to be submitted for creation
9. Currency – change currency if not NZ dollar

Attention override

Amount of credit note (incl. GST)

Currency *

NZD (New Zealand Dollar)

10. There are 2 add row buttons on the left of the form, 1 under Description of goods and 1 under the number of the last good added. To remove a line, click the black cross next to the item
11. Account number and dissection – add the account code to be charged – this is a mandatory field and changes format depending which account type you choose. Dissection is used to code the category of the purchased item. Click on the information button to be taken to the page with the dissection code lists.
12. GST code – select from the dropdown list. It is automatically set to select “C” – current rate 15%
13. Amount (incl. GST) – the cost
14. Narrative - This is what appears on the departments finance one reports and also the debtor statements – there are three boxes to tie in with the finance one invoice which also has three fields to add information.–
15. Totals – automatically calculates from above information

i Please specify the items to invoice below. You can add more rows by clicking the Add row button.

	Account number * and dissection i	GST Code	Amount (incl. GST)	Narrative	Narrative (line 2)	Narrative (line 3)
1	<input checked="" type="radio"/> GL <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input type="radio"/> PL e.g. 10.XX.A01 e.g. 3241.00	C	0.00	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
Totals			\$0.00	⚠ Please ensure dissections add up to the invoice amount.		

e.g. with more than 1 line added

	Account number * and dissection i	GST Code	Amount (incl. GST)	Narrative	Narrative (line 2)	Narrative (line 3)
1	<input checked="" type="radio"/> GL <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input type="radio"/> PL e.g. 10.XX.A01 e.g. 3241.00	C	0.00	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
⚠ Please specify a valid GL account code.						
2	<input checked="" type="radio"/> GL <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input type="radio"/> PL e.g. 10.XX.A01 e.g. 3241.00	C	0.00	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
⚠ Please specify a valid GL account code.						
Totals			\$0.00	⚠ Please ensure dissections add up to the invoice amount.		

16. Print details – this is what appears on the invoice for the debtor to see. Choose which option you require

- As per narratives

Print details

As per narratives Specify print details Attach example

i The print detail will be automatically generated using the narrative field in the lines above.

- Specify Print details

Print details

As per narratives Specify print details Attach example

- Attach example

Print details

As per narratives Specify print details Attach example

i Please attach the example document using the [Attach documents](#) feature at the end of this form.

17. Notes for finance team - special notes to the Finance Team

18. Attach documents – attach any relevant documents here, they can be any format

19. Submit request – click to submit to the Purchasing Team to process the order. You will receive a confirmation it has been submitted

Print details

As per narratives Specify print details Attach example

i The print detail will be automatically generated using the narrative field in the lines above.

Notes for finance team

Attach documents (if required)

No file selected.