



Credit Note Sundries

[Overview](#)

[Feature](#)

[Important Information](#)

[Short Video Coming Soon!](#)

[What are the benefits of this feature?](#)

[Description](#)

[Unit Price](#)

[G/L Acc Code](#)

[Credit Note](#)

[Tax Type](#)

[Related](#)

Overview

Credit Note Sundries are to used to apply a credit charge to a guest account.

Feature

Examples of why to use a credit note sundry charge include, but are not limited to;

- Accommodation Adjustments
- Discounting Accommodation
- Balancing electricity accounts

Important Information

Once a sundry charge has been used (meaning it has been applied to an account) you are unable to delete it or change the Tax Type, Refundable check box or Credit Note check box. If a sundry charge is set up incorrectly and used you will need to mark it as inactive and add a new one to replace it.

Short Video Coming Soon!



What are the benefits of this feature?

Below is an example of a Credit Note sundry charge, the fields that relate to this type of sundry have been broken down below.

The screenshot shows the 'Edit Sundry' window with the following fields and values:

- Id:** 9
- Description:** Accommodation Adjustment
- Unit Price:** 0.00
- Cost Price:** 0.00
- G/L Acc Code:** Accommodation
- Supplier:** (empty)
- Late Fee:** (empty)
- Credit Note:**
- Unassigned to Charge when created:**
- Property:** (All)
- Refundable:**
- Meal:**
- Maintenance Charge:**
- Barcode:** (empty)
- Alt Barcode:** (empty)

GST Type

- Full GST Applies
- Rent
- GST Free
- GST Divisor Override:** 0.00

Owner Accounting

- Owner Income (Trust)
- Exclude Percentage Commission
- Select 3rd Party Client

Buttons: Inactive, Save, Save/Next, Save/Exit, Exit

Description

The description you enter here is what the guest will see when you apply this charge to their account.

Unit Price

The amount for the credit. If your credit note will cover a broad range of credits you may choose to leave this field as 0.00, this way when you apply the credit you will need to enter the credit amount as a negative figure each time. If this is a specific credit and the amount is always the same you may choose to enter the amount.

TIP: The amount you enter must be a negative figure For Example -15.00

G/L Acc Code

Every sundry charge credit note must have a G/L Acc Code linked to it. When you produce your revenue reporting including Cash and Charge reports this sundry will appear under the G/L Acc Code you have chosen.

Credit Note

This option must be selected when setting up a credit note.

Choosing 'Unassigned to Charge when created' (Unassigned Credit Note):

- An unassigned credit note can be applied at anytime.
- Does not need a target charge.
- Uses its own G/L Acc Code to record revenue.

NOT Choosing 'Unassigned to Charge when created' (Assigned Credit Note):



- An assigned credit note must be attached to a specific target charge.
- It will minimize the revenue of the G/L Acc Code attached to the target charge instead of its own.
- The target charge of an assigned credit note can be from a past closed month.

Tax Type

Credit Note sundries normally accumulate Full Tax, however depending on the country you are running from this may change, if you are unsure of what to select here please consult with your accountant for guidance.

Related

- [Sundries](#)

