

Viewing Credit Memos

A credit memo gets created anytime a Refund, Return, RMA or Manual Credit on your account gets added. Follow these steps to view or print a PDF copy of any credit memos.

- At anytime you can view your current Transaction history of all orders, invoices, credit notes and payments and download a PDF version of the statement.
- In the top right menu bar click on Transaction History



- You will now see all Orders, Invoices, Credit Notes and Payments within the last 30 days. You can change the start and end date to be a different range.

Start Date: 2018-08-27 End Date: 2018-09-27

Include Attached Invoices and Orders?

Apply Filters Download PDF

TRANSACTION HISTORY

Sangoma US
 2414 Industrial Drive
 Unit D
 Neenah, WI 54956
 US
 920-886-8130

Customer: Voip Supply*
 Address: 80 Pineview Dr
 buffalo, NY, 14228, US
 Start Date: 2018-08-27
 End Date: 2018-09-27
 Generated: 2018-09-27 11:35:55 CDT

DOCUMENT NUMBER	ORDER	REFERENCE NUMBER	DOCUMENT DATE	AMOUNT	DUE DATE	AMOUNT REMAINING
ORI 87		76	2018-08-27	11.20		
INN 9	OR 9	55	2018-08-27	240.30	2018-10-26	0.00
INN 8	OR 7	76	2018-08-27	11.20	2018-10-26	0.00
ORI 30		55	2018-08-27	240.30		
ORI 19		99	2018-08-27	301.20		
INN 4	OR 2	57	2018-08-27	1713.80	2018-10-26	0.00

- You can change the start and end date to be a different range and pressing Apply Filters

Start Date: 2018-08-27 End Date: 2018-09-27

Apply Filters

- You can also download the Transaction Report as PDF for saving and printing by pressing the Download PDF button



- If you would like to include a PDF copy of each Order and Invoice you can check the box that says Include Attached Invoices and Orders and a PDF copy of each invoice will be including in the PDF download of the Statement.

Include Attached Invoices and Orders?

- You can click on the Invoice, Order or Credit Note number to have a copy of the transaction be opened in a new tab that you can view and/or print.

285	ORD		2018-12-09	27000.00	2018-12-08	0.00
6637			2018-12-09	27000.00		
6787			2018-12-10	27900.00		
546	ORD		2018-12-10	27900.00	2018-12-09	0.00
			2018-12-12	-19800.00		0.00

- At the bottom of the Transaction Report are 3 totals
 - **Total** - Is the Total due of all unpaid invoices
 - **Credit Limit** - Is the Credit Limit amount that you have been approved and setup with in Sangoma.

- **Credit Available** - Is the Credit Limit amount minus the Total due and also minus any open orders that have not invoices yet. You can see a list of open orders by following this wiki [Sales-Open Order Report By Item](#)

Total:	\$64,752.58
Credit Limit:	\$500,000.00
Credit Available:	\$432,525.38