



CN/DN

in CA CloudDesk

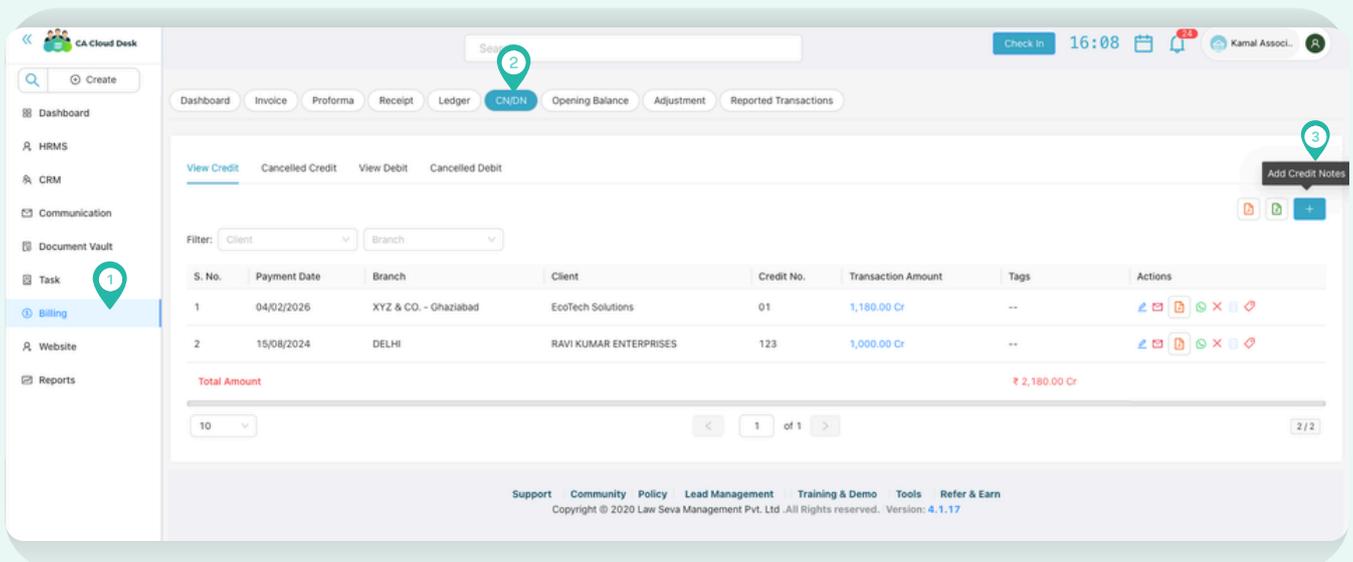


STEP 1: OPEN BILLING MODULE.

From the CA CloudDesk left navigation menu, go to BILLING and Select **CN/DN** to start the process.



- 1 Click on Billing.
- 2 Click on CN/DN.
- 3 Click on Add Credit Notes (+).



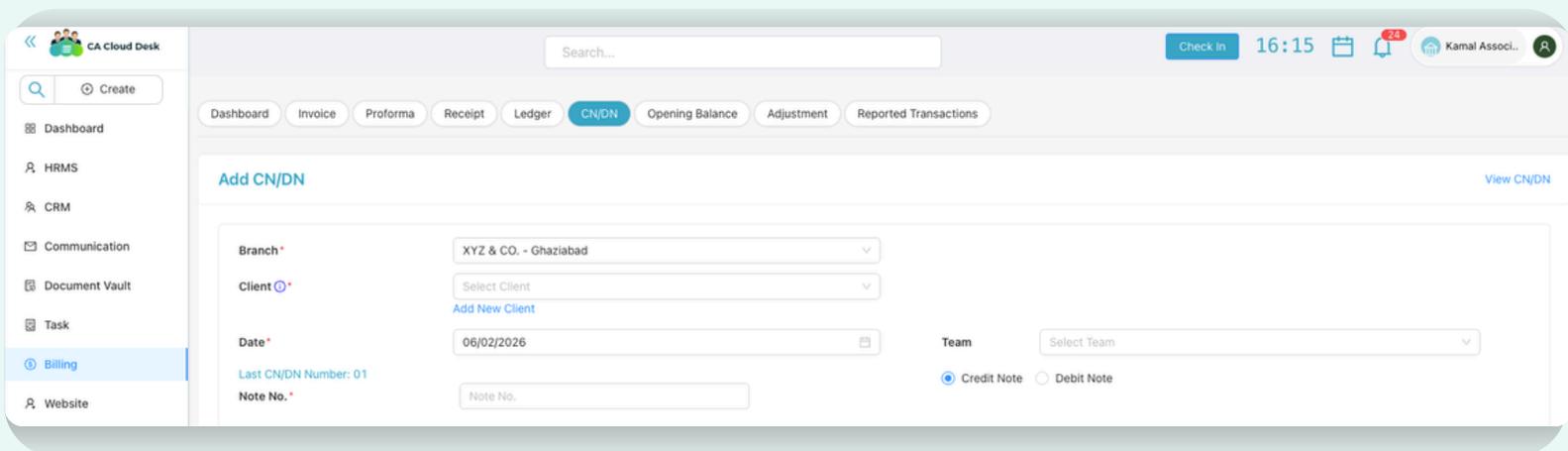
The screenshot shows the CA CloudDesk interface. The left navigation menu has 'Billing' highlighted with a red circle and the number 1. The main content area shows the 'CN/DN' (Credit Note/Debit Note) module selected in the top navigation bar with a red circle and the number 2. Below the navigation bar, there are tabs for 'View Credit', 'Cancelled Credit', 'View Debit', and 'Cancelled Debit'. A table displays two credit notes with columns for S. No., Payment Date, Branch, Client, Credit No., Transaction Amount, Tags, and Actions. A red circle and the number 3 are placed over the '+ Add Credit Notes' button in the top right corner of the table area. The footer contains links for Support, Community, Policy, Lead Management, Training & Demo, Tools, and Refer & Earn, along with copyright information for Law Seva Management Pvt. Ltd. and version 4.1.17.

S. No.	Payment Date	Branch	Client	Credit No.	Transaction Amount	Tags	Actions
1	04/02/2026	XYZ & CO. - Ghaziabad	EcoTech Solutions	01	1,180.00 Cr	--	View Print Refresh Close
2	15/08/2024	DELHI	RAVI KUMAR ENTERPRISES	123	1,000.00 Cr	--	View Print Refresh Close

Total Amount ₹ 2,180.00 Cr

STEP 2: SELECT BASIC DETAILS

- Select the Branch
- Choose the Client (or add a new client if required)
- Select the Date
- Choose the Team (optional)
- Select the Note Type: Credit Note or Debit Note
- Enter the Note Number
- Review all details and click Save to generate the CN/DN

The screenshot shows the 'Add CN/DN' form in the CA CloudDesk application. The form is titled 'Add CN/DN' and has a 'View CN/DN' link on the right. The form fields are as follows:

- Branch***: XYZ & CO. - Ghaziabad
- Client***: Select Client (with a link to 'Add New Client')
- Date***: 06/02/2026
- Team**: Select Team
- Note No.***: Note No.
- Note Type**: Radio buttons for 'Credit Note' (selected) and 'Debit Note'.

The sidebar on the left includes: Dashboard, HRMS, CRM, Communication, Document Vault, Task, Billing (highlighted), and Website. The top navigation bar includes: Dashboard, Invoice, Proforma, Receipt, Ledger, CN/DN (highlighted), Opening Balance, Adjustment, and Reported Transactions. The top right shows a search bar, a 'Check in' button, the time 16:15, a calendar icon, a notification bell with '24', and the user profile 'Kamal Associ...'.

STEP 3: CONFIRMATION & ACTIONS

- After saving, the process is completed and a confirmation pop-up appears "Custom Invoice created successfully."
- You can then view the CN/DN, share it via Email or WhatsApp, & download it in PDF format for your records.



CA Cloud Desk

Search... Custom Invoice updated successfully Check In 16:34 24 Kamal Associ...

Dashboard Invoice Proforma Receipt Ledger **CN/DN** Opening Balance Adjustment Reported Transactions

View Credit Canceled Credit View Debit Canceled Debit

Filter: Client Branch

S. No.	Payment Date	Branch	Client	Credit No.	Transaction Amount	Tags	Actions
1	06/02/2026	XYZ & CO. - Ghaziabad	RAVI KUMAR ENTERPRISES	1	--	--	    
2	04/02/2026	XYZ & CO. - Ghaziabad	EcoTech Solutions	01	1,180.00 Cr	--	    
3	15/08/2024	DELHI	RAVI KUMAR ENTERPRISES	123	1,000.00 Cr	--	    

COMPLETED

