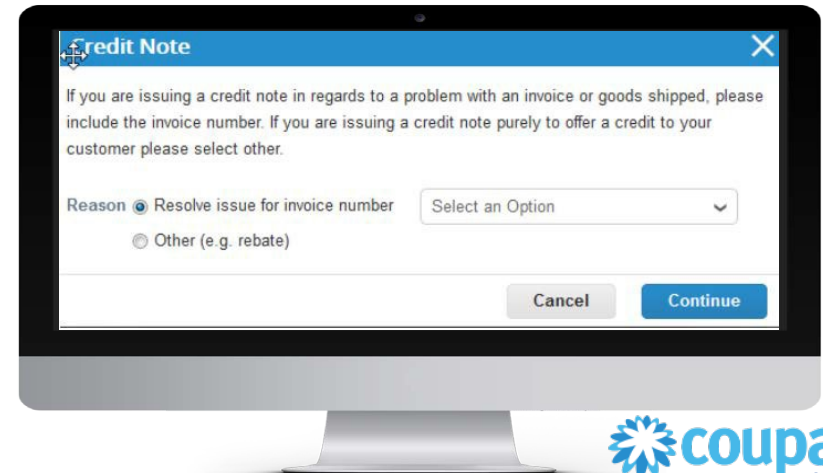
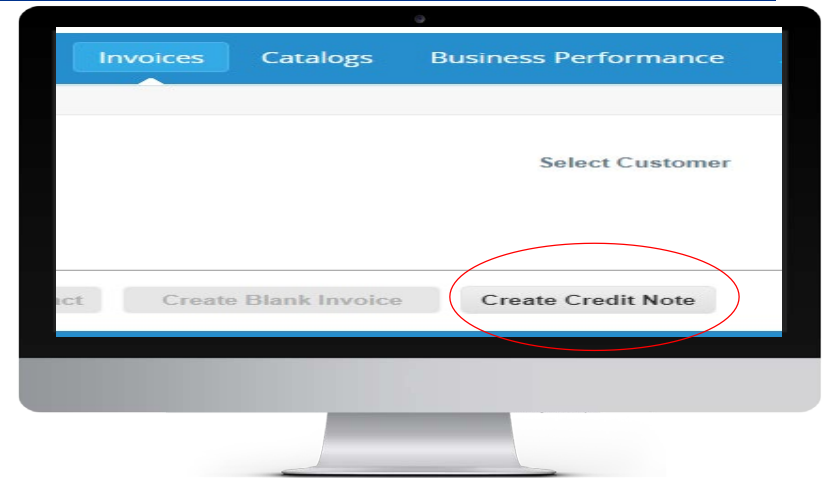


Create a Credit Note

Create a credit note

1. You can issue a credit note when you want to:
 - A. Resolve a dispute on an invoice
 - B. Record miscellaneous credit, for example, return/cancellation of goods, price adjustments, rebates and refunds
2. To create a credit note, click on the **Credit note** button under the **Invoices** table on the **Invoices** page
3. In the appearing **Credit Note** popup, select the reason for your credit note



Similar to creating an invoice, you can create a credit note by clicking on the

Create Credit Note Icon  for the **PO** in the **Action** column of the **Purchase Order** table.