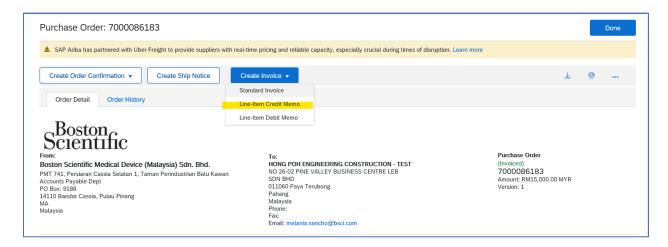
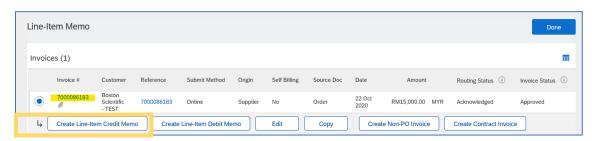
## How to create a credit memo

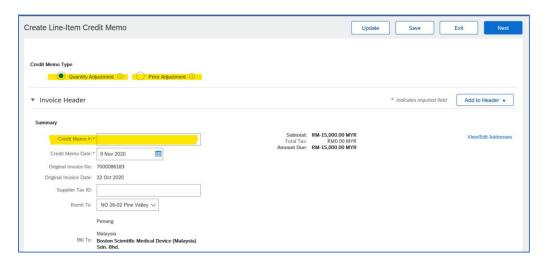
- Access the purchase order
- Then Go to Create Invoice
  - Select Line-Item Credit Memo



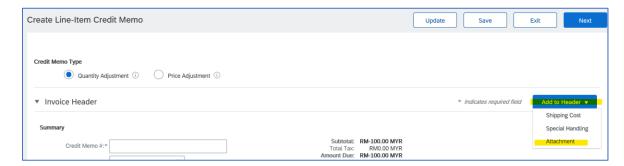
• Then select the invoice you want to process the credit against to.



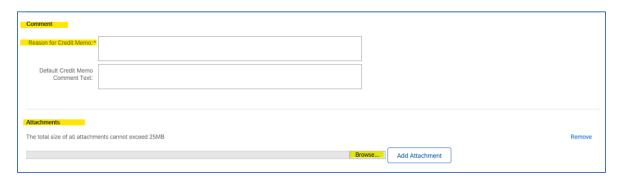
- Then you can start to create the credit memo
  - o By quantity adjustment
  - o By price adjustment
- Indicate credit memo #



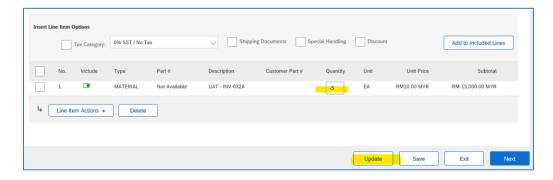
• Select Add to Header in order to select "Attachment" and be able to add the PDF credit memo copy.



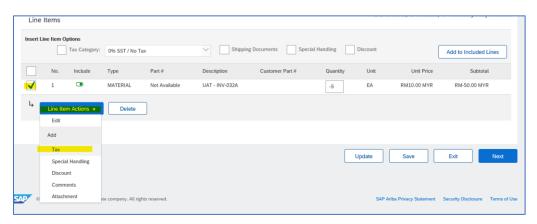
• Complete all the corresponding information and add the attachment



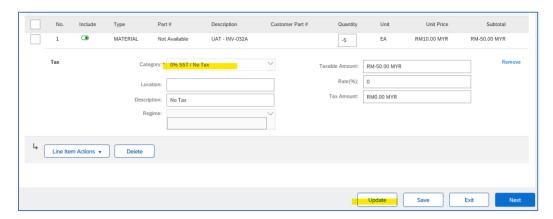
• Update quantity and click update



• It is required to add Tax on the line level



• Tax information needs to be included even though is 0%. Once tax is included click update and then next.



• Once you check the credit memo you can click "Submit"

