User Guide: Credit Notes

Explanation: Credit notes are issued when adjustments are needed for invoices, such as Refund or when overpayments are made.

Credit Notes

Credit Note lists

| | All Customers ▾ | All Status ▾ | Date Start | Date End | e.g order code, customer name or grand total | Filter |

Date	Customer Name	Credit Note	Related Invoice	Order	Total	GST	Grandtotal	Status	Payment Type		
2024-08-07	Galeforce Fishing Company	CN-0YJD5AWBAI	0000001132	EBNZ-PYNKBXLR2D	$649.80	$84.76	$649.80	unpaid	unknown	PDF Show	Resend	Refund $649.80
2024-06-24	Andrew Skender	CN-PJQCESVTG1	0000000200	EBNZ-RVTEF1LPT8	$225.00	$29.35	$225.00	unpaid	unknown	PDF Show	Resend	Refund $225

Buttons and Functions:

- To view details of a credit note, click on the "Show" or "PDF" button.
- To resend a credit note, click the "Resend" button.
- To issue a refund, click on the "Refund" button.