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
    - By quantity adjustment
    - 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.

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	⬤	MATERIAL	Not Available	UAT - INV-032A		-5	EA	RM10.00 MYR	RM-50.00 MYR

Tax   Category: * `0% SST / No Tax` ▾   Taxable Amount: `RM-50.00 MYR`   Remove

Location: ``   Rate(%): `0`

Description: `No Tax`   Tax Amount: `RM0.00 MYR`

Regime: ▾

↳ [Line Item Actions ▾] [Delete]

[Update] [Save] [Exit] [Next]

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

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
SST	0%		RM-50.00 MYR	RM0.00 MYR		No Tax		

Line Item Credit Memo Summary

Subtotal:	**RM-50.00 MYR**
Total Tax:	RM0.00 MYR
Amount Due:	**RM-50.00 MYR**

[Previous] [Submit] [Save] [Exit]