

# How to Create Credit Note (Without Inventory Movement)

The video will show the user how to Create Credit Note (Without Inventory Movement).

Navigate to Sales, Credit Note, Create New.  
Fill in document date, customer, and delivery location.  
Click Confirm and Post.

## STEP-BY-STEP:

1. Go to Sales menu
  2. Select Credit Note
  3. Click Create New.
  4. Fill in the header info, i.e. document date, customer, deliver to and location.  
(mandatory fields in red color or marked with red x)
  5. Choose "Without Inventory Movements" in the Inventory Movements type
  6. Click on Select Related Invoice link, it will open dialog window to search and choose the related Sales Invoice document for the selected Customer.  
Select the Sales Invoice document and click OK button.
  7. Click Save button
  8. Add line items in the table below.  
User can filter the products list by brand, by selecting a brand in the Product Brand drop down list.  
Fill in the line info, i.e. Product, UOM, Qty, Unit Price, Tax Rate, and Reason for Return.  
If it is an Expense Type, select an expense type from the list.  
Click + button or press ENTER to save the line entry.
  9. Click Confirm Credit Note when done editing
  10. Click Post To Accounts button to post the entries.
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