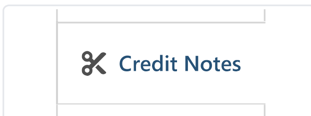
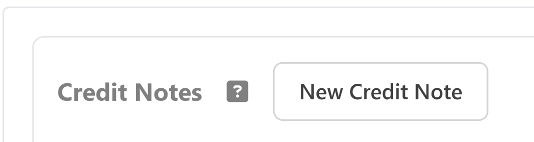
Credit Notes

The **Credit Notes** tab in Manager enables you to create, review, and manage credit notes issued to your customers. Credit notes are essentially negative invoices that document refunds, cancellations, or adjustments related to previously issued invoices.



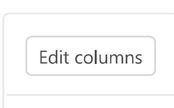
To create a new credit note, click on the **New Credit Note** button.



The **Credit Notes** tab displays several columns of information:

- **Date**: The issuing date of the credit note.
- **Reference**: The reference number for the credit note.
- **Customer**: The name of the customer to whom this credit note was issued.
- **Sales Invoice**: The reference number of the sales invoice associated with this credit note. Linking a credit note to a specific sales invoice is optional.
- **Description**: A brief description of the credit note.
- **Amount**: The amount specified on the credit note.

You can customize which columns are displayed by clicking the **Edit columns** button.



For more information, see Edit columns.