# Debit Notes

The **Debit Notes** tab in Manager.io is designed for creating and managing debit notes. These documents are issued by buyers to sellers to show that a specific amount has been deducted from the seller's account. They are often used in transactions involving returned goods.
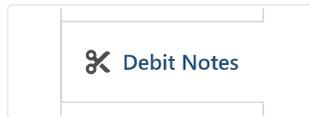
✂ **Debit Notes**

To create a new debit note, click the *New Debit Note* button.

Debit Notes ❓ New Debit Note
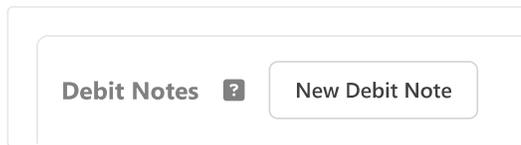
The **Debit Notes** tab features several columns:

Date

Issuing date of the debit note.

Reference

Debit note reference number.

Supplier

Supplier name.

Purchase Invoice

Reference number of the associated purchase invoice.

Description

Description of the debit note.

Amount

Total amount listed on the debit note.