**Standalone Credit Notes**

<table>
<thead>
<tr>
<th>What it enables you to do …</th>
<th>To be aware of …</th>
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<tbody>
<tr>
<td>This is when you do not want to link the credit note to the invoice but simply make reference to the original invoice in the description field.</td>
<td>• It does not link to the order and therefore will not re-open it</td>
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<tr>
<td>Mainly used if the invoice was matched to the Purchase Order and you do not wish for the PO to re-open.</td>
<td>• You must make note of the account codes from the original invoice.</td>
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**Pre-Requisite:**

- ✔ Invoice Batch completed
- ✔ Query the invoice the credit note relates to and make note of the relevant account codes for the item/service

1. Amend the Type to **Credit Memo**. A pop up note will display once you leave that field, click **OK**.
2. **Complete the following fields:**

   a. Supplier (this will default in supplier Number)
   b. Select the site from the List of Values, unless it defaults
   c. Invoice Date
   d. Invoice number
   e. Gross invoice amount in negatives
   f. VAT Control amount in negatives
   g. Description: Ensure you input the original invoice number the credit note relates to for audit purposes.

3. **Check the terms are Immediate.**

4. **Click Lines** and complete the following fields:
   a. Net amount, ensuring it’s in negatives
   b. Tax Name
   c. Charge Account, if the invoice was originally coded to a GL code, enter the same code as per original invoice for the item/service
   d. Project fields, if the invoice was originally coded to a project, use the same code as the original invoice of the item/service
5. Click **Calculate Tax**.

6. Click **Actions 1 ...** To validate the credit note.

7. Click on **Holds** tab and check that it is awaiting secondary invoice approval.