# *Applying a Credit Memo to an Invoice*

After the credit memo has been completed, you should apply the credit memo to the original invoice. By linking the two transactions together it will either reduce the balance on the invoice or cancel the invoice.

**Navigate: Transactions → Transaction Summary**

## Step 1: Recall the completed Credit Memo

a) Navigate to the **Tool Bar** and click on the **Torch** icon

The screen below will be displayed.

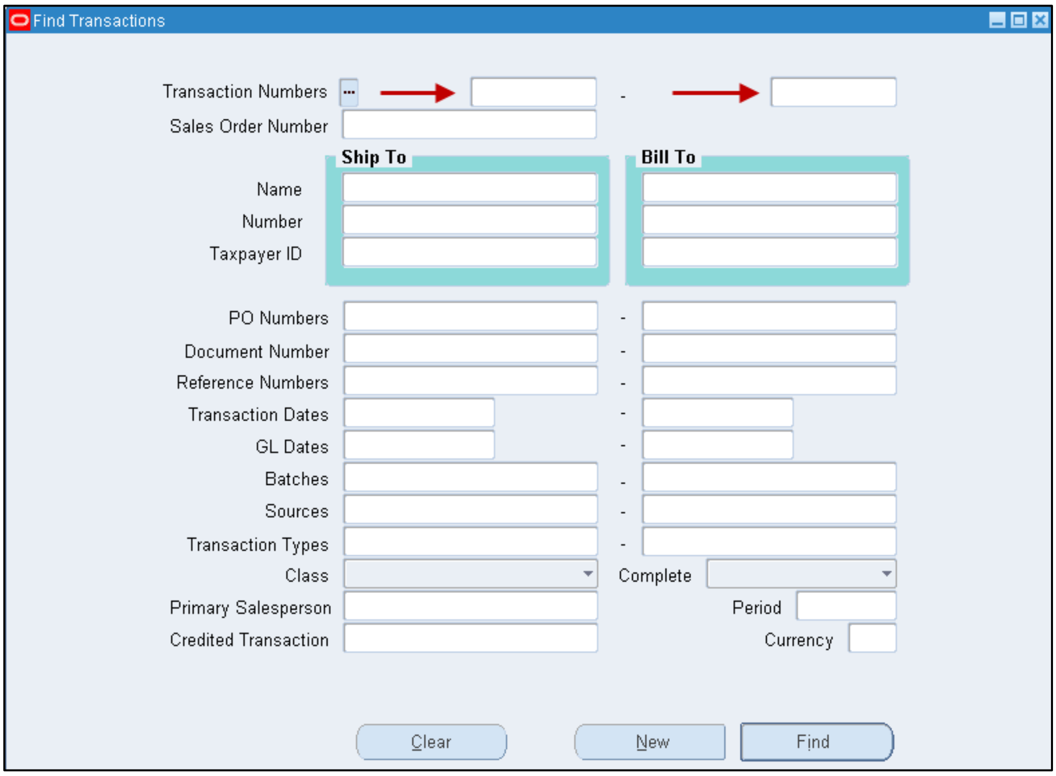
b) Enter search criteria for your credit memo

E.g. enter the credit memo number in the **Transaction Numbers** field.

c) Click **Find**.

The details of the credit memo will now appear in the Transactions Summary screen.

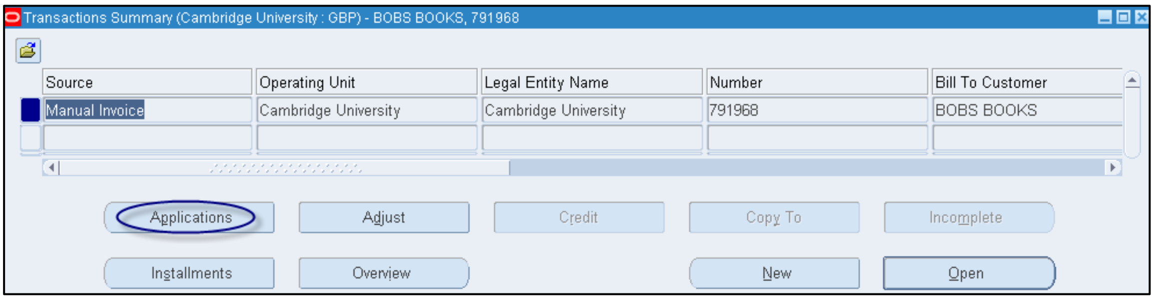
Ensure this is the correct transaction by clicking on the **Open** button should you need to.



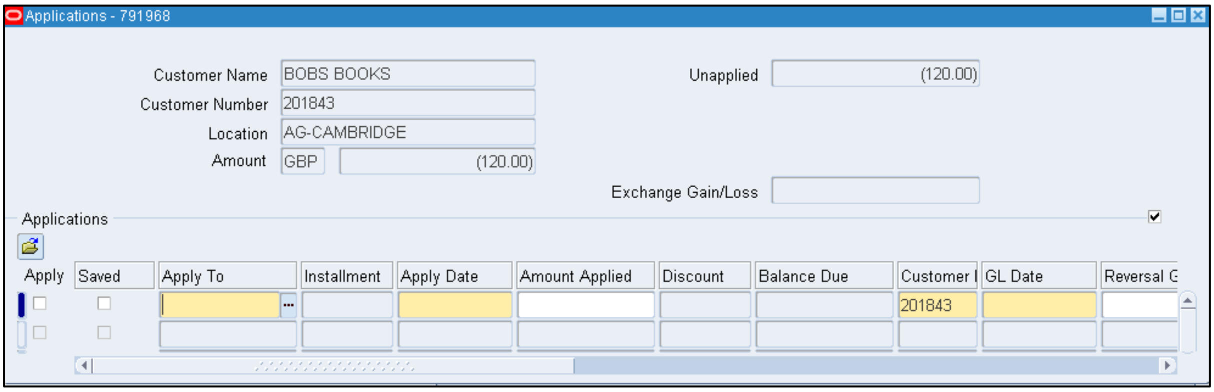
## Step 2: Applying the Credit memo to the Invoice

The next process is to link the transactions together.

d) Click on the ***Applications*** button.




e) This will display the **Applications** screen where the Invoice details are entered.




f) You can manually enter the invoice number or use the list of values and search for the invoice in the **Apply To** field.

g) Press the **Tab** key and this will pull through the invoice details.

h) Click the **Save** icon and a **tick** will populate in the **Apply** box.