**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.

### Step 1: Recall the completed Credit Memo

a) Navigate to the **ToolBar** 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) The screen will display the transaction you have searched for. Click on the Applications button.

e) You will now be taken through to the Applications screen where you need to enter the Invoice details.

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 Save icon.