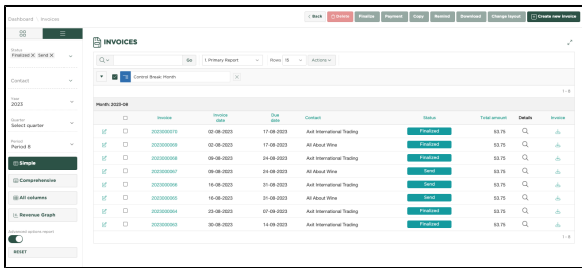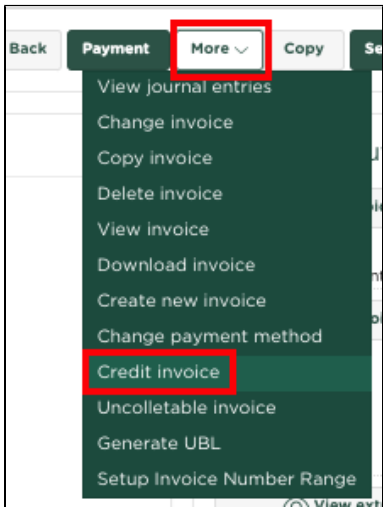# Crediting an invoice

To credit a previously created invoice, proceed as follows:

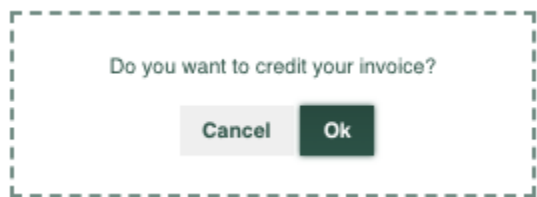Navigate to menu option **Invoices - Overview**

Select the invoice to be credited

From the **More** menu, select **Credit invoice**

Confirm crediting the invoice by pressing **OK**

The Invoices overview now shows the credited invoice and the credit invoice, which you could send to your customer