

# Create Debit Notes

## Objectives

- Create Debit Notes

## Steps

In E-Invoicing, after saving an open invoice, you will no longer be able to edit it or make any changes.

If you decide to include additional services or link more matters to your invoice, you must create a Debit Note.

Therefore, from the selected invoice, click on the action wheel at the top right of the General info section, and record a debit note to this invoice.

General Info

Payment Made

Attachments

Email

INV0000023

PARTIALLY PAID

BLP Industry - SAR

BLP Industry 123 12345, 1234, Riyadh, Saudi Arabia... Show More

Date

2023-03-08

Due On

2023-04-07

Reference Number

(No Data)

Terms

30 Days

P.O.#

(No Data)

Description

(No Data)

Invoice Type

Tax Invoice

Transaction Type

Nominal

Payment Method

Credit transfer

Matters Linked

Summary

Sub Total

SAR 8,600.00

Total Tax

SAR 0.00

Total

SAR 8,600.00

Invoice Template

Zatca invoice

Invoice Status

Partially paid

Approval Status

Approved

THE CURRY LAW FIRM

Real Lawyers, Real Results

فاتورة ضريبية

TAX INVOICE

Invoice #

INV0000023

مرجع الفاتورة

Date

2023-03-08

التاريخ

Due On

2023-04-07

تاريخ الاستحقاق

Exchange Rate

1 SAR = 1 SAR

سعر الصرف

Matter Name

Legal opinion for service agreement for BLP, Acquire the company of BLP

عنوان المسألة

QR Code

Create Credit Note

Create Debit Note

The system will fetch all the related information to this invoice. You have to specify the debit note reason.

Now, you can link new matters or add your additional Items.

General Info

Payment Made

Attachments

Emails

Debit Notes / Edit Debit Note

Preview

Export

Debit Note Number

Tax Number: 12563

Client's Account \*

Brand Line Company - SAR

Date \*

02/16/2023

Terms

In Advance

Due On \*

02/16/2023

P.O.#

Invoice Type \*

Tax Invoice

Transaction Type \*

Nominal

Payment Method \*

Credit transfer

Debit Note Reason \*

Amendment of the supply value

Invoice Ref

Bill To

Template: Default Invoice Template

Invoice Summary

Debit Note Number

DN0000005

Invoice Debited

INV0000011

Client Name

Brand Line Company - SAR

Date

2023-02-16

Due On

2023-02-16

Invoice Ref

Terms

In Advance

Sub Total (SAR)

3,000.00

Total Tax (SAR)

0.00

Total

3,000.00 SAR

Invoice Details

Date

Service

Description

Quantity

Unit Price (SAR)

Tax (%)

Amount (SAR)

Items

02/02/2023

Legal Docs

1

3,000

SAR

Select a Tax

3,000.00

The debit note is considered a new invoice linked to the previous one, and therefore will be subjected to the same restrictions.

This debit note will have then an automatic number generated by the system.

You can find then your created debit notes within the Invoices list.

Invoices

All

Save as

Export

Tools

1 - 17 of 17 items

Advanced

Columns

Invoice#	Client's Account	Client Account Number	Total	Payment Made	Balance Due	Currency	Status	Approval Sta...	Invoice Date	Due On	P.O#
INV0000008	bLP Industry - SAR	70	15,400.00 SAR	10,000.00	5,400.00	SAR	overdue	approved	2022-10-24	2022-11-23	
INV0000007	BTL Insurance - SAR	79	10,700.00 SAR	5,000.00	0.00	SAR	paid	approved	2022-07-18	2022-12-01	
INV0000006	BTL Insurance - SAR	79	3,330.00 SAR	0.00	3,330.00	SAR	overdue	approved	2022-07-18	2022-07-30	
DN0000005	Brand Line Company - SAR	73	3,000.00 SAR	0.00	3,000.00	SAR	open	approved	2023-02-16	2023-02-16	
INV0000005	Brand Line Company - SAR	73	7,000.00 SAR	0.00	7,000.00	SAR	overdue	approved	2022-07-18	2022-08-03	
INV0000004	Advanced Industries - USD	41	10,000.00 USD	3,000.00	0.00	USD	paid	approved	2022-06-02	2022-06-02	
DN0000004	BTL Insurance - SAR	79	5,000.00 SAR	0.00	5,000.00	SAR	overdue	approved	2022-07-18	2022-07-18	
DN0000003	Advanced Industries - USD	41	5,000.00 USD	0.00	5,000.00	USD	overdue	approved	2022-06-02	2022-06-02	
INV0000003	Adam Skins - SAR	61	5,000.00 SAR	3,500.00	1,500.00	SAR	overdue	approved	2022-05-30	2022-05-30	

For more information about LEXZUR, kindly reach out to us at [help@lexzur.com](mailto:help@lexzur.com).

Thank you!