Create Debit Notes

Objectives

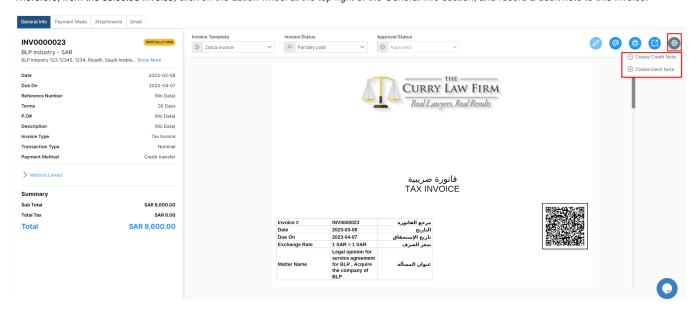
· Create Debit Notes

Steps

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

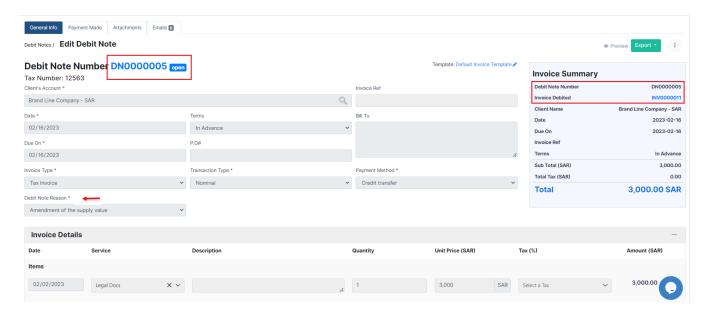
If you decide to include additional services or link more matters to your invoice, you must create a Debit Note.

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.



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

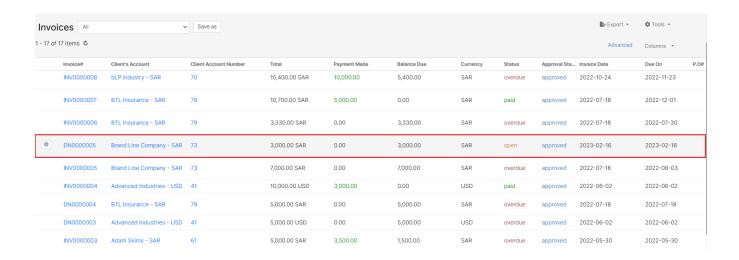
Now, you can link new matters or add your additional Items.



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.



For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!