**Adagio – AP (Credit Note/Reverse Invoice)**

* Adagio Payables module
* Invoices 🡪 NEW + OK
* Select Vendor
* Document Type = Credit Note
* Original Invoice = Select Invoice to be credited from the drop down
* Document = Unique Name (CN + Invoice #)
* Date = Original Invoice Date (or if period is closed select 1st of next open period)
* Reference = Optional
* Description = Briefly detail reason for credit note
* Click “NEW” button on right side
  + Select Account & Department (Same as Invoice was posted to)
  + Enter Amount to be Credited
  + OK
* OK
* Close
* Post