## Create a Credit Memo Line Level Detail

To create a line level credit memo against an invoice:

- 1. Select the **Invoices** tab.
- 2. Select your previously created invoice.
- 3. Under the Invoices section, click **Create Line-Item Credit Memo**.
- 4. Complete information for the credit memo. The amount and taxes will automatically be negative. Make sure that all required fields marked with asterisks (\*) are filled in.
- 5. Click **Next**.
- 6. Review the Credit Memo.
- 7. Click **Submit** to send the credit memo to Georgia-Pacific.

7.

This page will be replaced with our new Workberch concept soon. Try the new Workberch    Invoices      Search Filters  Customer:       All Customers:       Invoices (1)       Invoice #       Customer       Reference       Subtrol:       Subtrol:          Notice:          Notice:                Notice:   <	Enablement Workbench Orders ∨ Fulfillment ∨ Invoices ∨ Payments ∨ Catalogs Reports ∨	✓ Messages
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