5. Line Item Credit Memo

Line Item Credit Memo

To create an Line Item Credit Note for Light Account:

1. Open the Invoice Status from your mailbox
2. Click **Continue and log in to your account**.

Line Item Credit Memo

3. Choose **Create Line-Item Credit Memo**

Note: Supplier can only create a Line item Credit memo for approved invoices

Line Item Credit Note

Once the **Credit Note** is submitted, the Layout will display as below:

Line-Item Credit Memo

(Original Invoice No: 123456)

Credit Memo Number :	15765
Credit Note Date :	Thursday 15 Feb 2018 8:04 PM GMT+08:00
Original Invoice Number :	123456
Original Invoice Date :	Thursday 15 Feb 2018 4: 45 PM GMT+08:00
Original Purchase Order :	PO117
Subtotal :	$-125,001.00 SGD
Total Tax :	$-8,750.07 SGD
Total Amount without Tax :	$-125,001.00 SGD
Amount Due :	$-133,751.07 SGD

Line Item Credit Memo Summary

Subtotal: **$-125,001.00 SGD**

Total Tax: $-8,750.07 SGD

Total Amount without Tax: $-125,001.00 SGD

Amount Due: **$-133,751.07 SGD**