**How to create sales order/Credit note**

1. **Go to:**

<https://agresso.dcu.ie/agresso/Default.aspx>

Insert your username & passwords



1. Please click on the Customer & Sales orders folder (left side menu)

 &

click on the Credit note folder (highlighted in red below on the right side menu):



1. On the next screen please insert invoice number or sales order number & click load

A full description of the invoice will appear (highlighted below in blue)

Please add a reason for the credit note (description field) & then Click SAVE.



1. When Credit note completed you must receive credit note base number (see below number 6).

