

# Create a Credit Request-Job Invoice

Last Modified on 01/09/2023 4:44 pm EST

The process for creating a Credit Request for a Job type invoice, is almost identical to creating a Credit Request for a specific invoice; the only difference is where the User begins the Credit Request.

1. Open the Job record for which a Job Invoice must be credited.
2. Within the Job record, click on the Tools button on the Job Toolbar.
3. From the Tools Toolbar, click on the Invoicing button. To the right a list of all Job Invoices and Credits (if any) will be displayed.
4. Highlight the Invoice to be credited, right-click and select the "Create Credit Request" option.

For the remainder of the process, follow steps 4 through 6 found under the topic [Creating a Credit Request for a Particular Invoice](#).

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