

# How To Print a Credit Memo

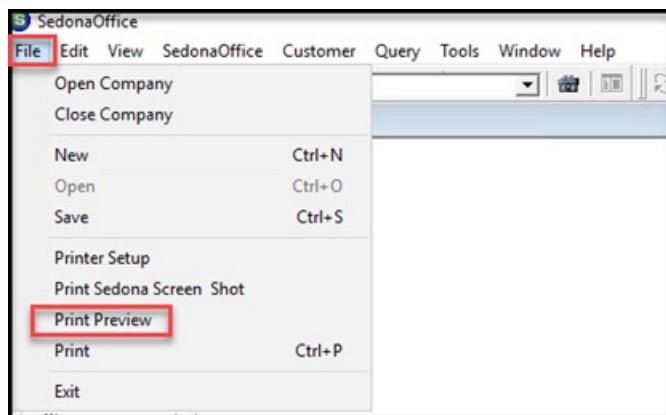
07/17/2025 6:00 pm EDT

## Customer Account

From the Customer Account, double-click on the Credit that needs to be printed.

Credit #	Site Name	Credit Type	Date	Amount	Balance
	Elizabeth Arrington	CASH	1/14/2025	\$55.00	\$55.00
	Elizabeth Arrington	CASH	11/18/2024	\$100.00	\$67.01
	Elizabeth Arrington	CASH	11/25/2024	\$100.00	\$100.00
498693	Elizabeth Arrington	CREDIT	12/1/2024	\$271.88	\$271.88

When the Credit Memo opens, from the Sedona Toolbar, select "File" and "Print Preview."



The Credit Memo Options screen will open. Select the appropriate options, then OK.

