

Creating a Refund Invoice

With TaxCore Free POS you can create a Refund of the whole Normal Sale invoice or a partial Refund of the Normal Sale invoice.

Creating a refund of the whole invoice

To quickly create a Refund of the whole invoice, just tap the appropriate icon.

Creating a Refund Invoice - Image of the refund option

A new **Create Invoice** page will open, with invoice and transaction types already set to **Normal Refund**.

Creating a Refund Invoice - Create invoice refund image

The mandatory *Reference Document Number* (the SDC Invoice Number of the original Normal Sale invoice) will be added automatically, so you can just tap **Sign invoice** to issue a refund.

Creating a Refund Invoice - Image of the parameters

Creating a partial refund invoice

There are two ways of creating a partial refund:

Option 1

Find the Normal Sale invoice and just tap the adequate icon.

Creating a Refund Invoice - Image of the invoice creation button

You can change the quantity of each item or remove the whole item from the new refund invoice. This way you can adjust which quantities and which items are being refunded.

Creating a Refund Invoice - Image of the change and remove options

Option 2

Find the Normal Sale invoice in the app's **Journal** and copy to clipboard the SDC Invoice Number of the original Normal Sale invoice.

Creating a Refund Invoice - Image of the SDC Invoice Number

Then when creating a new invoice you can just paste it in the **Reference Document Number** box. You can enter all other invoice details (specific items that are being refunded) manually.

Creating a Refund Invoice - Image of the Reference Document Number box

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