

# Transactions: How to delete the credit note?

**Requirement:** When credit note amount is very small (ex:10,5,2) or for some other reason

I want to remove the credit notes from the list if they are too small in amount (e.g. 2, 5 or 10) or for some other reason.

**Note: You cannot delete the credit note.**

Work around: You can use the **Journal Voucher** to **adjust** the [Credit Notes](#) so that they stop appearing in the list.

Please follow the below steps

- **Make list of all the credit notes to be adjusted** (Main Menu > Sale Management > Reports > Credit Note Register)
- **Go to [Journal Voucher Entry](#)** (Main > F > T > V > press F7 for journal)
- **By Credit Note Issued** A/c ..... Dr ..... (Type in the Total Amount)
- Bill wise detail windows will popup
- Select against ref in bill wise details and select credit notes number to be adjusted
- Create a new ledger **Credit Note Adjusted** (under income group)
- **To Credit Note Adjusted** ..... Cr .....

Unique solution ID: #1068

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