

Supplier returns, debits, and refunds

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A supplier debit, sometimes called a *debit note*, *supplier credit*, or *adjustment note*, is money that a supplier owes you. For example, if you receive goods that are damaged, the goods might be returned to the supplier who then refunds you the purchase value, or applies the amount to other unpaid purchases you have with them.

Looking for info on customer credits? See [Customer returns, credits and refunds](#).

To process a supplier debit, you first need to record a debit transaction and then record the [settlement of the debit](#) (for example, by recording a refund cheque from your supplier).

Recording supplier debits

You can create a supplier debit in one of two ways:

- **Reverse a purchase.** Use this method if you've paid for the entire purchase, and now need to cancel it entirely.
- **Manually create a debit.** Use this method if you've received a credit for part of a purchase.

Need to reverse a payment that *isn't* a supplier invoice or bill (that is, a Spend Money transaction)? See [Reversing a transaction](#).

To reverse an existing purchase

To manually create a debit for a service, professional or miscellaneous purchase

To manually create a debit for an item purchase

To delete or reverse a supplier debit

To print or email a supplier debit

To print a list of supplier debits

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