



# PROCEDURE 19A:

## APPLYING A DEBIT OR CREDIT MEMO FOR MATCHING INVOICES (WITH TAX)

AP01

### Job Aid AP01-19A

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The purpose of this job aid is to explain how to apply a debit or credit memo for matching invoices (with tax).

#### After accessing a blank Invoice Matching (IMP) screen in the appropriate control group:

1. Type the **debit/credit memo number** in the INVOICE NUMBER field.
2. Type the **debit/credit memo date** in the DATE field.
3. Type the **vendor number (or vendor shortname)** in the VENDOR NUMBER (or VENDOR SHORTNAME) field.
4. Type **D** for debit memo or **C** for credit memo in the CM/DM field and press **ENTER**.
5. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.
6. Type the **purchase order number** in the PO NUMBER field and press **ENTER** to process the entered information.
7. If a PO is not referenced, type **F** in the REQUEST field and press **ENTER** to access the *PO Finder (POF)* screen. The *POF* screen lists open purchase orders by vendor within a buying entity.
8. View the listed purchase orders and select the corresponding purchase order.
9. Type **S** in the SEL field next to the chosen invoice and press **ENTER** to access the *Invoice Matching (IMP)* screen. The purchase order information defaults from the *POF* screen.
10. Verify the vendor's information. Type **VRS** in the NEXT FUNCTION field and press **ENTER** to access the *Remit To Vendor Setup (VRS)* screen.
11. If the information is correct, type **R** in the NEXT FUNCTION field and press **ENTER** to return to the *Invoice Matching (IMP)* screen.
12. Type the **total amount of the debit/credit memo** in the GROSS AMOUNT field.
13. Type the sales tax value in the second blank space of the SALES TAX/VAT field to identify the tax amount to be posted to the General Ledger for the entire invoice.
14. Press **ENTER** to process the information and to access the *Invoice Line Audit (ILA)* screen.

#### After accessing the Invoice Line Audit (ILA) screen:

15. Verify that the correct accounting distribution is being used.
16. If the debit/credit memo reflects a quantity and dollar adjustment:
  - a. Type the **quantity of returned goods** in the QUANTITY field.
  - b. Type the **value of dollar adjustment** in the AMOUNT field.

17. If the debit/credit memo reflects a dollar adjustment only:
  - a. Type **0 (zero)** in the QUANTITY field.
  - b. Type **the value of dollar adjustment** in the AMOUNT field.
18. If tax is prorated against the line, type **Y** in the SALES TAX/VAT field for that line to indicate that tax should be prorated for this invoice line.
19. Type **A** in the REQUEST field to tag a line.
  - a. Each sequence letter (A, B, C) corresponds to a specific line on the purchase order. To indicate each line that is to be paid, the line must be tagged. To tag a line, type the sequence letter in the REQUEST field and press **ENTER**. If all lines are to be paid, type **S** in the REQUEST field and press **ENTER**.
20. Press **ENTER** to process the information.
21. If the invoice is a 1099 transaction, type **3** in the REQUEST field and press **ENTER** to access the *Invoice Worksheet (IWS-IT)* screen. (If the invoice is not a 1099 transaction, go to Step 25.)
22. Type **TNL** in the NEXT FUNCTION field and press **ENTER** to access the *1099 Codes List (TNL)* screen.
23. Press **ENTER** to scroll down the possible 1099 codes until the correct code is located.
24. Type **R** in the NEXT FUNCTION field and press **ENTER** to return to the *Invoice Worksheet (IWS-IT)* screen.
25. Type **the correct 1099 code** over the **NO** in the 99 field to categorize the payment on the 1099 form.
26. Type **N** in the REQUEST field and press **ENTER** to complete the debit/credit memo entry. A blank *Invoice Matching (IMP)* screen is displayed.
  - a. If a debit/credit memo was not accounted for in a control group total, the control group does not balance. Because a debit/credit memo is a negative value, the gross document amount of a control group is reduced by the value of the debit/credit memo. To balance the control group, the control amount must be correspondingly reduced. Adjust the control group total as follows:
    - i. Type **CGS** in the NEXT FUNCTION field and press **ENTER** to access the *Control Group Status (CGS)* screen.
    - ii. Type **S** in the S (SELECT) field for your control group.
    - iii. Press **ENTER** to process the information and to access the *Control Entry Status (CES)* screen.
    - iv. Reduce the CONTROL AMOUNT value by the amount of the debit/credit memo.
    - v. Press **ENTER** to process the change.