



PROCEDURE 19B:

APPLYING A DEBIT OR CREDIT MEMO FOR MATCHING INVOICES (WITHOUT TAX)

AP01

Job Aid AP01-19B

The purpose of this job aid is to explain how to apply a debit or credit memo for matching invoices (without tax) in NCAS.

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

1. Type the **debit/credit memo date** in the DATE field.
2. Type the **vendor number** (or **vendor shortname**) in the VENDOR NUMBER (or VENDOR SHORTNAME) field.
3. Type **D** for debit memo or **C** for credit memo in the CM/DM field and press **ENTER**.
4. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.
5. Type the **purchase order number** in the PO NUMBER field and press **ENTER** to process the entered information.
6. 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.
7. View the listed purchase orders and select the corresponding purchase order.
8. 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.
9. Verify the vendor's information. Type **VRS** in the NEXT FUNCTION field and press **ENTER** to access the *Remit To Vendor Setup (VRS)* screen.
10. If the information is correct, type **R** in the NEXT FUNCTION field and press **ENTER** to return to the *Invoice Matching (IMP)* screen.
11. Type the **total amount of the debit/credit memo** in the GROSS AMOUNT field.
12. Press **ENTER** to process the information and to access the *Invoice Line Audit (ILA)* screen.

After accessing the Invoice Line Audit (ILA) screen:

13. Verify that the correct accounting distribution is being used.
14. 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.

15. 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.

16. 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**.

17. Press **ENTER** to process the information.

18. 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.)

19. Type **TNL** in the NEXT FUNCTION field and press **ENTER** to access the *1099 Codes List (TNL)* screen.

20. Press **ENTER** to scroll down the possible 1099 codes until the correct code is located.

21. Type **R** in the NEXT FUNCTION field and press **ENTER** to return to the *Invoice Worksheet (IWS-IT)* screen.

22. Type **the correct 1099 code** over the **NO** in the 99 field to categorize the payment on the 1099 form.

23. 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.