

2016 - Summer Edition

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Overview

The Manage Credit Memo tool allows users to access, manage, create, and delete Vendor credit memos. Credit Memos are used to adjust the cost and quantity of inventoried items when credit is issued from the vendor for returns. Credit Memos are added to Vendor Invoice Batches and are available to apply against invoices for payment once the Vendor Invoice Batch containing the Credit Memo has been posted.

Use Case(s)

- Goods received in the Pro Shop were paid for; however, after further review the goods were determined to be faulty, and were returned to the Vendor. The Vendor issued a Credit Memo for the returned goods, which will be applied to the Vendor's account, and will offset future amounts owed to the Vendor.
- Management wishes to review outstanding Credit Memos in preparation for offsetting future payments to Vendors.

Accessing the Tool

To access the Manage Credit Memos tool:

- 1) Click on Accounts Payable
- 2) Then, click Manage Credit Memos

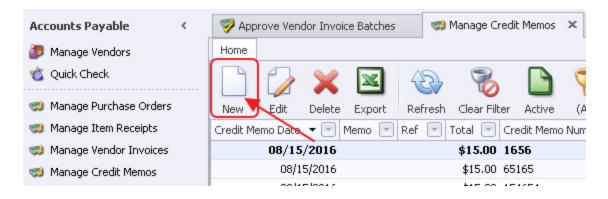




Entering Credit Memos

To enter a Credit Memo:

Click the New icon on the Manage Credit Memo Screen.



The Lookup Value screen will appear to assist with locating a specific batch, amount, or other filter as specified, or to begin a new batch.

Click the **Quick Add** button, or to add a credit memo to an existing batch, select the batch from the list by double-clicking on it.

🖶 Lookup Value				-	e 53
Search:		uick Add			
Batch Control Number	Transaction Date 🔹	Amount	Posted	Posted Date	
AP01312	08/15/2016				-
AP01311	08/15/2016				=
AP01310	08/15/2016				
AP01309	08/12/2016	\$350.00			
AP01302	08/11/2016	\$50.00			
AP01301	08/11/2016				
AP01300	08/11/2016				
AP01306	08/11/2016				
AP01298	08/03/2016				
AP01294	07/29/2016				
AP01287	07/28/2016				
AP01290	07/28/2016				
AP01285	07/26/2016				
AP01284	07/26/2016				
AP01280	07/18/2016				
AP01279	07/18/2016	\$1,000.00			
AP01278	07/15/2016				
AP01277	07/14/2016	\$0.00			

The Credit Memo entry screen will load.

ome New	v x														
			?												
Ve	ndor:	(None)			C			Cre	dit Mer	no Numb	er:				
Cor	ntact:	(None)			C	6			C	iredit Da	ite: 8	8/16/20	016		-
Туре	Δ	Name		 De	scription		 	 		Quantity	Amou	unt		Total	
Me	emo:										Tot	al: \$	\$0.00		

Select the **Vendor**. Start typing the name of the vendor or click on the Lookup icon to launch the Lookup screen. Once Vendor appears in the list, select the Vendor to populate the Vendor field by double-clicking on it.

prove Vendor Invoice Batches 🛛 🥨 Manage Credit Memos 🗴 🍚 Manage Items 😒	Reporting Dashboard 🛛 🐴 Manage Members	🦃 Approve Charge Batches 🧯
New ×		
Vendor: (None)	Memo Number:	
Contact: (None)		
Search: Title	🕎 💮 Quick Add	
pe A Name Description Name	Account Number	Phone 1
Titleist - 3	TITL50	
		PHONE 1

Once Vendor is populated, complete Credit Memo screen by selecting the Contact (if applicable), populating the Credit Memo Number (usually provided by Vendor), and entering the Credit Memo Date.

Home	New 🗙			
	Ð	🕙 🕙		
	Vendor:	Titleist	Q	Credit Memo Number: CM44332
	Contact:	Thomas Van Hook		Credit Date: (8/16/2016
			1	
Ту	pe Z	Name	Description	Quantity Amount
*				\checkmark

Then, create a line on the Credit Memo to apply the Credit Memo appropriately. Select **Item**, when an inventoriable item has been returned to a Vendor. Use a **Comment** line to enter additional verbiage as desired. Use **Account** when receiving credit for a non-inventoriable good or service.

	Type 🖉	Name	Description	Quantity	Amount	Total
►	-			1	\$0.00	\$0.00
*	Item Account					
	Comment					

For **Item** type, select the Item returned to Vendor in the Name field.

	Contact:	Thomas Van Hook		Search: pro	_2		Quick Add		
	Туре 🗠		Description	Item Description	Active	F&B Item	Retail Item	Name On Screen 🔺	ID
	ltem	(None)		Titleist Pro	\checkmark			Titleist <mark>Pro</mark>	2617
ŧ			_	Titleist Pro Ball Pack	\checkmark			Titleist <mark>Pro</mark> Ball Pack	2632
_				Titleist Pro V 1 Sleeve 🛛 ┥		-(3)	V	Titleist <mark>Pro</mark> V 1 Sleeve	1060
				Titleist Pro V1 w/ Logo	1		1	Titleist <mark>Pro</mark> V1 w/ Logo	1230

For **Account** type, populate the Name field with the G/L account to apply the Credit Memo amount. More than one account line may be added if necessary, and amount on each line may be adjusted accordingly.

Contact:	Thomas Van Hook		Lookup Value	
-			Search: miscl 🚽 2	🖞 🕀 Quick Add
Туре	Name Description		ame	Department Name
Account	(None)	2	30-00-12 Misc Accrued Expenses	Balance Sheet
*		4	33-5-12 <mark>Misc</mark> ellaneous Sales	Other Revenue
		7	50-40-12 <mark>Misc</mark> ellaneous Expense	Admin
		7	50-50-12 <mark>Misc</mark> ellaneous Expense	Clubhouse
		7	50-60-12 <mark>Misc</mark> ellaneous Expense	Course Maintenance
			50-80-12 Miscellaneous Expense	3 hop
		7	50-90-12 Misc <mark>ellaneous Expense</mark>	Food
		2	40-00-12 Golf Shop <mark>Misc</mark> .	Balance Sheet

Next, complete the remaining fields of the Credit Memo.

For **Item** type, Description field will auto-populate with Item Description. Enter Quantity and Amount fields as positive. Total field will calculate. Memo and Reference fields may be completed if desired.

Home New X				
-	N 🕐			
Vendor:	Titleist		Credit Memo Number:	CM44332
Contact:	Thomas Van Hook		Credit Date:	8/16/2016 🗨
Type 🗠	Name	Description	Quantity Ar	nount Total
▶ Item	Titleist Pro V 1 Sleeve	Titleist Pro V 1 Sleeve	50	\$9.00 \$450.00
*			7	1
3 Memo:	Defective - Spotted Balls			Total: \$450.00
				+ + + + + + + + + + + + + + + + + + + +
		*		
Reference:	Invoice #314			

For **Account** type, Description will auto-populate with name of G/L account selected. Leave Quantity field at 1, and enter total amount to credit in the Amount field. Total will populate.

me New X				
	N 🕄 🛃			
Vendor:	Titleist		Credit Memo Number:	CM44332
Contact:	Thomas Van Hook		Credit Date:	8/16/2016
Туре	Name	Description	Quantity Ar	mount 🛆 Total
Account	750-80 Miscellaneous Expe	750-80 Miscellaneous Expense	1	\$50.00 \$50.
			/	
Memo:		A		Total: \$50.00

For **Comment** line(s), enter Comment in the Description field.

	Туре	Name	Description	Quantity	Amount 💫 🗠	Total
	Account	750-80 Miscellaneous Expe	750-80 Miscellaneous Expense	1	\$50.00	\$50.00
2	Comment		ntional amount of credit issued due to continued issued) 0	\$0.00	\$0.00
*						

When complete, click **Save and Close**.

C . IPF	iono nondor anne		
Home	New 🗙	•	
		3	
	Vendor: Title	ist	

Posting Credit Memo Batch

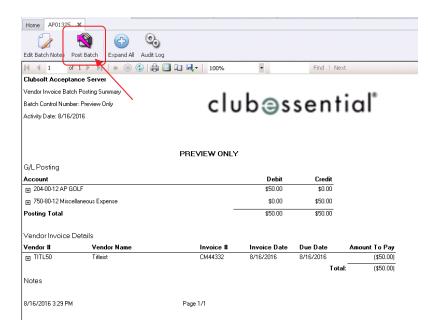
Just like Invoices, Credit Memo batches (or the batch containing the credit memo) may be posted via the **Approve Vendor Invoice Batches** tool. Click **Accounts Payable**, and then select **Approve Vendor Invoice Batches**.



Select Batch to post by highlighting the batch, and clicking edit, or simply double-click on the batch.

Home		-				· · · ·
		8	N			Search:
New Edit Delete	Export Refresh	Clear Filter Active	Post Batch Edit Batch Date	Unpost Batch	Batch Report	Help
Transaction Date	💌 Batch Control Nun	nber 🏹	ount 💌 Posted 💌	Posted Date	💌 Test Batch	ID V
± 10 2	16 AP01322					1321
⊞ 10/31/2	016 AP01321					1320
E 08/16/20	016 AP01325		(\$50.00)			1323
	016 AP01324					1322
	016 AP01320		\$3.25			1319

Batch Report will launch. Review Batch Report, and when appropriate, **Post Batch**.



Once the Invoice batch is posted, the Credit Memo will display in the **Pay bills** screen to be applied to Invoices for payment. To access, click **Accounts Payable** and then click **Pay Bills**.



Credit Memos will display as negative amounts in this screen.

Pay Bills										23
I	Pay From: 100-	00-12 Premier Bank (🔍 🗱	Check Date:	8/16/2010	5 Show inv	voices due on or befo	re 9/16/2016	-	Balance:	(\$45.30)
Filter b	y Vendor: (Non	e) 🔍 😫	Filter by Category: (None)	🔍 🗖 Show (ISI Virtual Master Car	d Vendors Only	Balance /	After Payments:	(\$45.30)
— :	5elect All							/		
Pay	Due Date	Vendor		🛆 Vendor Catego	Invoice Date	Number	Amount	Discount Date	Discount	Payment
	01/20/2016	A Sure Bet [ASUR50]		All		cm 123	(\$35.00)	9	\$0.00	\$0.00
	04/20/2016	A Sure Bet [ASUR50]		All	04/20/2016	123456	\$5.00	04/20/2016	\$0.00	\$0.00
	07/01/2016	A Sure Bet [ASUR50]		All	07/01/2016	123456	\$5.00	07/01/2016	\$0.00	\$0.00

Editing Credit Memos

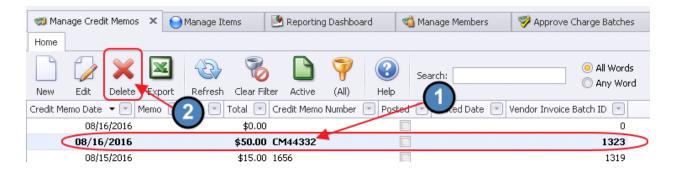
Credit Memos cannot be changed once they have been saved. Corrections would be made using a Vendor Invoice and an Inventory Adjustment. They may, however, be deleted and re-entered prior to posting.

Deleting Credit Memos

To delete a Credit Memo prior to posting, click on Accounts Payable, Manage Credit Memos.



Next, highlight the Credit Memo, and click Delete.



To delete an entire batch containing the Credit Memo, click **Accounts Payable**, and then click **Approve Vendor Invoice Batches.**



Highlight the desired batch to delete, and then click **Delete**.

Home												
		×	×	£	8		R)	1		R.	(?)	Search:
New	Edit	Delete	Export	Refresh	Clear Filter	Active	Post Batch	Edit Batch Date	Unpost Batch	Batch Report	Help	
Transact	ion Date			Control Nu	umber 🧖	× 💌 4	Amount 💽	Posted 💌 I	Posted Date	💌 Test Batch	· · · · ·	ID 💌
÷		10/31/2	2016	22	1							1321
±		10/31/2	016 APO	1321	\sim							1320
ŧ	(8/16/2	016 APO	1325 🗡			(\$50.00)				1323
÷		08/15/2	016 APO	1324								1322

Confirm deletion by clicking **Yes.**

Hulti-Row Selection	53
Are you sure you want to delete these records?	Only Show Failed
Name	
AP01325	
/	
Yes	No

Acknowledge successful operation by clicking **OK**.

	· · · · · · · · · · · · · · · · · · ·	
🔡 Multi-R	ow Selection	23
Are	you sure you want to delete these records?	Conly Show Failed
Name	Result	
AP01325	Operation successful!	
	Successfully operated on 1 records.	

Close Window.

🛃 Multi-R	tow Selection	٤
Ar	e you sure you want to delete these records?	Only Show Failed
Name	Result	
AP01325	Operation successful!	
		•

Common Questions and Concerns

Do I enter a Credit Memo as a Negative or a Positive Amount?

Enter all credit memos using positive amounts and quantities. The system will adjust it appropriately.

How do I edit a Credit Memo?

Credit Memos cannot be changed once they have been saved. Corrections would be made using a Vendor Invoice and an Inventory Adjustment. They may, however, be deleted, and re-entered prior to posting if desired.

Best Practices

It is recommended that all non-inventoriable credit memos be entered as negative invoices through the Enter Vendor Invoices screen.