How to Create Credit Memo with Inventory Impact

Credit Memo can either have or not have impact on inventory. The option that controls this is the **Inventory Impact** on Credit Memo screen. A new Credit Memo screen has no inventory impact by default.

The following are the steps in creating a Credit Memo without an inventory impact.

- 1. Open the Sales | Invoices menu. If there is no existing record yet, this will open a new Invoice screen.
- 2. If the search grid is displayed, click the New button to open a new Invoice screen.
- 3. Select Credit Memo on Type combo box. Note that the 'Inventory Impact' checkbox button will be displayed below the Item Information area at the bottom portion of the screen. It is checked by default, leave it as is.
- 4. Fill out the header details as needed. The required details are Customer, Location, Bill To, Ship To, Terms, and Currency.
 - a. Select a Source. The options are Standard, Software, Tank Delivery, and Provisional.
 - b. Select a Customer.
 - c. Select a different Location, Bill To, Ship To, Terms, and Currency if needed. But don't leave these fields blank.
 - d. Enter other details that you see necessary. Refer to Invoice | Field Description | Header Details to help you in filling out the fields.
- Add details on grid. Refer to Invoice | Field Description | Grid Details to help you in filling out the fields. Note that UOM is a required detail. Complete filling in the Item No, Shipped, UOM, Price and other fields necessary to ensure they are appropriate for the customer's credit memo.

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۲		87G			87 Unleaded Ga	0.00		10.00	Gallon	0.00%	0.00		1.850000	18.50	IN SST	
۲						0.00		0.00		0.00%	0.00		0.000000	0.00		

The grid will also allow you to enter **miscellaneous items** that do not have an Inventory Item record. You can do this by not selecting an Item No and simply entering its Description, Shipped and Price, and other necessary details.

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	Item No.	Contract No.	Sequence	Description	Ordered	Order UOM	Shipped	UOM	Discount %	Tax	Sub Curr	Price	Total	Tax Group	Weight UOM
٠	87G			87 Unleaded Ga	0.00		10.00	Gallon	0.00%	0.00		1.850000	18.50	IN SST	
٠				misc item	0.00		20.00		0.00%	0.00		0.550000	11.00		
۲					0.00		0.00		0.00%	0.00		0.000000	0.00		

6. Click Save button. Notice that the Invoice No field will be filled in with a unique and system generated number.

 Λ You can skip saving the record if the transaction is to be posted right away since it will be saved automatically.

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Related Topics

- How to Create Credit Memo with Inventory Impact
- 1. Open the Sales | Invoices menu. If there is no existing record yet, this will open a new Invoice screen.
- In the search grid, click the New button to open a new Invoice screen. You will notice that some of the fields, like the Type, Location, Invoice Da te, Due, Ship Date, and Currency are already populated by default.
- 3. Select Credit Memo on Type combo box.
- 4. Fill out the header details as needed. Refer to Credit Memo | Field Description | Header Details to help you in filling out the fields. Note that the required details are Customer, Location, Bill To, Ship To, Terms, and Currency
- 5. Add details on grid. Refer to Credit Memo | Field Description | Grid Details to help you in filling out the fields. Note that UOM is a required detail.

Complete filling in the Item No, Shipped, UOM, Price and other fields necessary to ensure they are appropriate for the customer's credit memo.

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The grid will also allow you to enter **miscellaneous items** that do not have an Inventory Item record. You can do this by not selecting an Item No and simply entering its Description, Shipped and Price, and other necessary details.

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		Item No	Contract No	Contract Se	Description	Ordered	Order UOM	Shipped	UOM	Discount	Tax	Sub Currency	Price	Total	Weight UOM	Tax Group
Н		87G			87 Unlead	0.00		100.00	Gallon	0.00%	0.00		1.850000	185.00		IN SST
H					misc item	0.00		0.00		0.00%	0.00		0.550000	11.00		
H						0.00		0.00		0.00%	0.00		0.000000	0.00		

6. Click Save button. Notice that the Invoice No field will be filled in with a unique and system generated number.

You can skip saving the record if the transaction is to be posted right away since it will be saved automatically.

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hip To:											

The following are the steps in creating a Credit Memo.

1

- 1. Open the Sales | Invoice menu. If there is no existing record yet, this will open a new Invoice screen.
- In the search grid, click the New toolbar button to open a new Invoice screen. You will notice that some of the fields, like the Type, Location, Inv oice Date, Post, Ship Date, and Currency are already populated by default.
- 3. Fill out the header details as needed. Refer to Credit Memo | Field Description | Header Details to help you in filling out the fields. Note that the required details are Customer, Location, Bill To, Ship To, Terms, and Currency
- 4. Add details on grid. Refer to Credit Memo | Field Description | Grid Details to help you in filling out the fields. Note that the required details are UOM and Price.

Complete filling in the Item No, UOM, Shipped, Price and other fields necessary to ensure they are appropriate for the customer's credit memo.

	Item No	Contract	Contract	Description	UOM	Ordered	Shipped	Discount	Tax	Price	Total	Tax Group
÷	89G			89 Midgrade Ga	Gallon	0.00	1,000.00	5.00	0.00	2.000000	1,900.00	
+						0.00	0.00	0.00	0.00	0.000000	0.00	

The grid will also allow you to enter **miscellaneous items** that do not have an Inventory Item record. You can do this by not selecting an Item No and simply entering its Description, Shipped and Price, and other necessary details.

0	Inser	t 🔍 View 😑	Remove	Get Previou	is Details 📑 Layou	t - Y Hilter	Records (F3)						
		Item No	Contract	Contract	Description	UOM	Ordered	Shipped	Discount	Tax	Price	Total	Tax Group
+		89G			89 Midgrade Ga	Gallon	0.00	1,000.00	5.00	0.00	2.000000	1,900.00	
+					sample misc item		0.00	150.00	0.00	0.00	1.550000	232.50	
+							0.00	0.00	0.00	0.00	0.000000	0.00	

5. Click Save button. Notice that the Invoice No field will be filled in with a unique and a system generated number.

You can skip saving the record if the transaction is to be posted right away since it will be saved automatically.



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The following are the steps in creating a Credit Memo.

- 1. Open the Sales | Credit Memos menu. If there is no existing record yet, this will open a new Credit Memo screen.
- In the search grid, click the New toolbar button to open a new screen. You will notice that some of the fields, like the Invoice Type, Location, In voice Date, Post Date, Currency, and Ship Date, are already populated by default.
- 3. Enter the header details as needed. Refer to Credit Memo | Field Description | Header Details to help you in filling out the fields.
- 4. Enter the grid details as needed. Complete filling in the Item No, UOM, Ordered, Shipped, and other fields necessary to ensure they are appropriate for the customer's credit memo. Note that before selecting an Item No, you need to select a Location to filter the items per location.

Remove 🛛 🚟 Layout 👻 🍸	Filter Records (F3)							
Item No	Description	UOM	Ordered	Shipped	Discount	Tax	Price	Total
Bag	Inventory Type	Piece	0.00	1.00	3.00	0.00	22.00	21.34
			0.00	0.00	0.00	0.00	0.00	0.00

The grid will also allow you to enter miscellaneous items that do not have an Inventory Item record. You can do this by not selecting an Item No and simply entering its Description, Ordered, Shipped, and Price. Refer to Credit Memo | Field Description | Grid Details to help you in filling out the fields.

0	Remove 💾 Layout 🕶 💡	Filter Records (F3							
	Item No	Description	UOM	Ordered	Shipped	Discount	Tax	Price	Total
	Bag	Inventory Type	Piece	0.00	1.00	3.00	0.00	22.00	21.34
7		sample miscellaneous	item	0.00	2.00	0.00	0.00	16.00	32.00
				0.00	0.00	0.00	0.00	0.00	0.00

5. Click Save button. Notice that the Invoice No field will be filled in with a unique and a system generated number.

 Λ You can skip saving the record if the transaction is to be posted right away since it will be saved automatically.

Here is a sample Credit Memo.

	Dealers											2
vew Save Search	Delete Undo F		ost Recap	Close								
Details Attachments												
invoice Type:	Customer:	L	ocation:		Invoice Dat	e:	Post Date		Salesperson:	Curre	ncy:	Invoice No:
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US		US				Ship D	ate: 06	/30/2015		PO Number:		
18 Central St. Edison, OH, 43320		18 Cen Edison	itral St. , OH, 43320			Ship V	ia: UP	S Ground		 Terms: 	Due	28th of the Month
1010011/ 011/ 10020		Laibon	, 011, 10020						- In Condition			
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Item No Bag	Description Inventory Typ	pe	Piece			ed 0.00	Shipped 1.00 2.00	Discoun 3. 0.	t Tax .00 0.00 .00 0.00	Pr Subtotal:	22.00 16.00	2 3 53.34
Item No Bag	Description Inventory Typ	pe	Piece			ed 0.00	Shipped 1.00 2.00	Discoun 3. 0.	t Tax .00 0.00 .00 0.00	Pr Subtotal: Shipping:	22.00 16.00	2 3 53.34(0.000
Item No Bag	Description Inventory Typ	pe	Piece			ed 0.00	Shipped 1.00 2.00	Discoun 3. 0.	t Tax .00 0.00 .00 0.00	Pr Subtotal:	22.00 16.00	2 3 53.34
Item No	Description Inventory Typ	pe	Piece			ed 0.00	Shipped 1.00 2.00	Discoun 3. 0.	t Tax .00 0.00 .00 0.00	Pr Subtotal: Shipping: Tax:	22.00 16.00	2 3 53.34(0.00(0.00(

The following are the steps in creating and posting a Credit Memo.

- Open the Accounts Receivable > Activities > Credit Memo menu. If there is no existing record yet, this will open a new Credit Memo screen and then proceed to step 3. If there are existing record, this will open the Search Credit Memo. If the search screen is displayed, proceed to step 2.
- If the Search screen is displayed, click the New toolbar button to open a new screen. You will notice that some of the fields, like the Invoice Type, Location, Invoice Date, Post Date, Currency, and Ship Date, are already populated by default.
- 3. Enter the header details. A list of the Details tab > Header fields is listed in Credit Memo.
- 4. Enter the grid details. Complete filling in the Location, Item No, UOM, Ordered, Shipped, and other fields necessary to ensure they are
- appropriate for the customer's credit memo. Note that before selecting an Item No, you need to select a **Location** to filter the items per location.

-	The Theory	13 (13)						
	Location	Item No	Description	UOM	Ordered	Shipped	Price	Total
	01	SWITCH	On/Off Light Kit Switch F	EACH	1.00	1.00	20.92	20.92

The grid will also allow you to enter miscellaneous items that do not have an Inventory Item record. You can do this by not selecting an Item No and simply entering its Location, Description, Ordered, Shipped, and Price. A list of the **Details tab > Grid Details** is listed in Credit Memo.

Remove 💡 Filter Record	is (F3)						
Location	Item No	Description	UOM	Ordered	Shipped	Price	Total
01	SWITCH	On/Off Light Kit Switch F	EACH	1.00	1.00	20.92	20.92
01		Sample Miscellaneous Item		10.00	10.00	3.15	31.50

5. Click Save button. Notice that the Invoice Number field will be filled in with a unique and a system generated number.

A You can skip saving the record if the transaction is to be posted right away since it will be saved automatically.

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ill To US Attn	o: 1: Carla Brow		Ship To: PH Attn: Amaya Cas	stro	Ship Date:	02/27/20			umber: I		
18 C	Central St.		Paseo de Roxas	St.	Ship Via:	UPS Grou	nd 💙	Term	is:	5% 5 NET 30	~
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Ediso	on, OH, 433	20	Makati, NCR, 122	27	Comments:	This is a s	ample Credit M	lemo c	omment		
(Remove 💎	Filter Records (F3)	×			This is a s					
9 F	Remove 💡	Filter Records (F3)	×	Description	UOM	This is a s	ample Credit M Orde		Shipped	Price	Total
 	Remove 💡	Filter Records (F3)	×	Description On/Off Light Kit Swit	UOM	This is a s	Orde	ered 1.00	Shipped 1.00	20.92	20.92
F	Remove 💡	Filter Records (F3)	×	Description	UOM	This is a s	Orde	ered	Shipped	20.92	
 	Remove 💡	Filter Records (F3)	×	Description On/Off Light Kit Swit	UOM	This is a s	Orde	ered 1.00	Shipped 1.00	20.92	20.92
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F	Remove 💡	Filter Records (F3)	×	Description On/Off Light Kit Swit	UOM	This is a s	Orde	ered 1.00 10.00	Shipped 1.00 10.00	20.92	20.92 31.50
F	Remove 💡	Filter Records (F3)	×	Description On/Off Light Kit Swit	UOM	This is a s	Orde	rred 1.00 10.00 Subto Shippi Tax:	Shipped 1.00 10.00	20.92	20.92 31.50 52.42
F	Remove 💡	Filter Records (F3)	×	Description On/Off Light Kit Swit	UOM	This is a s	Orde	rred 1.00 10.00 Subto Shippi	Shipped 1.00 10.00	20.92	20.92 31.50 52.42 0.00