

How to Create Debit Memos

Here are the steps on how to create Debit Memos:

1. From the **Main Menu**, expand **Purchasing** and then click **Vouchers** to open **Search Vouchers**.
2. Click **New** toolbar button to open blank Voucher screen.
3. The following fields were automatically populated:
 - a. **Transaction Type** - will default to Voucher
 - b. **Invoice Date** - will default to today's date
 - c. **Post Date** - will default to today's date
 - d. **Due Date** - will default to today's date
 - e. **Ship To** - will show the default Location set for the user that is currently logged in. Address is displayed on the **Ship To Address** field below the grid.
 - f. **Ordered By** - will default to the user that is currently logged in
 - g. **AP Account** - will default to the AP Account set for the default Company Location.
 - h. **Currency** - will default to the currency set in Company Preference > Settings screen
 - i. **Withheld Amount** - will default to 0.00

The screenshot shows the 'Voucher' form with the following pre-populated fields:

- Type: Voucher
- Invoice No: (blank)
- Invoice Date: 05/03/2016
- Post Date: 05/03/2016
- Due Date: 05/03/2016
- Reference: (blank)
- Ship From: 0001 - Fort Wayne
- Ship To: 0001 - Fort Wayne
- Location: 0001 - Fort Wayne
- Pay To: (blank)
- AP Account: 20000-0001-000
- Withheld Amount: 0.00
- Currency: USD
- Ordered By: irelyadmin

The bottom right corner shows a summary table:

Subtotal:	0.00
Shipping:	0.00
Tax:	0.00
Total:	0.00
Amount Paid:	0.00
Amount Due:	0.00

4. Select **Debit Memo** type.

The screenshot shows the 'Debit Memo' form with the following fields:

- Type: Debit Memo (highlighted with a red box)
- Vendor: (blank)
- Invoice No: (blank)
- Invoice Date: 05/03/2016
- Recur: ☐

5. Click **Vendor** combo box button and select Vendor from the combo box list. Name of the selected vendor will be displayed.
6. After selecting Vendor: **Terms**, **Contact**, and **Ship From**, and **Ship From Address** fields will be automatically populated by the details entered in Vendor screen.
7. **Due Date** field will update based on the terms assigned for the selected vendor and on the Invoice Date selected but still can be changed manually if necessary.
8. Enter other details on header fields. For combo box fields, selecting different value is allowed if necessary.

9. Add details on field.

The screenshot shows a 'Debit Memo - Cracked Mug' form. The top section contains various fields for vendor information, invoice details, and shipping information. Below this is a table with one line item: 'Others' with a quantity of 1 and a cost of 1,000.00. At the bottom, there is a summary section with fields for Subtotal (1,000.00), Shipping (0.00), Tax (0.00), Total (1,000.00), Amount Paid (0.00), and Amount Due (1,000.00).

10. At the bottom of the screen is the **Subtotal** field that displays the total before sales tax of all the line items entered in the grid.
11. The **Shipping** field can be used to enter shipping costs for the transaction.
12. The **Tax** field will display the calculated tax of all the details added on the grid.
13. The **Total** field will display the added amount of the **Subtotal**, **Freight** and **Tax** fields.

Subtotal:	1,000.00
Shipping:	0.00
Tax:	0.00
Total:	1,000.00
Amount Paid:	0.00
Amount Due:	1,000.00

14. Click **Save** button. **Voucher No** field will now be filled in with a unique, system-generated ID automatically.



You can skip saving the record if you're going to create payment right away. Record will be saved automatically and processed to payment when Pay button is clicked.