

# How to Apply Debit Memos on Vouchers

There are 3 ways on how to apply prepayments on vouchers.

- via Vouchers
- via Pay Vouchers
- via Pay Voucher Details

## Via Voucher

1. After created Debit Memo is posted, create **Voucher** for the same vendor.
2. Navigate to **Prepaid and Debit memos** tab.
3. Posted Debit Memos will now be displayed on the grid.
4. Select the debit memo you wish to apply and amount will be applied automatically.

Record No.	Prepay Type	Contract	Item No.	Description	Total	Billed Amount	Line applied	Amount Applied	To Pay	Apply
DM-4					1,000.00	1,750.00		1,000.00	0.00	<input checked="" type="checkbox"/>

5. Navigate back to **Details** tab. Debit Memo amount will be displayed in the **Amount Paid** field. This amount will be deducted to the voucher total.

Details

Type: Voucher

Vendor: Cracked Mug

Invoice No: INV-005

Invoice Date: 05/03/2016

Check Comments:

Post Date: 05/03/2016

Terms: Due on Receipt

Due Date: 05/03/2016

Reference: 05/03/2016

Ship Via: Truck

Contact: Cracked Mug

Ship From: Cracked Mug

Ship To: 0001 - Fort Wayne

Location: 0001 - Fort Wayne

Pay To: Cracked Mug

Voucher No: BL-86

AP Account: 20000-0001-000

Withheld Amount: 0.00

Currency: USD

Ordered By: irelyadmin

Contract	Item No.	Description	Misc Description	UOM	Ordered	Billed	Sub Currency	Exchange Ra	Cost	Cost UOM	Gross/Net UOM	Net Weight	Discount	Tax	Total	Account
		Test			1	1		0.00	1,750.00				0.00	0%	0.00	1,750.00 \$5100

Ship From: 123 Main Ave  
Indianapolis, IN 46206  
United States

Ship To: 4342 Flagstaff Cove  
Fort Wayne, IN 46815  
United States

Approval

Require Approval: ☐ Status:

Approval Notes:

Subtotal: 1,750.00

Shipping: 0.00

Tax: 0.00

Total: 1,750.00

Amount Paid: 1,000.00

Amount Due: 750.00

6. This is now ready for posting.

## Via Pay Vouchers

1. After creating vouchers and credit memos, open **Pay Vouchers** screen.
2. Select voucher/s and debit memos from the grid.
  - a. If total amount of selected voucher and debit memo for a single vendor is equal to **0.00**, select **Debit Memos and Payments** as payment method before posting the transaction.

Pay Vouchers

Undo Print Post Process Payment Select Due Date Rebuild Export Close

Date Paid: 05/03/2016 Bank Account: Chase Bank - Indiana Balance: -2,363,365.1 Payment Method: Debit memos and Payments

Vendor ID	Company	Due Date	Voucher No.	Vendor Voucher No.	Terms	Voucher Total	Discount	Interest	Amount Due	Payment	Withheld	Payment Method	Reference	Payment Info
CRACKEDM...	Cracked Mug	04/28/201...	VPRE-2	INV#1234	Due on Receipt	-1,000.00	0.00	0.00	-1,000.00	0.00	0.00			
CRACKEDM...	Cracked Mug	04/28/201...	BL-65		Due on Receipt	200.00	0.00	0.00	200.00	0.00	0.00			
CRACKEDM...	Cracked Mug	05/02/201...	BL-75	adsad	Due on Receipt	12,000.00	0.00	0.00	9,000.00	0.00	0.00			
CRACKEDM...	Cracked Mug	05/02/201...	VPRE-10	adessa	Due on Receipt	-12,000.00	0.00	0.00	-12,000.00	0.00	0.00			
CRACKEDM...	Cracked Mug	05/02/201...	VPRE-11	352524	Due on Receipt	-15,000.00	0.00	0.00	-15,000.00	0.00	0.00			
CRACKEDM...	Cracked Mug	05/03/201...	DM-4		Due on Receipt	-1,000.00	0.00	0.00	-1,000.00	-1,000.00	0.00			
CRACKEDM...	Cracked Mug	05/03/201...	BL-87	INV-006	Due on Receipt	1,750.00	0.00	0.00	1,750.00	0.00	0.00			
CRACKEDM...	Cracked Mug	05/03/201...	BL-88	0007	Due on Receipt	1,000.00	0.00	0.00	1,000.00	1,000.00	0.00			
						-44,773.40	0.00	0.00	-68,783.40	0.00				

- b. If total amount of selected voucher and debit memo for a single vendor is a **positive** amount, select any of the payment method other than Debit Memos and Payments.

**Pay Vouchers**

Undo Print Post Process Payment Select Due Date Rebuild Export + Close

Date Paid: 05/03/2016 Bank Account: Chase Bank - Indiana Balance: -2,363,365.1 Payment Method: Check

Vendor ID	Company	Due Date	Voucher No.	Vendor Voucher No.	Terms	Voucher Total	Discount	Interest	Amount Due	Payment	Withheld	Payment Method	Reference	Memo
CRACKEDM...	Cracked Mug	04/28/201...	VPRE-2	INV#1234	Due on Receipt	-1,000.00	0.00	0.00	-1,000.00	0.00	0.00			
✓ CRACKEDM...	Cracked Mug	05/03/201...	DM-4		Due on Receipt	-1,000.00	0.00	0.00	-1,000.00	-1,000.00	0.00			
✓ CRACKEDM...	Cracked Mug	05/03/201...	BL-87	INV-006	Due on Receipt	1,750.00	0.00	0.00	1,750.00	1,750.00	0.00			
✓ CRACKEDM...	Cracked Mug	05/03/201...	BL-88	0007	Due on Receipt	1,000.00	0.00	0.00	1,000.00	0.00	0.00			
						-44,773.40	0.00	0.00	-68,783.40	750.00				

Ready

3. This is now ready for posting.

4. In case, total amount of selected voucher and debit memo for a single vendor is a **negative** amount, this transaction is not allowed to be posted.

**Pay Vouchers**

Undo Print Post Process Payment Select Due Date Rebuild Export + Close

Date Paid: 05/03/2016 Bank Account: Chase Bank - Indiana Balance: -2,363,365.1 Payment Method: Check

Vendor ID	Company	Due Date	Voucher No.	Vendor Voucher No.	Terms	Voucher Total	Discount	Interest	Amount Due	Payment	Withheld	Payment Method	Reference	Memo
CRACKEDM...	Cracked Mug	04/28/201...	VPRE-2	INV#1234	Due on Receipt	-1,000.00	0.00	0.00	-1,000.00	0.00	0.00			
CRACKEDM...	Cracked Mug	04/28/201...	VPRE-3		Due on Receipt	-8,000.00	0.00	0.00	-8,000.00	0.00	0.00			
0001005004	Apple Spice Sal...	05/28/201...	BL-42	1	Net 30	10.00	0.00	0.00	10.00	0.00	0.00			
0001005004	Apple Spice Sal...	05/28/201...	BL-46	2	Net 30	10.00	0.00	0.00	10.00	0.00	0.00			
0001005004	Apple Spice Sal...	05/28/201...	BL-50	3	Net 30	10.00	0.00	0.00	10.00	0.00	0.00			
CGITERR5	CC Jitters	05/13/201...	BL-54	1234	Net 15	21.60	0.00	0.00	21.60	0.00	0.00			
✓ CRACKEDM...	Cracked Mug	04/28/201...	BL-65	BL-65	Due on Receipt	200.00	0.00	0.00	200.00	200.00	0.00			
✓ CRACKEDM...	Cracked Mug	05/03/201...	DM-4		Due on Receipt	-1,000.00	0.00	0.00	-1,000.00	-1,000.00	0.00			
✓ CRACKEDM...	Cracked Mug	05/03/201...	BL-87	INV-006	Due on Receipt	1,750.00	0.00	0.00	1,750.00	0.00	0.00			
✓ CRACKEDM...	Cracked Mug	05/03/201...	BL-88	0007	Due on Receipt	1,000.00	0.00	0.00	1,000.00	0.00	0.00			
						-44,773.40	0.00	0.00	-68,783.40	-800.00				

Batch Posting Details

Close

Date Paid: 05/03/2016 Bank Account: Chase Bank - Indiana Balance: -2,363,365.1 Payment Method: Check

Record No. Description

PAV-55 Posting negative amount is not allowed.

Posted = 0 Failed = 1

Ready

## Via Pay Voucher Details

- After creating vouchers and debit memos, open **Pay Voucher Details** screen and select vendor.
- All vouchers and prepayments for the selected vendor will be displayed on the grid.
- Select vouchers and debit memos.
  - If total amount of selected voucher and debit memo for a single vendor is equal to **0.00**, select **Debit Memos and Payments** as payment method before posting the transaction.

**Pay Voucher Details - Cracked Mug**

New Save Search Delete Undo Process Payment Post Recap Close

Audit Log (0)

Vendor No: Cracked Mug Date Paid: 05/03/2016 Record No:

Bank Account: Chase Bank - Indiana Payment Method: Debit memos and Payments Currency: USD

Amount Paid: 0.00 Unapplied Amount: 0.00 Vendor Credit: 0.00

Bank Balance: -2,363,365.10 Check No: Withheld: 0.00

Notes:

Due Date	Record No.	Invoice No	Terms	Voucher Total	AP Account	Discount	Interest	Amount Due	Payment
✓ 05/03/2016	DM-4		Due on Receipt	-1,000.00	20000-0001-000	0.00	0.00	-1,000.00	-1,000.00
✓ 05/03/2016	BL-87	INV-006	Due on Receipt	1,750.00	20000-0001-000	0.00	0.00	1,750.00	0.00
✓ 05/03/2016	BL-88	0007	Due on Receipt	1,000.00	20000-0001-000	0.00	0.00	1,000.00	1,000.00
								-35,660.00	0.00

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- b. If total amount of selected voucher and debit memo for a single vendor is a **positive** amount, select any of the payment method other than Debit Memos and Payments.

Pay Voucher Details - Cracked Mug

New Save Search Delete Undo Process Payment Post Recap Close

Detail Audit Log (6)

Vendor No: Cracked Mug Date Paid: 05/03/2016 Record No: PAY-57

Bank Account: Chase Bank - Indiana Payment Method: Check Currency: USD

Amount Paid: 750.00 Unapplied Amount: 0.00 Vendor Credit: 0.00

Bank Balance: -2,363,365.10 Check No: Withheld: 0.00

Notes:

Layout Filter Records (F3)

Due Date	Record No.	Invoice No	Terms	Voucher Total	AP Account	Discount	Interest	Amount Due	Payment
05/03/2016	DM-4		Due on Receipt	-1,000.00	20000-0001-000	0.00	0.00	-1,000.00	-1,000.00
05/03/2016	BL-87	INV-006	Due on Receipt	1,750.00	20000-0001-000	0.00	0.00	0.00	1,750.00

-1,000.00 750.00

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4. This is now ready for posting.

5. In case, total amount of selected voucher and debit memo for a single vendor is a **negative** amount, this transaction is not allowed to be posted.

Pay Voucher Details - Cracked Mug

New Save Search Delete Undo Process Payment Post Recap Close

Detail Audit Log (1)

Vendor No: Cracked Mug Date Paid: 05/03/2016 Record No: PAY-61

Bank Account: Chase Bank - Indiana Payment Method: Check Currency: USD

Amount Paid: -910.00 Unapplied Amount: 0.00 Vendor Credit: 0.00

Bank Balance: -2,363,365.10 Check No: Withheld: 0.00

Notes:

Layout Filter Records (F3)

Due Date	Record No.	Invoice No	Terms	Voucher Total	AP Account	Discount	Interest	Amount Due	Payment
04/28/2016	VPRE-2			90		0.00	0.00	1,000.00	0.00
04/28/2016	VPRE-3			90		0.00	0.00	9,000.00	0.00
04/28/2016	BL-65			90		0.00	0.00	200.00	0.00
05/02/2016	VPRE-5			90		0.00	0.00	500.00	0.00
05/02/2016	VPRE-6			90		0.00	0.00	100.00	0.00
05/02/2016	BL-71			90		0.00	0.00	90.00	90.00
05/03/2016	DM-4			90		0.00	0.00	-1,000.00	-1,000.00
05/03/2016	BL-87			90		0.00	0.00	1,750.00	0.00
05/03/2016	BL-88			90		0.00	0.00	1,000.00	0.00

-35,660.00 -910.00

OK

Posting negative amount is not allowed.

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