

# How to Create Debit Memo Type Invoice

**Debit Memo** type invoice is typically used for transactions that are not impacting inventory. This will allow you to create a sales document tracked to a specific item that will not impact inventory but will track against Accounts Receivable.

Here are the steps in creating a Debit Type invoice.

1. Open the **Sales | Invoices** menu. If there is no existing record yet, this will open a new Invoice screen. If not, click the **New** button to open a new Invoice screen.  
Some of the fields, like the **Source**, **Type**, **Invoice Date**, **Post Date**, **Location**, **Ship Date**, **Account**, **Deliver/Pickup**, **Currency**, and **Accrual** are already populated by default.
2. 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. Set the **Type** to **Debit Memo**. The **Sales Account** column will be displayed on the grid.
  - c. Select a **Customer**.
  - d. Select a different **Location**, **Bill To**, **Ship To**, **Terms**, and **Currency** if needed. But don't leave these fields blank.
  - e. Enter other details that you see necessary. Refer to [Invoice | Field Description | Header Details](#) to help you in filling out the fields.
3. Add details on grid. Refer to [Invoice | Field Description | Grid Details](#) to help you in filling out the fields. Note that **Sales Account** and **UOM** is a required detail.
  - a. Select a **Sales Account**. This account will be used as the line item of the item.
  - b. If you are to use an inventory item, complete filling in the **Item No**, **Shipped**, **UOM**, **Price** and other fields necessary to ensure they are appropriate for the customer's invoice.
  - c. 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.
4. **Save** the record. 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.

Here is a sample debit memo type invoice.

**Debit Memo - ABC Reseller**

New Save Search Delete Undo Print Add Shipment Email Duplicate Post Recap Recurring Close

Details Prepays and Credit Memos Instructions Payments (0) Attachments (0) Audit Log (2) Comments (0)

Source: Standard Recurring: Location: 0001 - Fort Wayne PO Number: Invoice No: SI-466

Type: Debit Memo Bill To: ABC Reseller Freight Term: Deliver/Pickup: Pickup Split:

Customer: ABC Reseller Ship To: ABC Reseller Ship Date: 7/4/2016 Salesperson: Jared Smith

Invoice Date: 7/4/2016 Ship Via: UPS Account: 12000-0000-000 Currency: USD Accrual: 1

Post Date: 7/4/2016 Terms: 5% 5 Due Date: 8/3/2016 Comments:

Insert	Open	Remove	Add Recipe	Get Previous Details	Layout	Filter Records (F3)								
Sales Account	Item No.	Contract No.	Sequence	Description	Ordered	Order UOM	Shipped	UOM	Discount %	Tax	Sub Curr	Price	Total	Tax Group
<input type="checkbox"/>	40103-0001...	87G		87 Unleaded Ga...	0.00	1.00		Gallon	0.00%	0.23		1.850000	1.85	IN SST
<input type="checkbox"/>	40107-0001...			misc item	0.00	1.00			0.00%	0.00		2.000000	2.00	
<input type="checkbox"/>					0.00	0.00			0.00%	0.00		0.000000	0.00	

Bill To: ABC Reseller  
Somewhere St.  
Indianapolis, IN, 46204 United States

Ship To: ABC Reseller  
Somewhere St.  
Indianapolis, IN, 46204 United States

Item: On Hand: On Order (PO):  
Committed: Back Order:

Subtotal: 3.85  
Shipping: 0.00  
Tax: 0.23  
Total: 4.08  
Amount Received: 0.00  
Amount Due: 4.08

Page 1 of 1

Let us view the GL entries when this invoice is posted. Click the Recap button. Take note of the impacted accounts.

**Recap Transaction**

Post Close

Date: 7/4/2016 Description: Currency: USD Rate:

Layout	Filter Records (F3)						
Batch ID	Post Date	Transaction ID	Account ID	Description	Account Group	Debit	Credit
1 BATCH-1363	7/4/2016	SI-466	12000-0000-000	Accounts Receivable	Receivables	4.08	0.00
2 BATCH-1363	7/4/2016	SI-466	40107-0001-000	Other Charge	Sales	0.00	2.00
3 BATCH-1363	7/4/2016	SI-466	40103-0001-000	Inventory Item	Sales	0.00	1.85
4 BATCH-1363	7/4/2016	SI-466	13500-0001-000	Prepaid Taxes	Other Assets	0.00	0.17
5 BATCH-1363	7/4/2016	SI-466	13500-0001-000	Prepaid Taxes	Other Assets	0.00	0.06

Ready

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  - Select a **Sales Account**. This account will be used as the sales account of the line item.
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