

How to Create Credit Memo without 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.
4. Unchecked the **Inventory Impact** checkbox button displayed below the Item Information area at the bottom portion of the screen. It is checked by default.
5. 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.
6. 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.

+ Insert 🔍 Open ✕ Remove ➕ Add Recipe 📄 Get Previous Details ⚙ Layout 🔍 Filter Records (F3)																🔍 📄	
	<input type="checkbox"/> Item No.	Contract No.	Sequence	Description	Ordered	Order UOM	Shipped	UOM	Discount %	Tax	Sub Curr	Price	Total	Tax Group	Weight UOM		
<input checked="" type="checkbox"/>	<input type="checkbox"/> 87G			87 Unleaded Ga...	0.00		10.00	Gallon	0.00%	0.00	<input type="checkbox"/>	1.850000	18.50	IN SST			
<input checked="" type="checkbox"/>	<input type="checkbox"/>				0.00		0.00		0.00%	0.00	<input type="checkbox"/>	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..

+ Insert 🔍 Open ✕ Remove ➕ Add Recipe 📄 Get Previous Details ⚙ Layout 🔍 Filter Records (F3)															F3 F2	
<input type="checkbox"/>	Item No.	Contract No	Sequence	Description	Ordered	Order UOM	Shipped	UOM	Discount %	Tax	Sub Curr	Price	Total	Tax Group	Weight UOM	
<input checked="" type="checkbox"/>	87G			87 Unleaded Ga...	0.00		10.00	Gallon	0.00%	0.00	<input type="checkbox"/>	1.850000	18.50	IN SST		
<input checked="" type="checkbox"/>				misc item	0.00		20.00		0.00%	0.00	<input type="checkbox"/>	0.550000	11.00			
<input type="checkbox"/>					0.00		0.00		0.00%	0.00	<input type="checkbox"/>	0.000000	0.00			

7. 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.

Here is a sample record.

Credit 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 (8) Comments (0)

Source: Standard Recurring: ☐ Location: 0001 - Fort Wayne PO Number: Invoice No: SI-470

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

Customer: ABC Reseller Ship To: ABC Reseller Ship Date: 7/5/2016 Salesperson: Jared Smith

Invoice Date: 7/5/2016 Ship Via: UPS Account: 12000-0000-000 Currency: USD Accrual: 1

Post Date: 7/5/2016 Terms: 5% 5 Due Date: 8/4/2016 Comments: Sample Credit Memo

+ Insert Open X Remove Add Recipe Get Previous Details Layout Filter Records (F3)

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

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

Item: D2D - #2 Dyed Diesel

On Hand: 4,995.00 On Order (PO): 5.00

Committed: 0.00 Back Order: 0.00

Subtotal: 29.50

Shipping: 0.00

Tax: 0.00

Total: 29.50

Amount Received: 0.00

Amount Due: 29.50

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

Inventory Impact: ☐

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Let us view the GL entries when this record is posted. Click the Recap button. Take note of the impacted accounts - there is no entry for inventory related accounts.

Recap Transaction

Post Close

Details

Date: 7/5/2016 Description: Sample Credit Memo Currency: USD Rate:

Layout Filter Records (F3)

Batch ID	Post Date	Transaction ID	Account ID	Description	Account Group	Debit	Credit
1 BATCH-1366	7/5/2016	SI-470	12000-0000-000	Accounts Receivable	Receivables	0.00	29.50
2 BATCH-1366	7/5/2016	SI-470	40510-0001-000	Service Charge-Fort Wayne-Admin	Sales	11.00	0.00
3 BATCH-1366	7/5/2016	SI-470	40010-0001-006	Sales -Taxable	Sales	18.50	0.00

Ready

Related Topics

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