

# Create Bank Deposit for Payments Received - Credit Memo without Inventory Impact is selected

The following will show you how to make a Credit Memo without Inventory Impact, select that Credit Memo in Receive Payments and then make a Bank Deposit via Undeposited Fund.

1. Create a **Credit Memo** without Inventory Impact.
  - a. Sales > Activities > Invoices
  - b. Click **New** to open new Invoice screen.
  - c. In the header,
    - i. Set **Type** field to **Credit Memo**.
    - ii. Select customer in the **Customer** field
  - d. In the grid area,
    - i. Select an item to return in the **Item No.** field
    - ii. Type in qty to be returned in the **Shipped** field, ex. 20.00
  - e. Since this is a credit memo without Inventory Impact, uncheck Inventory Impact checkbox. This means that posting this transaction will not impact Inventory and COGS account.
  - f. Click **Post**.

**Credit Memo - Apple Spice Sales**

Source: Standard | Recurring: ☐ | Location: 0001-Fort Wayne | PO No: | Invoice No: |

Type: Credit Memo | Bill To: Apple Spice Sales | Freight Term: FOB | Split: |

Customer: Apple Spice Sales | Ship To: Apple Spice Sales | Ship Date: 11/21/2018 | Currency: USD | Accrual: 1 |

Book: | SubBook: | Ship Via: | Salesperson: | Applicator: |

Invoice Date: 11/21/2018 | Contact: Tom Green | Account: 12013-0001-004 | Comments: |

Post Date: 11/21/2018 | ICT: ☐

Item No.	Contract No.	Sequence	Description*	Customer Storage	Ordered	Order UOM	Shipped	UOM	Discount %	Tax	Currency Unit	Price	Total	Tax G
CORN			CORN		0.00		20	Bushels	0.00%	0.00	USD	4.700	94.000	

Inventory Impact: ☐

Subtotal: 94.000  
Tax: 0.000  
Total: 94.000  
Amount Received: 0.000  
Amount Due: 94.000

- i. GL entries for Credit Memo are as follows.

Account ID	Description	Account Group	Debit	Credit	Debit Unit	Credit Unit
Posted: 11/21/2018 4:05:07 AM						
12013-0001-004	Accounts Receivable-Fort Wayne-Petro	Receivables	0.000	94.000	0.0000	20.0000
40010-0001-001	Sales-Taxable - Fort Wayne - Grains	Sales	94.000	0.000	20.0000	0.0000

2. Select Credit Memo in **Receive Payments** screen
  - a. Sales > Activities > Receive Payments
  - b. Click **New** to open new Receive Payments screen.
  - c. In Details tab > header,
    - i. Select customer in the **Customer** field
    - ii. Select payment method in the **Payment Method** field, ex. Cash.
  - d. In the grid area,
    - i. Select the Credit Memo transaction created in Step 1

e. Click **Post**.

Location	Discount Date	Due Date	Invoice No.	Scale T	Custom	Terms	Invoice Total	Discount Availa	Discount Taken	Interest	Amount Due	Payment
0001-Fort W...		12/21/2018	SI-697			Net ...	-94.00	0.00	0.00	0.000	0.00	-94.000

i. GL entries for Receive Payments are as follows:

Account ID	Description	Account Group	Debit	Credit	Debit Unit	Credit Unit
Posted: 11/21/2018 4:16:01 AM						
10500-0000-000	Undeposited Funds - Home office - Admin	Asset	0.000	94.000	0.0000	0.0000
12013-0001-004	Accounts Receivable-Fort Wayne-Petro	Receivables	94.000	0.000	0.0000	0.0000



**Note:**

Credit Memo already selected in Receive Payments, whether posted or not yet posted, can't be processed anymore to Cash Refund.

3. Make a deposit for the Receive Payments where credit memo is selected.

- Cash Management > Activities > Bank Deposits
- Click **New** to open new Bank Deposit screen.
- Click **Undeposited**, and look for the Receive Payment transaction.
- Select that transaction and click **OK**.

Date	Name	Record No	Payment Method	Card Type	Batch Id	Amount	Location	Entered By
11/21/2018	Apple Spice Sales	RCV-210	Prepay		BATCH-8603	100.00	0001-Fort Way...	IRELY A...
11/21/2018	Apple Spice Sales	SI-695				100.00	0001-Fort Way...	IRELY A...
11/21/2018	Apple Spice Sales	RCV-212	Cash		BATCH-8613	-94.00	0001-Fort Way...	IRELY A...
11/21/2018	Apple Spice Sales	SI-696				100.00	0001-Fort Way...	IRELY A...

e. Click **Post**.

Date	GL Account	Description	Record No	Payment Method	Card Type	Name	Amount
11/21/2018	10500-0000-000	Undeposited Funds - Home office - Admin	RCV-212	Cash		Apple Spice Sa...	-94.000

i. GL entries for Bank Deposit via Undeposited Funds.

Account ID	Description	Reference	Account Group	Debit	Credit	Debit Unit	Credit Unit
10004-0000-000	Three Rivers - Operating - Grain - Home o...		Cash Accounts	0.00	94.00	0.0000	0.0000
10500-0000-000	Undeposited Funds - Home office - Admin	0001005004	Asset	94.00	0.00	0.0000	0.0000

Here is the Credit Memo already selected in Receive Payments and Deposited.

Credit Memo - Apple Spice Sales

NewSaveSearchUndoPrintAdd ShipmentAdd OrdersEmailDuplicateProcess RefundUnpostRecurringClose

DetailsPrepays and Credit MemosInstructionsUnpost PreviewPost HistoryPaymentsAttachmentsAudit LogActivitiesApproval

SourceStandardRecurringLocation0001-Fort WaynePO NoInvoice NoSI-697

TypeCredit MemoBill ToApple Spice SalesFreight TermFOBSplit

CustomerApple Spice SalesShip ToApple Spice SalesShip Date11/21/2018CurrencyUSDAccrual1

BookSubBookShip ViaSalespersonApplicator

Invoice Date11/21/2018ContactTom GreenAccount12013-0001-004Comments

Post Date11/21/2018ICT

+ InsertOpenTax DetailsBundle DetailsQualityX RemoveAdd RecipeSubstituteGet Previous DetailsPricingConditionsExportViewFilter (F3)

reference	Item No.	Description*	Customer Storage	Ordered	Order UOM	Shipped	UOM	Discount %	Tax	Currency Unit	Price	Total	Tax Group	Vendor Buy
	CORN	CORN		0.00		20.00	Bushels	0.00%	0.00	USD	4.700	94.000	Checkoff	
				0.00		0.00		0.00%	0.00		0.000	0.000		

Bill ToApple Spice Sales16125 Alta DriveFort Wayne, IN, 46803United States

Ship ToApple Spice Sales16125 Alta DriveFort Wayne, IN, 46803United States

ItemOn HandOn Order (PO)Back Order

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TermsNet 30Due Date12/21/2018

Disc. Available0.000Disc. Taken0.000

Inventory ImpactLine of Business

Subtotal94.000Tax0.000Total94.000Amount Received94.000Amount Due0.000

?5.67%Posted/Paid1 of 1Refresh