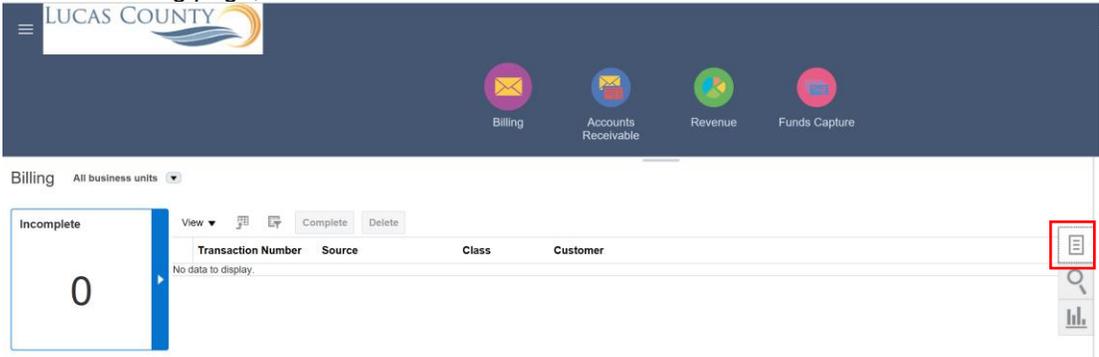


Enter Credit Transaction

Audience: Accounts Receivable Specialist

Purpose: The Accounts Receivable Department has a need to create Credit Memos against existing transactions. This job aid highlights the steps on how to do that.

Step	Action
1	<p>From the Home page, navigate to Receivables > Billing.</p> 
2	<p>From the Billing page, click the Task menu button.</p>  <p>From the list, click on Credit Transaction.</p> 
3	<p>Search for and select the Original Bill to be credited. Enter search criteria using dropdowns and manual entry, then click the Search button. From the Search results, select the</p>

transaction, and click the **OK** button.

Search and Select: Original Transaction Number

Search

** Transaction Source

** Transaction Number

** Transaction Date

Currency

** Bill-to Customer

Entered Amount

Search

Transaction Number	Transaction Source	Bill-to Customer	Entered Amount	Transaction Date	Currency
No rows to display					

In the Credit Transaction page, the original transaction is displayed, along with Credit memo fields. You can make changes to the following fields: Customer Reference, Reference, Comments, Transaction Date, Accounting Date, Credit Reason and Special Instructions.

In the Transaction Amounts Section, you can choose to credit the entire balance or credit lines. Clicking on **Credit Entire Balance** automatically fills out the Line Amounts, Tax and Freight. Clicking on **Credit Lines** takes you to the Credit Percentage Field for the line. You can either fill out the percentage field or amount field.

LUCAS COUNTY

Credit Transaction

USD - US Dollar

Original Transaction

Business Unit: Lucas County Customer Account: 1001230 Customer: Toledo Public Schools

Original Amount: 3.00 Activity: 0.00 Current Balance: 3.00

Credit Memo

* Transaction Source: Customer Reference:

* Transaction Type: Reference:

Transaction Number: 14001 Attachments: None

Document Number:

Transaction Date: Notes:

* Accounting Date: Special Instructions:

Credit Reason:

Transaction Amounts

Automatically derive tax from lines

Section	Original Amount	Credit		Current Balance	Remaining Balance
		Credit Percentage	Amount		
Line	3.00	<input type="text"/>	<input type="text"/>	3.00	3.00
Tax	0.00	<input type="text"/>	<input type="text"/>	0.00	0.00
Freight	0.00	<input type="text"/>	<input type="text"/>	0.00	0.00
Total	3.00	0	0.00	3.00	3.00

Transaction Amounts

Credit Entire Balance
 Credit Lines
 Edit Distributions
 Automatically derive tax from lines

Section	Original Amount	Credit		Current Balance	Remaining Balance
		Credit Percentage	Amount		
Line	3.00	<input type="text"/>	<input type="text"/>	3.00	3.00
Tax	0.00	<input type="text"/>	<input type="text"/>	0.00	0.00
Freight	0.00	<input type="text"/>	<input type="text"/>	0.00	0.00
Total	3.00	0	0.00	3.00	3.00

Click on Save and Close button.



Save Save and Close Cancel

Credit Lines

Currency US Dollar

Credit Memo Lines

View Detach

Line Number	Item	Description	UOM	Quantity		Unit Price		Amount		
				Current	Credit	Original Amount	Adjusted	Current	* Credit	Remaining
No data to display.										
Total										

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