



CRAWFORD
SOFTWARE

AP Debit Memo Print

AP Debit Memo

- To create a debit memo: Click the Down Arrow next to the New button; select New Debit Memo.
- Navigate to the Header > Detail sheet. Notice the Debit Memo icon displays on this sheet. By default, the last supplier for whom you entered an invoice displays.
- If you need, change the supplier in the Supplier field. Use the Invoice field to identify the debit memo.
- Click the Invoice Date drop-down list to define the entry date for the invoice.
- The Apply Date field determines the fiscal period to which this debit memo posts.
- The company's default fiscal calendar determines the values displayed in the Fiscal Year and Period fields.
- Use the Ref Invoice to apply the debit memo against a specific invoice. Enter the total value.

AP Debit Memo Entry

The screenshot displays the 'AP Invoice Entry' window. At the top, the invoice number '123456' and currency 'USD (Doc)' are visible. The 'Header' tab is selected, and the 'Detail' sub-tab is active. The 'Invoice' section contains the following fields: Ref PO (0), Supplier (HASTINGS), Name (Hastings Tough Chrome, 333 Vocational Lane, Hastings MN 55145 USA), Invoice (123456), Document Type (Debit Memo), Invoice Date (6/18/2018), Apply Date (6/31/2018), Fiscal Year (2018), Period (5), Confirm Date, Description, Ref Invoice, Amount (20.00), Terms, and Due Date (6/18/2018). The 'Invoice Summary' section shows: Ready To Calculate (checkbox), Line Amounts (20.00), Header Misc Charges (0.00), Tax (0.00), Rounding (0.00), Less Pre-Payment (0.00), Total (20.00), and Variance (0.00). The 'Currency' section includes: Currency (United States Dollar), Rate Type (Main Rate Type), Exchange Rate (1.000000), and Lock (checkbox). The 'Prompt Payment Discount' section shows: Date, Fixed Amount (checkbox), and Amount (0.00). A 'Central Payment Link Information' section is partially visible at the bottom.

Enter

- AP Invoice Group
- Select the Supplier
- Enter Invoice Number
- Enter amount of Debit Memo

AP Debit Memo Line Entry

AP Invoice Entry

Group Summary Header **Lines**

Detail List Misc Charges GL Analysis Job Misc Detail Job Misc List Comments Tax Amortization USA

Line Number: 1

Receipt Information

Pack Slip/Line: 0 Part:

DS Pack Slip/Line: 0 Description:

Date: 6/18/2018 Supplier Part:

Received To: Our Quantity: 0.00

Purchase Point... Supplier Qty: 0

PO Information

PO/Line... 0 0 Rel... 0 Supplier Part:

Part: Our Quantity: 0.00

Description: Supplier Qty: 0.00 Unit Cost: 0.00

Received: 0.00 Cost Per: /1

Invoice Information

Line Type: Miscellaneous Billing Supplier Part... Ext Amount: 20.00

Part... shipping charge Supplier Qty: 0 EA Misc Charges: 0.00

Description... shipping charge in error Unit Cost: 0.00 Line Tax: 0.00

Tax Category: Cost Per: /1 SubTotal: 20.00

Tax Exempt: Ref Disc Amt: 0.00 Less Adv. Pay: 0.00

Purchase Code: Final Invoice: Total: 20.00

No Taxes Adjustment Value: 0.00

Deferred Expense

Defer: Scheduled Start Date:

Amortization Code: End Date: Original Ext Amount: 0.00

Enter

- AP Miscellaneous Line
- Part Description
- Enter amount of Debit Memo Line

AP Debit Memo Print

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Debit Memo

Epicor Education
12600 S Torrence Ave
Chicago IL 60633
USA

Invoice Number: 123456
Legal Number:
Invoice Date: 6/18/2018

Supplier: Hastings Tough Chrome 333 Vocational Lane Hastings MN 55145 USA	Terms: Due Date: 6/18/2018 Ref. Invoice Number: 123456 PO Number:
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Part No.	Description	Quantity	Price	Misc Charges	Total
shipping charge	shipping charge in error	0.00	0.00 /1	0.00	-20.00
Subtotal:					-20.00
Header Misc Charges:					0.00
Taxes:					0.00
Total:					\$ -20.00

Enter

- Actions
- Invoice
- Print Debit Memo

Thank You

This presentation was meant to be an introduction to Salvage part functionality in Epicor ERP. For more details on the functionality including examples, costing process, quantity calculations and more please contact Steve Burns - Steven.Burns@Crawford-Software.com

Don't forget to visit our web site for more Epicor ERP reference documents including:

- Business Process Procedures
- Tips and Tricks
- Webinar Recording
- How To Videos

<http://www.crawford-software.com/erp-resources-epicor/>



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