Credit Memo - BAR3700

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Credit Memos

Accounts Receivable > Maintenance > Credit Memos

> This page is used to apply credit memos to existing printed invoices with unpaid balances.

Retrieve an invoice:

Use the following fields to retrieve an existing invoice. If the invoice number is not known, click [Directory](#).

Field	Description
Invoice Number	Type the specific invoice number to be retrieved. If you type a partial invoice number (from one to five digits) and tab out of the field, the field is zero-filled to six digits. If alphanumeric values are entered, the field is not zero-filled. The field can be six characters.
Credit Memo Number	Type an alphanumeric credit memo number, hyphens are allowed. Leading zeros are not required. However, if the credit memo number is alphanumeric, the field is not zero-filled.

Click **Retrieve**. The invoice is displayed.

Apply a credit memo:

The following invoice fields are displayed and cannot be edited.

- **Invoice Nbr**
- **Requested By**
- **Customer Nbr**
- **Customer PO #**
- **Customer Name**
- **Reference**
- **Print Invoices**
- **Date Requested**
- **Invoice Status**
- **Due Date**
- **Attention**
- **Street Address**
- **City**
- **State/Zip**
- **Phone Number**

Under **Products**, a list of the services/products included in the invoice is displayed.

Product Type	The service or product type is displayed.

Description	The service or product description is displayed.
Quantity	The quantity of the ordered item is displayed.
Unit of Issue	The basic unit of issue.
Unit Price	The price per unit of issue for the item being requested is displayed.
Item Total	The item total amount is displayed. It is calculated by multiplying the quantity by the unit price.
Invoice Total	The invoice total is displayed. It is calculated by adding the item totals.

Under **Budget**:

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print	Click to print the report. Review the report.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.