



## **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
<b>Invoice Number</b>	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.
<b>Credit Memo Number</b>	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 following invoice details are displayed.

- **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**

### Apply a credit memo:


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

<b>Product Type</b>	The service or product type is displayed.
<b>Description</b>	The service or product description is displayed.
<b>Quantity</b>	The quantity of the ordered item is displayed.

<b>Unit of Issue</b>	The basic unit of issue.
<b>Unit Price</b>	The price per unit of issue for the item being requested is displayed.
<b>Item Total</b>	The item total amount is displayed. It is calculated by multiplying the quantity by the unit price.
<b>Invoice Total</b>	The invoice total is displayed. It is calculated by adding the item totals.

Under **Budget**:

### Other functions and features:

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