Corrections: Partially matching a credit note to an invoice (no purchase order)

This enables a credit note to be matched to selected lines of an invoice ensuring that the credit is coded back to the same account as the invoice. You cannot carry out this process if the invoice was matched to the purchase order.

**Pre-Requisite:** original invoice must have been Secondary Invoice Approved and not matched to an order.

a) Amend the Type to **Credit Memo**.

b) Complete the following fields:
   i. **Supplier, Site**
   ii. **Invoice date**
   iii. **Invoice number**
   iv. **Gross invoice amount** in negatives
   v. **VAT control amount** in negatives
   vi. **Description**

c) Change the **Match Action** field to **Invoice**.

d) Click on **Corrections** at the bottom of the screen to display the Find Documents screen.

e) Complete the **Invoice Number** field that you are matching the credit note to. If you are matching the credit note to the full invoice click **Find** or follow the Quick Match procedures.
f) As you are only matching the credit note to part of the original invoice, click on **Line Number**, and in the **List of Values** enter a %.

![Invoice Matching Screen]

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**Picture of Invoice Matching Screen**

- Enter % in the List of Values to limit matching.

- Click **Find** and all original invoice lines will display. Highlight the line you are crediting back and click **OK**.

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- Select the relevant line and enter in negatives the net **Credit Amount** figure.

![Invoice Matching Screen]

- Select the relevant line and enter in negatives the net **Credit Amount** figure.
k) Click **Correct**. If you have another line to credit back then you have to repeat the steps d) – k).

l) A series of messages will display: click **OK**.

m) The **Lines** tab will populate with the item line and relevant tax line. Update the **Description** for the tax line field to something more relevant.

n) Click **Actions 1 ....** To validate the credit note.

o) Click on **Holds** tab and check that it is awaiting secondary invoice approval.