



## ***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**.

Type	PO Number	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	VAT Amount	Tax Amount	Discountable Amount	Tax Control Amount	Description	GL Date	Payment Rate Date	Match Action
Credit Mem		BOOKS EXPF	60448	SAFFRON V	16-DEC-2013	CR 123	GBP	(60.00)	0.00*S		(50.00)	0.00	BOOK 1	16-DEC-2013	16-DEC-2013	Invoice

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

Find Documents for Correction (CAPSA LB: AP Invoice Manager) - Ca

Invoice Number

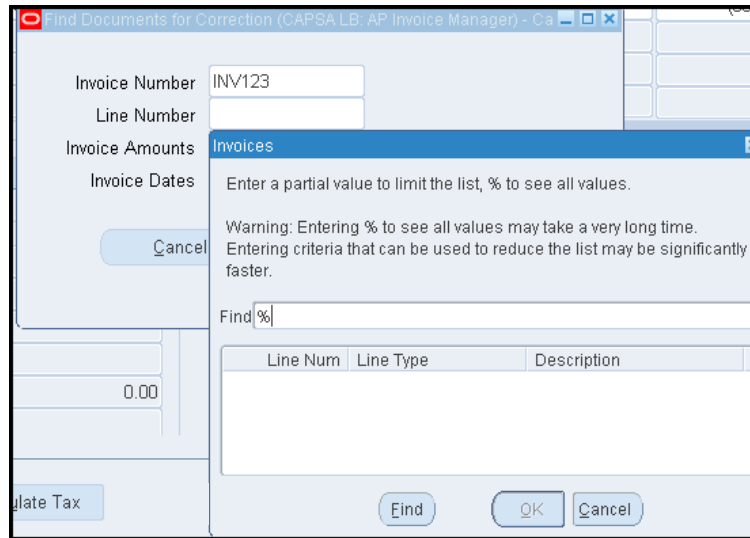
Line Number

Invoice Amounts  -

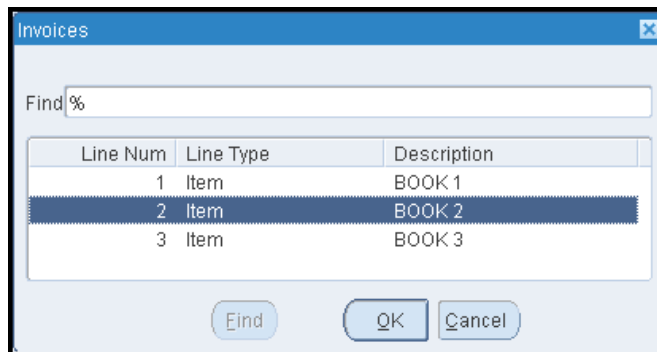
Invoice Dates  -

- 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 %.



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



- h) Click **Find**.
- i) The Invoice Lines Corrections screen will display.
- j) **Select** the relevant line and enter in negatives the net **Credit Amount** figure.

## Detailed Procedure Corrections, Partial Matching Credit Note to Invoice

Select	Correction Quantity	Correction Unit Price	Credit Amount	Type	Line Amount	Line Quantity	Unit Price
<input checked="" type="checkbox"/>			-50.00	Item	50.00		
<input type="checkbox"/>							

Item

Associated Charges: [ ] UOM: [ ]

Description: BOOK 2

Available for Correction

Quantity: [ ]

Amount: [ ]

Invoice Overview Correct

- 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.