

How to . . .

Issue a credit memo on account

Purpose	To issue a credit memo on account
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In the Invoice Selection window, scroll down to the Credit Memo Island. In this island, check the box "Restore Job Entires". In the field "From Invoice Number" do a ctrl +G to bring up the invoices for this project and select the one you want to credit (there should only be one for this project). When the information is correct, hit Enter.

Invoice Selection

File Edit Menu Reports Navigate Search Action Window Help

Menu Save [Icons]

Do Search More [Icons]

300,000.00

Criteria:	Job No.	Job Name	Job Group	Non-Inv
1	1010000	test rev ...	Billable -...	<input type="checkbox"/>
2	3010001	test	Billable -...	<input type="checkbox"/>
3	3010002	test curr...	Billable -...	<input type="checkbox"/>
4	3010003	new test 3	Billable -...	<input type="checkbox"/>

Company: 10
 Name: BzzAgent,Inc
 Base Currency: USD

Settling Company: 10
 Name: BzzAgent,Inc

Credit Memo
 Restore Job Entries:
 From Invoice No.: 10400001

Lawyer:
 Balance: 0.00
 Committed Client Funds: 0.00
 Free Client Funds: 0.00

Level 1: Wor	Level 2:	Level 3:	Level 4:	Activity No.	Activity Name	Invoice Qua	Billing
1	100 - Client					0.000000	
2	500 - Printin					0.000000	
3	505 - Copy					0.000000	
4	510 - Design					0.000000	
5	515 - Shippir					2.000000	
6	520 - Fulfillr					0.000000	
7	525 - Chat T					0.000000	
8	530 - BzzPer					0.000000	
9	535 - Web D					0.000000	
10	540 - Asset					0.000000	

FILTER

2) Now in the Action drop down, select "Invoice to Credit Memo"

The screenshot shows the 'Invoice Selection' application window. The 'Action' menu is open, and 'Invoice to Credit Memo' is highlighted. The interface is divided into several sections:

- Menu Bar:** File, Edit, Menu, Reports, Navigate, Search, Action, Window, Help.
- Left Panel (Invoice Selection Criteria):**
 - Only Open Activities:
 - Preferred Inv. Date: [Text Field]
 - Invoice Discount %: 0.000000
 - End Invoice:
 - Hours: 0.000000
 - Amount: 3,800.00
 - Total: 3,800.00
 - Hereof Outlays: 3,800.00
 - Excluding Outlays: 0.00
 - Prev. Invoiced: 1,140.00
 - Total for Job: 4,940.00
 - Budget: 80,000.00
 - Limit: 0.00
 - Fixed Price: 300,000.00
 - Desired Sales Price: 0.00
- Summary Table (Right):**

Transfer Fixed Price	150,000.00
Transfer Desired Sales Price	0.00
Transfer Budget	75,000.00
Transfer Invoicing Plan	150,000.00
Transfer Task Groups	
Approve for Invoicing on Account	GM GM %
Approve for Crediting on Account	0.00 0.000000 %
Approve Invoice Selection	806.00 0.000000 %
Approve Credit Memo Selection	806.00 0.000000 %
Print Draft	
Print Invoice	806.00 100.000000 %
Print Credit Memo	859.20 99.429600 %
Invoice to Credit Memo	053.20 97.526600 %
Remove Approval	000.00 0.000000 %
Rederive Tax Code	
- Bottom Data Table:**

Level 1: Wor	Level 2:	Level 3:	Level 4:	Activity No.	Activity Name	Invoice Qua	Billing Price to Ins	Markup	Markup %	Close Balanc
1	100 - Client					0.000000	0.00	0.00	0.000000	<input type="checkbox"/>
2	500 - Printin					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
3	505 - Copy					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
4	510 - Design					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
5	515 - Shippir					2.000000	0.00	-2,000.00	-100.000000	<input checked="" type="checkbox"/>
6	520 - Fulfillr					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
7	525 - Chat T					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
8	530 - BzzPer					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
9	535 - Web D					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
10	540 - Asses					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>

3) In the field “Amount for Invoicing on Account” enter the amount you wish to credit with a negative sign in front of the amount. Hit Enter.

The screenshot shows the 'Invoice Selection' window for 'Neutrogena Cosmetics'. The 'Amount for Invoicing on Account' field is highlighted with a red box and a red arrow pointing to it, containing the value '-10,000.00'. Other summary values include Net Invoiced on Account: 150,000.00, Tax Invoiced on Account: 0.00, and On Account Reduction: 0.00.

	Hours	Cost	Billing Price	GM	GM %
Time	-40.000000	-1,140.80	0.00	1,140.80	0.000000 %
Amount		0.00	-200,000.00	-200,000.00	100.000000 %
Total		-1,140.80	-200,000.00	-198,859.20	99.429600 %
Hereof Outlays		0.00	0.00		
Excluding Outlays		-1,140.80	-200,000.00	-198,859.20	99.429600 %
Prev. Invoiced		1,140.80	200,000.00	198,859.20	99.429600 %
Total for Job		0.00	0.00	0.00	0.000000 %

Level 1: Wor	Level 2:	Level 3:	Level 4:	Activity No.	Activity Name	Invoice Qua	Billing Price to In	Markup	Markup %	Close Balanc
1	100 - Client					-40.000000	0.00	1,140.80	-100.000000	<input type="checkbox"/>
2	500 - Printin					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
3	505 - Copy					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
4	510 - Design					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
5	515 - Shippir					0.000000	0.00	0.00	0.000000	<input type="checkbox"/>
6	520 - Fulfillr					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
7	525 - Chat T					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
8	530 - BzzPer					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
9	535 - Web D					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
10	540 - Acct					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>

4) Now in the Action menu, do Action > Approve for Crediting on Account

The screenshot displays the 'Invoice Selection' application window. The 'Action' menu is open, listing various options. The option 'Approve for Crediting on Account' is highlighted. The main window shows a summary table with the following data:

	GM	GM %
150,000.00		
0.00		
-10,000.00		
0.00		
	GM	GM %
140.80	0.000000	%
000.00	100.000000	%
859.20	99.429600	%
859.20	99.429600	%
859.20	99.429600	%
0.00	0.000000	%

Below the summary table is a detailed activity table:

	Level 1: Wor	Level 2:	Level 3:	Level 4:	Activity No.	Activity Name	Invoice Qty	Billing Price to Inv	Markup	Markup %	Close Balance
1	100 - Client						-40.000000	0.00	1,140.80	-100.000000	<input type="checkbox"/>
2	500 - Printin						0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
3	505 - Copy						0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
4	510 - Design						0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
5	515 - Shippir						0.000000	0.00	0.00	0.000000	<input type="checkbox"/>
6	520 - Fulfillr						0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
7	525 - Chat T						0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
8	530 - BzzPer						0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
9	535 - Web D						0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
10	540 - Acct						0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>

5) Now do Action > Print Draft to be sure the credit memo looks correct. A pdf of the credit memo will be printed to review.

Invoice Selection

File Edit Menu Reports Navigate Search Action Window Help

Client: Ship to Client 12654, Neutrogena Cosmetics; Bill to Client 12654, Neutrogena Cosmetics

Selection Criteria: Only Open Activities

Invoice Selection: Preferred Inv. Date, Invoice Discount % 0.000000, End Invoice

Hours Summary:

	Hours					
Time	-40.000000		-1,140.80			
Amount						
Total			-1,140.80			
Hereof Outlays			0.00		0.00	
Excluding Outlays			-1,140.80		-200,000.00	-198,859.20 99.429600 %

Action Menu:

- Close All
- Delimit
- Apply Invoice Proposals
- Transfer Fixed Price
- Transfer Desired Sales Price
- Transfer Budget
- Transfer Invoicing Plan
- Transfer Task Groups
- Approve for Invoicing on Account
- Approve for Crediting on Account
- Approve Invoice Selection 150,000.00
- Approve Credit Memo Selection 0.00
- Print Draft -10,000.00**
- Print Invoice 0.00
- Print Credit Memo
- Invoice to Credit Memo
- Remove Approval
- Rederive Tax Code

	GM	GM %
Invoice to Credit Memo	140.80	0.000000 %
Remove Approval	000.00	100.000000 %
Rederive Tax Code	859.20	99.429600 %

Level 1: Wor	Level 2:	Level 3:	Level 4:	Activity No.	Activity Name	Invoice Qua	Billing Price to In	Markup	Markup %	Close Balanc
1	100 - Client					-40.000000	0.00	1,140.80	-100.000000	<input type="checkbox"/>
2	500 - Printin					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
3	505 - Copy					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
4	510 - Design					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
5	515 - Shippir					0.000000	0.00	0.00	0.000000	<input type="checkbox"/>
6	520 - Fulfillr					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
7	525 - Chat T					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
8	530 - BzzPer					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
9	535 - Web D					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
10	540 - Acct					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>

FILTER

6) If it all looks good, go Action > Print Credit Memo. The credit memo will now be printed and posted to the G/L.

The screenshot shows the 'Invoice Selection' application window. The 'Action' menu is open, and 'Print Credit Memo' is highlighted. The main window displays a summary table with the following data:

	GM	GM %
Approve Invoice Selection	150,000.00	
Approve Credit Memo Selection	0.00	
Print Draft	-10,000.00	
Print Invoice	0.00	
Print Credit Memo	140.80	0.000000 %
Invoice to Credit Memo	000.00	100.000000 %
Remove Approval	859.20	99.429600 %
Rederive Tax Code		

Below the summary table is a detailed activity table with the following columns: Level 1: Wor, Level 2:, Level 3:, Level 4:, Activity No., Activity Name, Invoice Qua, Billing Price to In, Markup, Markup %, Close Balanc.

Level 1: Wor	Level 2:	Level 3:	Level 4:	Activity No.	Activity Name	Invoice Qua	Billing Price to In	Markup	Markup %	Close Balanc
1	100 - Client					-40.000000	0.00	1,140.80	-100.000000	<input type="checkbox"/>
2	500 - Printin					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
3	505 - Copy					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
4	510 - Design					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
5	515 - Shippir					0.000000	0.00	0.00	0.000000	<input type="checkbox"/>
6	520 - Fulfillr					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
7	525 - Chat T					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
8	530 - BzzPer					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
9	535 - Web D					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>
10	540 - Acct					0.000000	0.00	0.00	0.000000	<input checked="" type="checkbox"/>