MAIN FACS
SELF-STUDY
Training Material

CREDIT MEMO SELF STUDY

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This Self-Study provides screen prints and procedures for processing credit memos in ADPICS, using the credit memo functionality. This Self-Study should be used as an introduction to the functionality, and is intended to supplement information contained in user documentation, and related training course materials.

This Self Study includes an overview of the credit memo functionality, an explanation of the data fields that are in ADPICS; as well as a sample credit memo showing the processing procedures.

CREDIT MEMO PROCESSING FUNCTIONALITY

Credit memo processing is accomplished in ADPICS with specifically designed credit memo screens.

Credit memo processing includes two screens (header and detail) and four inquiry screens. These screens are very similar to the direct voucher processing and inquiry screens. There are four data fields (CM Date, Open PO, Credit All and Ven CM No) that pertain to the credit memo process specifically. For detailed credit memo screen descriptions, see the ADPICS Terminal Users Guide and/or the ADPICS Data Entry Guide.

CREATING CREDIT MEMOS

The following examples show the credit memo functionality:

Credit Memo Navigation

Start at the ADPICS Main Menu:

```
PCHL0000 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   3:15 PM
LINK TO:                            MAIN MENU

                         COPYRIGHT 1993 KPMG PEAT MARWICK

               USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

                (1)  - ACCOUNTS PAYABLE MENU
                (2)  - PROCUREMENT TRANSACTIONS MENU
                (3)  - RECEIVING MENU

                (5)  - TABLE MAINTENANCE MENU
                (6)  - REPORT PROCESSING MENU
                (7)  - SYSTEMS MANAGEMENT MENU
                (8)  - CHANGE ORDER PROCESSING MENU

                (10) - DOCUMENT AUTHORIZATION MENU
                (11) - COMMODITY TABLE INQUIRY
                (12) - VENDOR MAINTENANCE/INQUIRY MENU
                (CL) - EXIT
```

To access the credit memo screens from the ADPICS 0000 Main Menu, select <F1> Accounts Payable Menu.

1000 Accounts Payable Menu

```
PCHL1000 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   3:04 PM
LINK TO:                     ACCOUNTS PAYABLE MENU

                        COPYRIGHT 1993 KPMG PEAT MARWICK

               USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

                (1)  - INVOICE HEADER ENTRY
                (2)  - VOUCHER HEADER ENTRY
                (3)  - EXCEPTION PROCESSING
                (4)  - EXCEPTION PROCESSING PROGRESS PAYMENT
                (5)  - ACCOUNTS PAYABLE INQUIRIES MENU
                (6)  - ACCOUNTS PAYABLE TABLE MAINTENANCE MENU
                (7)  - CREDIT MEMO HEADER ENTRY
                (8)  - DIRECT VOUCHER HEADER ENTRY

                (10) - TRAVEL MENU


                (CL) - EXIT
```

From the 1000 Accounts Payable Menu, select <F7> Credit Memo Header Entry:

1700 Credit Memo Header Entry

```
PCHL1700 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   3:17 PM
LINK TO:                   CREDIT MEMO HEADER ENTRY
CREDIT MEMO ID  :                DOC TYPE : CM         EFF DATE :
ACTION IND      : N              CM DATE  : MMDDYY     INTF TYPE:
VOUCHER ID      :                CRDT ALL : N (Y/N)    PDT      :
VEN INVOICE NO  :                OPEN PO  :   (Y/N)    PO ID    :
DEPARTMENT      : 009            BANK ID  :            PYMNT NO :
CONTACT         :                                            STATUS:
TELEPHONE       :                   EXT                      CREATE:
CM AMOUNT       :                                            UPDATE:
VENDOR ID       :                                            POST  :
ADDRESS         : ADDRESS NOT ON FILE                        NOTE  : N
                                                             1099  :
           CITY :                            ST:    ZIP:            CTRY:
CM DESCRIPTION  :                                   SERVICE DATE:
FREIGHT         :                 VEN CM NO:                 FCO :
OTHER CHARGES   :                                     REJECT CODE :
                                                      PRINT       : N
                                                      DIST METHOD :
SFX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3

F1-HELP      F2-SELECT    F3-DELETE                 F5-NEXT      F6-VIEW DOC
             F8-SEL TERMS F9-LINK      F10-SAVE     F11-VW ACCT  F12-PRINT
```

Special Data Fields on Credit Memo Screens

The credit memo screens look and function much like the voucher and direct voucher screens. Most of the data fields are retrieved from the voucher or direct voucher. The credit memo screens include four special data fields. They are defined as follows:

CM DATE – The Credit Memo Date field is a required field in which to enter the date of the vendor's advice of credit (or date of vendor contact). If no date is entered, the system will default to the current date.

CRDT ALL – The Credit All field defaults to 'N' (no), indicating that all of the lines on the voucher are not going to be credited. When creating a credit memo, enter a 'Y' (yes) in this field, if all of the lines on the voucher are to be credited. When the field is 'Y,' all of the detail information will be retrieved from the voucher or direct voucher, and placed on the Credit Memo Detail Entry screen. When the data field is 'N,' the user must select the appropriate detail line(s) from the voucher or direct voucher that are to be included on the credit memo. After detail entry, the Credit All field is blank.

OPEN PO – The Open Purchase Order field defaults to 'N' (no) after saving, if the associated purchase order is still open, or when the Voucher ID is for a direct voucher. When the PO is closed (PO Status is CLOS), this field will remain blank. Enter a 'Y' (yes) if you want to open the associated purchase order. When the credit memo is posted, this will change the purchase order's Status to PVCH (partially vouchered) and allow the user to re-receive, re-invoice, and re-voucher the credited items. In addition, the purchase order remaining value and the blanket purchase order remaining value (for release documents) will be increased when applicable. If the items are not going to be re-received, enter an 'N'. The purchase order will remain closed.

VEN CM NO – The Vendor Credit Memo Number is an optional field (up to 14 characters), in which to enter the vendor's credit memo number

Creating a Credit Memo When Credit All is 'N'

```
PCHL1700 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   3:17 PM
LINK TO:                   CREDIT MEMO HEADER ENTRY
CREDIT MEMO ID  :                DOC TYPE : CM         EFF DATE :
ACTION IND      : N              CM DATE  : MMDDYY     INTF TYPE:
VOUCHER ID      : 009VY200624    CRDT ALL : N (Y/N)    PDT      :
VEN INVOICE NO  :                OPEN PO  :   (Y/N)    PO ID    :
DEPARTMENT      : 009            BANK ID  :            PYMNT NO :
CONTACT         :                                            STATUS:
TELEPHONE       :                   EXT                      CREATE:
CM AMOUNT       :                                            UPDATE:
VENDOR ID       :                                            POST  :
ADDRESS         : ADDRESS NOT ON FILE                        NOTE  : N
                                                             1099  :
           CITY :                            ST:    ZIP:            CTRY:
CM DESCRIPTION  :                                   SERVICE DATE:
FREIGHT         :                 VEN CM NO:                 FCO :
OTHER CHARGES   :                                     REJECT CODE :
                                                      PRINT       : N
                                                      DIST METHOD :
SFX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3

F1-HELP      F2-SELECT    F3-DELETE                 F5-NEXT      F6-VIEW DOC
             F8-SEL TERMS F9-LINK      F10-SAVE     F11-VW ACCT  F12-PRINT
```

- Enter the appropriate Document Type (defaults to CM)
- Enter the Effective Date (if not entered, it will default to the current date)
- Enter the Credit Memo Date from the vendor's advice of credit (if not entered, it will default to the current date)
- Enter the Voucher ID for which this credit memo is associated
- Enter an 'N' in the Credit All field (defaults to 'N')
- Enter the PDT (Payment Distribution Type), or press <F2–SELECT> to select from the 5999 Table Lookup (must be one that combines across documents)

```
PCHL5999                  ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   3:20 PM
                                  TABLE LOOKUP

S  PAYMENT CODES             TITLE
-------------------------------------------------------------------------------
   BA                        WIRE TRANSFER; ACROSS DOCUMENTS; ACCOUNTS RECEIVAB
   BD                        WIRE TRANSFER; ACROSS FUNDS; ACCOUNTS RECEIVABLE O
   B2                        WIRE TRANSFER; ACROSS DOCUMENTS; NO ACCOUNTS RECEI
   B3                        WIRE TRANSFER; ACROSS FUNDS; NO ACCOUNTS RECEIVABL
   C4                        TRB INVESTMENT ACCOUNTING
   C7                        WIRE TRANSFER; ACROSS FUNDS; NO ACCOUNTS RECEIVABL
   C8                        WIRE TRANSFER; ACROSS FUNDS; NO ACCOUNTS RECEIVABL
   C9                        WIRE TRANSFER; ACROSS FUNDS; NO ACCOUNTS RECEIVABL
   DA                        (EFT) MAIL ACROSS DOCUMENTS; ACCOUNTS RECEIVABLE O
   DD                        (EFT) MAIL ACROSS FUNDS; ACCOUNTS RECEIVABLE OFFSE
   D2                        (EFT) MAIL ACROSS DOCUMENTS; NO ACCOUNTS RECEIVABL
   D3                        (EFT) MAIL ACROSS FUNDS; NO ACCOUNTS RECEIVABLE OF
S  MA                        MAIL ACROSS DOCUMENTS; ACCOUNTS RECEIVABLE OFFSET
   MD                        MAIL ACROSS FUNDS; ACCOUNTS RECEIVABLE OFFSET
   M2                        MAIL ACROSS DOCUMENTS; NO ACCOUNTS RECEIVABLE OFFS

            F2-SELECT
            F8-NEXT PG
G014 - RECORD FOUND
```

- From the 5999 Table Lookup, select the correct PDT, and press <F2–SELECT> to return your selection to the header

```
PCHL1700 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   3:21 PM
LINK TO:                   CREDIT MEMO HEADER ENTRY
CREDIT MEMO ID  :                DOC TYPE : CM         EFF DATE :
ACTION IND      : N              CM DATE  : MMDDYY     INTF TYPE:
VOUCHER ID      : 009VY200624    CRDT ALL : N (Y/N)    PDT      : MA
VEN INVOICE NO  :                OPEN PO  : Y (Y/N)    PO ID    :
DEPARTMENT      : MTD            BANK ID  :            PYMNT NO :
CONTACT         :                                            STATUS:
TELEPHONE       :                   EXT                      CREATE:
CM AMOUNT       :                                            UPDATE:
VENDOR ID       :                                            POST  :
ADDRESS         : ADDRESS NOT ON FILE                        NOTE  : N
                                                             1099  :
           CITY :                            ST:    ZIP:            CTRY:
CM DESCRIPTION  : DEFECTIVE PHONE MESSAGE LIGHTS       SERVICE DATE:
FREIGHT         : 1               VEN CM NO: TDY97-459-0032   FCO :
OTHER CHARGES   :                     .50             REJECT CODE :
                                                      PRINT       : N
                                                      DIST METHOD :
SFX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3

F1-HELP      F2-SELECT    F3-DELETE                 F5-NEXT      F6-VIEW DOC
             F8-SEL TERMS F9-LINK      F10-SAVE     F11-VW ACCT  F12-PRINT
G535 - FIELD SELECTED, PLEASE SELECT A FUNCTION KEY
```

- Enter the appropriate Open PO indicator (a 'Y' indicates that the PO has a CLOS (closed) status and should be opened for further action, and an 'N' indicates that the PO has a CLOS status and should not be opened, or that the PO is not closed); if not entered and the PO is closed, you will receive the message, OPEN PO MUST BE 'Y'/'N', PLEASE REENTER when you save the document; if the PO is not closed, it will default to 'N' when saved. Leave blank for direct vouchers. This example uses a 'Y'.

- Optional data can be entered at this time, or after the detail entry is complete

- Enter a short Credit Memo Description (optional), which will be printed on the remittance advice of the payment this credit memo offsets, which is used to inform the vendor of the credit taken

- Enter Freight charges if they are to be credited and were included on the voucher (optional)

- Enter the Vendor's Credit Memo Number, if there is one (optional)

- Enter the dollar amount of Other Charges, if they are to be credited and were included on the voucher (optional)

- Press <F10–SAVE> to save your data

Note: Whenever the credit memo is saved after entry of the Voucher ID, the system retrieves the following data from the voucher: Interface Type, PDT (if not entered on credit memo), Vendor Invoice Number, Purchase Order ID, Voucher Department (if different than user's department), Bank ID, Contact, Telephone, Vendor ID, Vendor Name, Vendor Mail Code, Vendor Address, Other Charges, and Distribution Method. The retrieved Bank ID, Vendor Mail Code and PDT can be changed by overtyping if necessary.

- When all required data has been entered, and the header information is saved, the system transfers to the 1710 Credit Memo Detail Entry screen:

```
PCHL1710 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   3:26 PM
LINK TO:                    CREDIT MEMO DETAIL ENTRY

CREDIT MEMO ID: 009FY300117     LINE NO     : 001
COMMODITY     :
VOUCHER ID    : 009VY200624     VCH LINE NO :
QTY CREDITED  :                 STATE TAX   :       LOCAL TAX :
PURCHASE U/M  :       UNIT COST:                    TOTAL COST:
BLOCK FUNCTION:       (SPEC ID TO COPY, ISRT, DLET, DUP)
SPECIFICATION INFO                                    BLOCK     OF
                                                                <
                                                                <
                                                                <
                                                                <
                                                                <
                                                                <
                                                                <
                                                                <
                                                                <
                                                                <

F1-HELP      F2-SELECT    F3-DELETE    F4-BLK FUNC  F5-NEXT      F6-VW DOC
F7-PR BLK    F8-NX BLK    F9-LINK      F10-SAVE     F11-VW ACCT
G007 - RECORD DOES NOT EXIST, PLEASE SELECT A FUNCTION
```

- The system generates the Credit Memo ID, and the cursor is in the VCH LINE NO field in preparation for entering the first voucher line number to be credited

- Enter the first voucher line number to be credited, or press <F2–SELECT> to access the 1450 Voucher Commodity Summary screen, or the 1820 Direct Voucher Commodity Summary screen, based on the type of voucher being credited

1450 Voucher Commodity Summary

```
PCHL1450 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   8:55 AM
LINK TO:                   VOUCHER COMMODITY SUMMARY

VOUCHER ID   : 009VY200624      PO: 009NY402362
VOUCHER TOTAL:         625.00
                                                                DISCOUNTED
S    REQ       LINE    QUANTITY    TAXES       UNIT COST        LINE TOTAL
   COMMODITY ID     CS138 ID
S 009NY402362  001         100.00                5.0000              500.00
  7255675
  009NY402362  002           5.00               25.0000              125.00
  20894






F1-HELP      F2-SELECT                              F5-NEXT      F6-RETURN
             F8-NEXT PG   F9-LINK
```

- The <F6–RETURN> function key is used to return a selected commodity to the 1710 Credit Memo Detail Entry screen

1820 Direct Voucher Commodity Summary – The <F6–RETURN> function key is only available when this screen is accessed from the 1710 Credit Memo Detail Entry screen, and is used to return a selected commodity to the detail entry screen.

```
PCHL1820 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   9:04 AM
LINK TO:                DIRECT VOUCHER COMMODITY SUMMARY


DIR VOUCHER ID : 009WY000251            DIR VOUCHER TOTAL :        9,950.00
_______________________________________________________________________________

S LINE   COMMODITY ID       QUANTITY     UNIT COST       TAXES  LINE TOTAL
         CS138 ID
  001  305-10-17-1207           100.00           75.0000             7,500.00

S 002  305-10-16-0754            50.00           25.0000             1,250.00

  003  385-12-37-6530            50.00           24.0000             1,200.00






F1-HELP      F2-SELECT                              F5-NEXT      F6-RETURN
             F8-NEXT PG   F9-LINK
```

- Using either screen, locate and select the appropriate commodity line

- Press <F6–RETURN> to return the selected line number to the 1710 Credit Memo Detail Entry screen:

```
PCHL1710 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   3:33 PM
LINK TO:                    CREDIT MEMO DETAIL ENTRY

CREDIT MEMO ID: 009FY300117     LINE NO     : 001
COMMODITY     :
VOUCHER ID    : 009VY200624     VCH LINE NO : 001
QTY CREDITED  : 10              STATE TAX   :       LOCAL TAX :
PURCHASE U/M  :       UNIT COST:                    TOTAL COST:
BLOCK FUNCTION:       (SPEC ID TO COPY, ISRT, DLET, DUP)
SPECIFICATION INFO                                    BLOCK     OF
TEN TELEPHONE MESSAGE LIGHTS ARE DEFECTIVE AND ARE BEING RETURNED FOR  <
REPLACEMENT.  BECAUSE REPLACEMENTS ARE ON BACKORDER, A CREDIT WILL BE  <
ISSUED AND REPLACEMENTS WILL BE INVOICED AND VOUCHERED WHEN RECEIVED.  <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <

F1-HELP      F2-SELECT    F3-DELETE    F4-BLK FUNC  F5-NEXT      F6-VW DOC
F7-PR BLK    F8-NX BLK    F9-LINK      F10-SAVE     F11-VW ACCT
G535 - FIELD SELECTED, PLEASE SELECT A FUNCTION KEY
```

- The selected voucher (or direct voucher) line number is retrieved
- Enter the Quantity of the commodity that you want to credit (enter 1 for progress payments)
- You may copy specifications, or enter free-form specification text (as shown above), if desired
- Press <F10–SAVE> to save the first commodity credited
- The system will calculate the unit cost (must be entered for progress payments) and clear the screen; the Line Number will change to 002, and you are ready to enter the next voucher line
- If you are entering more voucher line credits, repeat the previous steps

```
PCHL1710 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   3:40 PM
LINK TO:                    CREDIT MEMO DETAIL ENTRY

CREDIT MEMO ID: 009FY300117     LINE NO     : 002
COMMODITY     :
VOUCHER ID    : 009VY200624     VCH LINE NO :
QTY CREDITED  :                 STATE TAX   :       LOCAL TAX :
PURCHASE U/M  :       UNIT COST:                    TOTAL COST:
BLOCK FUNCTION:       (SPEC ID TO COPY, ISRT, DLET, DUP)
SPECIFICATION INFO                                    BLOCK     OF
                                                                  <
                                                                  <
                                                                  <
                                                                  <
                                                                  <
                                                                  <
                                                                  <
                                                                  <
                                                                  <
                                                                  <

F1-HELP      F2-SELECT    F3-DELETE    F4-BLK FUNC  F5-NEXT      F6-VW DOC
F7-PR BLK    F8-NX BLK    F9-LINK      F10-SAVE     F11-VW ACCT
G001 - RECORD SAVED
```

- When you have completed the voucher line credit entry, press <CLEAR> to return to the 1700 Credit Memo Header Entry screen:

```
PCHL1700 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   3:41 PM
LINK TO:                   CREDIT MEMO HEADER ENTRY
CREDIT MEMO ID  : 009FY300117    DOC TYPE : CM         EFF DATE : MM/DD/YYYY
ACTION IND      : P              CM DATE  : MM/DD/YYYY INTF TYPE: VE
VOUCHER ID      : 009VY200624    CRDT ALL :   (Y/N)    PDT      : MA
VEN INVOICE NO  : INV2362RS      OPEN PO  : Y (Y/N)    PO ID    : 009NY402362
DEPARTMENT      : 009            BANK ID  : 001        PYMNT NO :
CONTACT         : JOHNIE DELANO                              STATUS: NOPT
TELEPHONE       : 517    111-1111   EXT                      CREATE: MM/DD/YYYY
CM AMOUNT       :           50.00                            UPDATE: MM/DD/YYYY
VENDOR ID       : 2751047710  RADIO SHACK A DIVISION OF TAN  POST  :
ADDRESS     006 :                                            NOTE  : N
                  5421 W SAGINAW                             1099  :
            CITY : LANSING                   ST: MI ZIP: 48917      CTRY: USA
CM DESCRIPTION  : DEFECTIVE PHONE MESSAGE LIGHTS       SERVICE DATE: MM/DD/YYYY
FREIGHT         :           1.00  VEN CM NO: TDY97-459-0032   FCO :
OTHER CHARGES   : EX EXPRESS SHIPPING           .50   REJECT CODE :
                                                      PRINT       : N
                                                      DIST METHOD : S
SFX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3


F1-HELP      F2-SELECT    F3-DELETE                    F5-NEXT      F6-VIEW DOC
             F8-SEL TERMS F9-LINK      F10-SAVE        F11-VW ACCT  F12-PRINT
CM01 - CREDIT MEMO POSTED
```

- Notice that the system generated the data for most of the remaining fields

- If any optional data was not entered during creation of the credit memo, or data should be modified (Bank ID, Vendor's Mail Code, and PDT can be changed, if necessary, by overtyping), it can be done at this time (if data is entered or changed, the system will transfer to the detail entry screen again, when saved, and you will have to clear back to the header)

- You may also attach any necessary terms to the document, verify the line item data entry, or add a note in the Note Pad before posting

- Enter a 'P' in the Action Indicator field, and press <F10> to post the credit memo

- If established, the credit memo may enter an approval path instead of posting

- Once the credit memo Status is POST, the purchase order Status will be changed from CLOS (closed) to PVCH (partially vouchered), if the OPEN PO field is 'Y'

- To verify the purchase order Status, 'Link To' the 2360 Direct Purchase Order Writing screen

```
PCHL2360 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY  10:57 AM
LINK TO:                 DIRECT PURCHASE ORDER WRITING
PO/CONTRACT ID  : 009NY402362  EFF DATE: MM/DD/YYYY
PURCHASING TYPE : DP     INTERFACE TYPE: DP             DEPT: 009
ACTION INDICATOR: P          MATCH TYPE: AB        WAREHOUSE:
ENCUMBRANCE AMT :         625.00   NOTE: N        VENDOR CHG: N
REMAINING VALUE :          50.00 STATUS: PVCH      CHANGE NO:
VENDOR/MAIL CODE: 2751047710 / 006  RADIO SHACK A DIVISION OF TANDY C PRINT: N
ADDRESS           5421 W SAGINAW                                    COPIES: 01
            CITY: LANSING                   ST: MI ZIP: 48917      CTRY: USA
P/O TITLE       :
RETAINAGE AMT   :                 RETAIN PCT:                CARRY FORWARD : N
FREIGHT CARRIER :            CONTRACT AMOUNT:                PARE IND      : N
DELIVERY DATE   : MM/DD/YYYY BPO/SCHED/CALL :              /      /
EXPIRATION DATE :            F.O.B. POINT   : DEST           INSURANCE CERT: N
TRACK DATE      :            DISCOUNT TERMS : NET            SUBCONTRACTOR : N
DIST METHOD : S EXPEDITOR CODE :      TRACK CODE :    SERVICE DATE: MM/DD/YYYY
SX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3    PERCENT
01 009 YY 00012            6500


F1-HELP      F2-SELECT    F3-DELETE    F4-COPY      F5-NEXT      F6-VIEW DOC
F7-ADDRESS   F8-SEL TERMS F9-LINK      F10-SAVE     F11-VW ACCT  F12-PRINT
G112 - INQUIRY SUCCESSFUL
```

- When the Open PO data field on the Credit Memo Header Entry screen is 'Y' and the credit memo Status is POST, the purchase order Status will be PVCH

- This allows the replacement goods to be received, invoiced, and vouchered

Creating a Credit Memo When Credit All is 'Y'

To access the credit memo screens from the ADPICS Main Menu, select <F1> Accounts Payable Menu. From the 1000 Accounts Payable Menu, select <F7> Credit Memo Header Entry:

```
PCHL1700 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY  11:08 AM
LINK TO:                   CREDIT MEMO HEADER ENTRY
CREDIT MEMO ID  :                DOC TYPE : CM         EFF DATE : MMDDYY
ACTION IND      : N              CM DATE  : MMDDYY     INTF TYPE:
VOUCHER ID      : 009VY200633    CRDT ALL : Y (Y/N)    PDT      : MA
VEN INVOICE NO  :                OPEN PO  : N (Y/N)    PO ID    :
DEPARTMENT      : MTD            BANK ID  :            PYMNT NO :
CONTACT         :                                            STATUS:
TELEPHONE       :                   EXT                      CREATE:
CM AMOUNT       :                                            UPDATE:
VENDOR ID       :                                            POST  :
ADDRESS         : ADDRESS NOT ON FILE                        NOTE  : N
                                                             1099  :
           CITY :                            ST:    ZIP:            CTRY:
CM DESCRIPTION  : RETURN-NO REPLACEMENT                SERVICE DATE:
FREIGHT         : 5                VEN CM NO: TDY97-459-0047   FCO :
OTHER CHARGES   :                       3.50           REJECT CODE :
                                                       PRINT       : N
                                                       DIST METHOD :
SFX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3

F1-HELP      F2-SELECT    F3-DELETE                 F5-NEXT      F6-VIEW DOC
             F8-SEL TERMS F9-LINK      F10-SAVE     F11-VW ACCT  F12-PRINT
```

- Enter the appropriate Document Type (defaults to CM)
- Enter the Effective Date (if not entered, it will default to the current date)
- Enter the Credit Memo Date from the vendor's advice of credit (if not entered, it will default to the current date)
- Enter the Voucher ID for which this credit memo is associated
- Change the Credit All Indicator to 'Y'
- Enter the PDT (payment distribution type), or press <F2–SELECT> to select from the 5999 Table Lookup (must be one that combines across documents)
- Enter the appropriate Open PO indicator (a 'Y' indicates that the PO has a CLOS (closed) status and should be opened for further action, and an 'N' indicates that the PO has a CLOS status and should not be opened, or that the PO is not closed); if not entered and the PO is closed, you will receive the message, OPEN PO MUST BE 'Y'/'N', PLEASE REENTER when you save the

document; if the PO is not closed, it will default to 'N' when saved. Leave blank for direct vouchers. This example uses 'N'.

- Optional data can be entered at this time, or after the detail entry is complete

- Enter a short Credit Memo Description (optional), which will be printed on the remittance advice of the payment this credit memo offsets, which is used to inform the vendor of the credit taken

- Enter Freight charges if they are to be credited and were included on the voucher (optional)

- Enter the Vendor's Credit Memo Number, if there is one (optional)

- Enter the dollar amount of Other Charges, if they are to be credited and were included on the voucher (optional)

- Press <F10–SAVE> to save this data

- Whenever the credit memo is saved after entry of the Voucher ID, the system retrieves the following data from the voucher: Interface Type, PDT (if not entered on credit memo), Vendor Invoice Number, Purchase Order ID, Voucher Department (if different than user's department), Bank ID, Contact, Telephone, Vendor ID, Vendor Name, Vendor Mail Code, Vendor Address, Other Charges, and Distribution Method. The retrieved Bank ID, Vendor Mail Code, and PDT can be changed by overtyping, if necessary.

- When all required data has been entered, and the header information is saved, the system transfers to the 1710 Credit Memo Detail Entry screen:

```
PCHL1710 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   11:10 AM
LINK TO:                    CREDIT MEMO DETAIL ENTRY

CREDIT MEMO ID: 009FY300531     LINE NO     : 001
COMMODITY     : 725-56-75         TELEPHONE PARTS AND ACCESSORIES, ELECTRONIC
VOUCHER ID    : 009VY200633     VCH LINE NO : 001
QTY CREDITED  :       100.00    STATE TAX   :       LOCAL TAX :
PURCHASE U/M  : EA    UNIT COST:         5.0000     TOTAL COST:          500.00
BLOCK FUNCTION:       (SPEC ID TO COPY, ISRT, DLET, DUP)
SPECIFICATION INFO                                     BLOCK 000 OF   000
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <

F1-HELP      F2-SELECT    F3-DELETE    F4-BLK FUNC  F5-NEXT      F6-VW DOC
F7-PR BLK    F8-NX BLK    F9-LINK      F10-SAVE     F11-VW ACCT
G014 - RECORD FOUND
```

- Because the Credit All indicator is ‘Y’, the system retrieves the commodity detail for the first voucher line item, and the cursor will be in the VCH LINE NO field

- Verify that the data is correct, if you do not want to credit all of the items on the commodity line, enter the correct quantity in the Quantity Credited field (enter 1 for progress payments; as well as the unit cost), and clear the end of the field

- Press <F10–SAVE> to save the change, then press <F10–SAVE> again to confirm the change

```
PCHL1710 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   11:44 AM
LINK TO:                    CREDIT MEMO DETAIL ENTRY

CREDIT MEMO ID: 009FY300531     LINE NO     : 001
COMMODITY     : 725-56-75         TELEPHONE PARTS AND ACCESSORIES, ELECTRONIC
VOUCHER ID    : 009VY200633     VCH LINE NO : 001
QTY CREDITED  :       100.00    STATE TAX   :       LOCAL TAX :
PURCHASE U/M  : EA    UNIT COST:         5.0000     TOTAL COST:          500.00
BLOCK FUNCTION: ALT12 (SPEC ID TO COPY, ISRT, DLET, DUP)
SPECIFICATION INFO                                     BLOCK 000 OF   000
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <

F1-HELP      F2-SELECT    F3-DELETE    F4-BLK FUNC  F5-NEXT      F6-VW DOC
F7-PR BLK    F8-NX BLK    F9-LINK      F10-SAVE     F11-VW ACCT
G014 - RECORD FOUND
```

- You may copy specifications by entering the Spec ID and pressing <F4–BLK FUNC> (as shown above), or enter and save free-form specification text, if desired

```
PCHL1710 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   11:45 AM
LINK TO:                    CREDIT MEMO DETAIL ENTRY

CREDIT MEMO ID: 009FY300531     LINE NO     : 001
COMMODITY     : 725-56-75         TELEPHONE PARTS AND ACCESSORIES, ELECTRONIC
VOUCHER ID    : 009VY200633     VCH LINE NO : 001
QTY CREDITED  :       100.00    STATE TAX   :       LOCAL TAX :
PURCHASE U/M  : EA    UNIT COST:         5.0000     TOTAL COST:          500.00
BLOCK FUNCTION:       (SPEC ID TO COPY, ISRT, DLET, DUP)
SPECIFICATION INFO                                     BLOCK 001 OF   001
ALTERNATE FORMS OF UNIT PACKAGING WILL NOT BE ACCEPTED.                <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <

F1-HELP      F2-SELECT    F3-DELETE    F4-BLK FUNC  F5-NEXT      F6-VW DOC
F7-PR BLK    F8-NX BLK    F9-LINK      F10-SAVE     F11-VW ACCT
ST34 - STANDARD SPEC/TERM TEXT COPIED
```

- Press <F5–NEXT> to view the next voucher commodity line

```
PCHL1710 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   11:46 AM
LINK TO:                    CREDIT MEMO DETAIL ENTRY

CREDIT MEMO ID: 009FY300531     LINE NO     : 002
COMMODITY     : 208-94            WORD PROCESSING, TEXT EDITORS, LABEL MAKERS,
VOUCHER ID    : 009VY200633     VCH LINE NO : 002
QTY CREDITED  :         5.00    STATE TAX   :       LOCAL TAX :
PURCHASE U/M  : EA    UNIT COST:        25.0000     TOTAL COST:          125.00
BLOCK FUNCTION:       (SPEC ID TO COPY, ISRT, DLET, DUP)
SPECIFICATION INFO                                     BLOCK 000 OF   000
DUPLICATE ORDER. DO NOT NEED. DO NOT REPLACE.                           <
                                                                        <
                                                                        <
                                                                        <
                                                                        <
                                                                        <
                                                                        <
                                                                        <
                                                                        <
                                                                        <

F1-HELP      F2-SELECT    F3-DELETE    F4-BLK FUNC  F5-NEXT      F6-VW DOC
F7-PR BLK    F8-NX BLK    F9-LINK      F10-SAVE     F11-VW ACCT
G008 - NEXT RECORD FOUND
```

- Repeat the previous procedures for each commodity line
- When you have viewed and/or updated all of the commodity lines, press <CLEAR> to return to the 1700 Credit Memo Header Entry screen:

```
PCHL1700 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY  12:03 PM
LINK TO:                   CREDIT MEMO HEADER ENTRY
CREDIT MEMO ID  : 009FY300531    DOC TYPE : CM         EFF DATE : MM/DD/YYYY
ACTION IND      : P              CM DATE  : MM/DD/YYYY INTF TYPE: VE
VOUCHER ID      : 009VY200633    CRDT ALL :   (Y/N)    PDT      : MA
VEN INVOICE NO  : INV2373RS      OPEN PO  : N (Y/N)    PO ID    : 009NY402373
DEPARTMENT      : 009            BANK ID  : 001        PYMNT NO :
CONTACT         : JOHNIE DELANO                              STATUS: POST
TELEPHONE       : 517    111-1111   EXT                      CREATE: MM/DD/YYYY
CM AMOUNT       :          633.50                             UPDATE: MM/DD/YYYY
VENDOR ID       : 2751047710  RADIO SHACK A DIVISION OF TAN   POST  :
ADDRESS     006 :                                            NOTE  : N
                  5421 W SAGINAW                             1099  :
            CITY : LANSING                  ST: MI ZIP: 48917      CTRY: USA
CM DESCRIPTION  : RETURN-NO REPLACEMENT               SERVICE DATE: MM/DD/YYYY
FREIGHT         :           5.00  VEN CM NO:  TDY97-459-0047  FCO :
OTHER CHARGES   : EX EXPRESS SHIPPING            3.50 REJECT CODE :
                                                      PRINT       : N
                                                      DIST METHOD : S
SFX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3

F1-HELP      F2-SELECT    F3-DELETE                 F5-NEXT      F6-VIEW DOC
             F8-SEL TERMS F9-LINK      F10-SAVE     F11-VW ACCT  F12-PRINT
CM01 - CREDIT MEMO POSTED
```

- Notice that the system generated the data for most of the remaining fields

- If any optional data was not entered during creation of the credit memo, or data should be modified (Bank ID, Vendor's Mail Code, and PDT can be changed, if necessary, by overtyping), it can be done at this time (if data is entered or changed, the system will transfer to the detail entry screen again, when saved, and you will have to clear back to the header)

- You may also attach any necessary terms to the document, verify the line item data entry, or add a note in the Note Pad before posting

- Enter a 'P' in the Action Indicator field, and press <F10> to post the credit memo

- If established, the credit memo may enter an approval path instead of posting

Credit Memos for a Voucher/Direct Voucher With Contract Retainage

When a credit memo is processed which contains a voucher or direct voucher with contract retainage, the associated retainage payable is not automatically liquidated. Therefore, users will need to do one of the following, after the credit memo is posted:

- If the retainage payable needs to be liquidated and the vendor should not be paid, process a direct voucher using Interface Type 'RX.' This will be the most common circumstance.

- If the retainage payable needs to be liquidated and the vendor should be paid, process a direct voucher using Interface Type 'RW.' This would be rare.

- If the retainage payable is liquidated and then a subsequent voucher or direct voucher is created for the PO/DPO, then the user will follow the normal procedures for processing retainage (if the vendor is going to be paid, then process a direct voucher using Interface Type 'RW'; if the vendor is not going to be paid, then process a direct voucher using Interface Type 'RX')

CREDIT MEMO INQUIRIES

Four inquiry screens are part of the credit memo functionality. Two of the screens are accessed from the 1700 Credit Memo Header Entry and/or 1710 Credit Memo Detail Entry screens, and two are accessed from the 1600 Accounts Payable Inquiries Menu.

```
PCHL1700 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   12:03 PM
LINK TO:                   CREDIT MEMO HEADER ENTRY
CREDIT MEMO ID  : 009FY300531    DOC TYPE : CM         EFF DATE : MM/DD/YYYY
ACTION IND      : P              CM DATE  : MM/DD/YYYY INTF TYPE: VE
VOUCHER ID      : 009VY200633    CRDT ALL :   (Y/N)    PDT      : MA
VEN INVOICE NO  : INV2373RS      OPEN PO  : N (Y/N)    PO ID    : 009NY402373
DEPARTMENT      : 009            BANK ID  : 001        PYMNT NO :
CONTACT         : JOHNIE DELANO                              STATUS: POST
TELEPHONE       : 517    111-1111   EXT                      CREATE: MM/DD/YYYY
CM AMOUNT       :          633.50                             UPDATE: MM/DD/YYYY
VENDOR ID       : 2751047710  RADIO SHACK A DIVISION OF TAN   POST  : MM/DD/YYYY
ADDRESS     006 :                                            NOTE  : N
                  5421 W SAGINAW                             1099  :
            CITY : LANSING                  ST: MI ZIP: 48917      CTRY: USA
CM DESCRIPTION  : RETURN-NO REPLACEMENT                SERVICE DATE: MM/DD/YYYY
FREIGHT         :           5.00  VEN CM NO:  TDY97-459-0047  FCO :
OTHER CHARGES   : EX EXPRESS SHIPPING            3.50 REJECT CODE :
                                                      PRINT       : N
                                                      DIST METHOD : S
SFX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3

F1-HELP      F2-SELECT    F3-DELETE                 F5-NEXT      F6-VIEW DOC
             F8-SEL TERMS F9-LINK      F10-SAVE     F11-VW ACCT  F12-PRINT
G112 - INQUIRY SUCCESSFUL
```

- To view a summary of the credit memo's accounting information, press <F11–VW ACCT> from the 1700 Credit Memo Header Entry screen, or from the 1710 Credit Memo Detail Entry screen

1725 Credit Memo Accounting Information Summary

```
PCHL1725 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   12:11 PM
LINK TO:                    CREDIT MEMO ACCOUNTING
                              INFORMATION SUMMARY

CREDIT MEMO ID : 009FY300531    CR MEMO TOTAL :         633.50
_____________________________________________________________________________

S SX AGY Y INDEX PCA   COBJ AOBJ GRANT PH PROJ  PH AG1  AG2  AG3          TOTAL
  01 009 Y 00012            6500                                        625.00
  02 009 Y 00047            6506                                          8.50









F1-HELP      F2-VW ERROR                            F5-NEXT
             F8-NEXT PG   F9-LINK
G112 - INQUIRY SUCCESSFUL
```

- This screen lists all of the accounting suffix lines associated with the credit memo
- The functionality of this screen is the same as the voucher and direct voucher accounting information summary screens
- Press <CLEAR> to return to the 1700 Credit Memo Header Entry screen (or the 1710 Credit Memo Detail Entry screen)

```
PCHL1700 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   12:14 PM
LINK TO:                   CREDIT MEMO HEADER ENTRY
CREDIT MEMO ID  : 009FY300531    DOC TYPE : CM         EFF DATE : MM/DD/YYYY
ACTION IND      : P              CM DATE  : MM/DD/YYYY INTF TYPE: VE
VOUCHER ID      : 009VY200633    CRDT ALL :   (Y/N)    PDT      : MA
VEN INVOICE NO  : INV2373RS      OPEN PO  : N (Y/N)    PO ID    : 009NY402373
DEPARTMENT      : 009            BANK ID  : 001        PYMNT NO :
CONTACT         : JOHNIE DELANO                              STATUS: POST
TELEPHONE       : 517    111-1111   EXT                      CREATE: MM/DD/YYYY
CM AMOUNT       :          633.50                             UPDATE: MM/DD/YYYY
VENDOR ID       : 2751047710  RADIO SHACK A DIVISION OF TAN   POST  : MM/DD/YYYY
ADDRESS     006 :                                            NOTE  : N
                  5421 W SAGINAW                             1099  :
           CITY : LANSING                  ST: MI ZIP: 48917      CTRY: USA
CM DESCRIPTION  : RETURN-NO REPLACEMENT                SERVICE DATE: MM/DD/YYYY
FREIGHT         :           5.00  VEN CM NO:  TDY97-459-0047  FCO :
OTHER CHARGES   : EX EXPRESS SHIPPING            3.50 REJECT CODE :
                                                      PRINT       : N
                                                      DIST METHOD : S
SFX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3

F1-HELP      F2-SELECT    F3-DELETE                 F5-NEXT      F6-VIEW DOC
             F8-SEL TERMS F9-LINK      F10-SAVE     F11-VW ACCT  F12-PRINT
G112 - INQUIRY SUCCESSFUL
```

- To view a summary of the credit memo's commodity information, press <F6–VIEW DOC>

1720 Credit Memo Commodity Summary

```
PCHL1720 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   12:16 PM
LINK TO:                 CREDIT MEMO COMMODITY SUMMARY

CREDIT MEMO ID: 009FY300531     VOUCHER ID    : 009VY200633
PO ID         : 009NY402373     CR MEMO TOTAL :         633.50

S   LINE                QUANTITY             UNIT COST  TAXES      LINE TOTAL
    COMMODITY ID        COMMODITY NAME
S   001                       100.00            5.0000                 500.00
    725-56-75           TELEPHONE PARTS AND ACCESSORIES, ELECTRO
    002                         5.00           25.0000                 125.00
    208-94              WORD PROCESSING, TEXT EDITORS, LABEL MAK









F1-HELP                                 F4-VW DETL   F5-NEXT
             F8-NEXT PG   F9-LINK
G112 - INQUIRY SUCCESSFUL
```

- By selecting a line item and pressing <F4–VW DETL>, the system transfers to the 1710 Credit Memo Detail Entry screen for the line selected

```
PCHL1710 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   12:20 PM
LINK TO:                    CREDIT MEMO DETAIL ENTRY

CREDIT MEMO ID: 009FY300531     LINE NO     : 001
COMMODITY     : 725-56-75         TELEPHONE PARTS AND ACCESSORIES, ELECTRONIC
VOUCHER ID    : 009VY200633     VCH LINE NO : 001
QTY CREDITED  :       100.00    STATE TAX   :       LOCAL TAX :
PURCHASE U/M  : EA    UNIT COST:         5.0000     TOTAL COST:          500.00
BLOCK FUNCTION:       (SPEC ID TO COPY, ISRT, DLET, DUP)
SPECIFICATION INFO                                    BLOCK 001 OF   001
ALTERNATE FORMS OF UNIT PACKAGING WILL NOT BE ACCEPTED.                <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <
                                                                       <

F1-HELP      F2-SELECT    F3-DELETE    F4-BLK FUNC  F5-NEXT      F6-VW DOC
F7-PR BLK    F8-NX BLK    F9-LINK      F10-SAVE     F11-VW ACCT
G014 - RECORD FOUND
```

- The preceding inquiries can also be made from this screen
- <CLEAR> back to the 1000 Accounts Payable Menu
- Press <F5> for the Accounts Payable Inquiries Menu

1600 Accounts Payable Inquiries Menu

Two credit memo inquiry screens can be accessed from this menu. The <F7> selection transfers to the 1750 Credit Memos by Voucher screen. This screen allows the user to inquire on credit memos by the associated Voucher or Direct Voucher ID. The <F8> selection transfers to the 1550 Payable Documents by Vendor screen. This screen allows the user to view all of the payable documents (voucher, direct voucher, credit memo) associated with a specific vendor/mail code combination that were created within a given date range. Further inquiry can be done by Document (DV, VC, CM) and/or Status (POST, NOPT, APPR, PERR).

```
PCHL1600 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY  12:23 PM
LINK TO:                ACCOUNTS PAYABLE INQUIRIES MENU

                        COPYRIGHT 1993 KPMG PEAT MARWICK

               USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

                (1)  - PURCHASE ORDER OPEN ITEM SUMMARY
                (2)  - INVOICES BY PURCHASE ORDER/CONTRACT
                (3)  - INVOICES BY VENDOR
                (4)  - OPEN VOUCHER BY DEPARTMENT
                (5)  - VOUCHERS BY PURCHASE ORDER/CONTRACT
                (6)  - MATCHING DETAIL BY VOUCHER
                (7)  - CREDIT MEMOS BY VOUCHER
                (8)  - PAYABLE DOCUMENTS BY VENDOR



                (CL) - EXIT
```

- Select <F7> to access the Credit Memos by Voucher screen

1750 Credit Memos By Voucher

```
PCHL1750 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   12:26 PM
LINK TO:                    CREDIT MEMOS BY VOUCHER

VOUCHER ID: 009VY200633    VENDOR ID : 2751047710   RADIO SHACK A DIVISION OF
PO ID     : 009NY402373    VEN IVC NO: INV2373RS

S   CRED MEMO ID   STATUS DATE                AMOUNT  DESCRIPTION
S   009FY300531     POST  MM/DD/YYYY          633.50  RETURN-NO REPLACEMENT









F1-HELP                                 F4-VW DETL   F5-NEXT
             F8-NEXT PG   F9-LINK
G112 - INQUIRY SUCCESSFUL
```

- Enter the Voucher or Direct Voucher ID and press <ENTER> to inquire

- The system retrieves the document information for the ID entered (if no credit memos had been created for the Voucher ID, the credit memo section of the screen would be blank)

- For further inquiry, select a Credit Memo ID, and press <F4–VW DETL>

- The system transfers to the 1700 Credit Memo Header Entry screen for the document selected

```
PCHL1700 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   3:17 PM
LINK TO:                   CREDIT MEMO HEADER ENTRY
CREDIT MEMO ID  : 009FY300531    DOC TYPE : CM         EFF DATE : MM/DD/YYYY
ACTION IND      : P              CM DATE  : MM/DD/YYYY INTF TYPE: VE
VOUCHER ID      : 009VY200633    CRDT ALL :   (Y/N)    PDT      : MA
VEN INVOICE NO  : INV2373RS      OPEN PO  : N (Y/N)    PO ID    : 009NY402373
DEPARTMENT      : 009            BANK ID  : 001        PYMNT NO :
CONTACT         : JOHNIE DELANO                              STATUS: POST
TELEPHONE       : 517    111-1111   EXT                      CREATE: MM/DD/YYYY
CM AMOUNT       :          633.50                             UPDATE: MM/DD/YYYY
VENDOR ID       : 2751047710  RADIO SHACK A DIVISION OF TAN   POST  : MM/DD/YYYY
ADDRESS     006 :                                            NOTE  : N
                  5421 W SAGINAW                             1099  :
           CITY : LANSING                   ST: MI ZIP: 48917      CTRY: USA
CM DESCRIPTION  : RETURN-NO REPLACEMENT                 SERVICE DATE: MM/DD/YYYY
FREIGHT         :           5.00  VEN CM NO:  TDY97-459-0047  FCO :
OTHER CHARGES   : EX EXPRESS SHIPPING            3.50 REJECT CODE :
                                                      PRINT       : N
                                                      DIST METHOD : S
SFX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3

F1-HELP      F2-SELECT    F3-DELETE                 F5-NEXT      F6-VIEW DOC
             F8-SEL TERMS F9-LINK      F10-SAVE     F11-VW ACCT  F12-PRINT
G112 - INQUIRY SUCCESSFUL
```

- <CLEAR> back to the 1600 Accounts Payable Inquiries Menu:

```
PCHL1600 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   3:19 PM
LINK TO:                ACCOUNTS PAYABLE INQUIRIES MENU

                        COPYRIGHT 1993 KPMG PEAT MARWICK

               USE THE FUNCTION KEYS TO SELECT THE DESIRED FUNCTION:

                (1)  - PURCHASE ORDER OPEN ITEM SUMMARY
                (2)  - INVOICES BY PURCHASE ORDER/CONTRACT
                (3)  - INVOICES BY VENDOR
                (4)  - OPEN VOUCHER BY DEPARTMENT
                (5)  - VOUCHERS BY PURCHASE ORDER/CONTRACT
                (6)  - MATCHING DETAIL BY VOUCHER
                (7)  - CREDIT MEMOS BY VOUCHER
                (8)  - PAYABLE DOCUMENTS BY VENDOR



                (CL) - EXIT
```

- Select <F8> to access the Payable Documents by Vendor screen:

1550 Payable Documents By Vendor

```
PCHL1550 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   5:53 PM
LINK TO:                  PAYABLE DOCUMENTS BY VENDOR

VENDOR/MAIL CODE:            /      VENDOR NOT ON FILE
FROM DATE       : MM/DD/YYYY       TO DATE: MM/DD/YYYY DOC IND:    STATUS:

               DOC
S DOCUMENT ID  IND STAT REFER DOC    VEN INVOICE NO DATE               AMOUNT









F1-HELP                                 F4-VW HEADER F5-NEXT
             F8-NEXT PG   F9-LINK
```

- Inquiry of payable documents (voucher, direct voucher, credit memo) can be made by entering the Vendor ID and Mail Code, and any one or more of the

following: system generated date range, specific date range, Document Indicator (DV, CM, VC) or Document Status (POST, NOPT, APPR, PERR)

- The From Date defaults to one month prior to the current date, and the To Date defaults to the current date

Note: When the Document Indicator field is left blank, the system retrieves all documents. When the Status field is left blank, the system retrieves all statuses. When both fields are left blank, the system retrieves all documents with all statuses. On any or all of the following inquiries, you can enter asterisks (***) in the Mail Code field to inquire on the payable documents for all addresses for the entered Vendor ID. This will, however, require additional processing time. As with many other inquiries, the more narrowly the inquiry parameters are defined, the more specific the data retrieved, and the less time it takes to retrieve it.

System Generated Date Inquiry

```
PCHL1550 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   3:23 PM
LINK TO:                   PAYABLE DOCUMENTS BY VENDOR

VENDOR/MAIL CODE: 2751047710 / 006 RADIO SHACK A DIVISION OF TANDY COR
FROM DATE       : MM/DD/YYYY       TO DATE: MM/DD/YYYY DOC IND:    STATUS:

               DOC
S DOCUMENT ID  IND STAT REFER DOC    VEN INVOICE NO DATE               AMOUNT
  009FY300529  CM  NOPT 009VY200626  RS2364INV      MM/DD/YYYY
  009FY300531  CM  POST 009VY200633  INV2373RS      MM/DD/YYYY         633.50
  009VY200624  VC  POST 009NY402362  INV2362RS      MM/DD/YYYY         633.50
  009VY200626  VC  POST 009NY402364  RS2364INV      MM/DD/YYYY         633.50
  009VY200633  VC  POST 009NY402373  INV2373RS      MM/DD/YYYY         633.50









F1-HELP                                F4-VW HEADER F5-NEXT
            F8-NEXT PG   F9-LINK
G112 - INQUIRY SUCCESSFUL
```

- To inquire by system generated date only, enter the Vendor ID and Mail Code, and press <ENTER> to inquire

- The system retrieves all payable documents created within the date range displayed

- For this, and subsequent inquiries, additional inquiry can be made by selecting a document and pressing <F4–VW HEADER> to transfer to the associated document header

Mail Code and Specific Date Range Inquiry

```
PCHL1550 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   3:33 PM
LINK TO:                   PAYABLE DOCUMENTS BY VENDOR

VENDOR/MAIL CODE: 2751047710 / 006 RADIO SHACK A DIVISION OF TANDY COR
FROM DATE       : MM/DD/YYYY       TO DATE: MM/DD/YYYY DOC IND:    STATUS:

               DOC
S DOCUMENT ID  IND STAT REFER DOC    VEN INVOICE NO DATE              AMOUNT
  009FY300529  CM  NOPT 009VY200626  RS2364INV      MM/DD/YYYY
  009FY300531  CM  POST 009VY200633  INV2373RS      MM/DD/YYYY         633.50
  009VY200633  VC  POST 009NY402373  INV2373RS      MM/DD/YYYY         633.50









F1-HELP                                 F4-VW HEADER F5-NEXT
            F8-NEXT PG   F9-LINK
G112 - INQUIRY SUCCESSFUL
```

- To narrow/extend/change the date range, enter the Vendor ID, Mail Code, the From Date, and/or the To Date

- Press <ENTER> to inquire

- The system retrieves all payable documents matching the Vendor ID and Mail Code, created within the date range entered

Note: When both dates are the same, the system will generate a list of documents created on that date only. This is the most efficient date range inquiry.

Mail Code and Document Indicator Inquiry

```
PCHL1550 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   3:35 PM
LINK TO:                  PAYABLE DOCUMENTS BY VENDOR

VENDOR/MAIL CODE: 2751047710 / 006 RADIO SHACK A DIVISION OF TANDY COR
FROM DATE       : MM/DD/YYYY       TO DATE: MM/DD/YYYY DOC IND: CM STATUS:

               DOC
S DOCUMENT ID  IND STAT REFER DOC    VEN INVOICE NO DATE              AMOUNT
  009FY300529  CM  NOPT 009VY200626  RS2364INV      MM/DD/YYYY
  009FY300531  CM  POST 009VY200633  INV2373RS      MM/DD/YYYY         633.50









F1-HELP                                F4-VW HEADER F5-NEXT
             F8-NEXT PG   F9-LINK
G112 - INQUIRY SUCCESSFUL
```

- To inquire by Document Indicator, enter the Vendor ID, Mail Code, and the Document Indicator (date range can be changed, if desired)

DOC IND	DESCRIPTION
CM	Credit Memo
VC	Voucher
DV	Direct Voucher

- Press <ENTER> to inquire

- The system retrieves all payable documents matching the Vendor ID and Mail Code, created within the date range entered, having the Document Indicator entered

- Further inquiry can be made by selecting a document and pressing <F4–VW HEADER> to transfer to the associated document header

Mail Code and Status Inquiry

```
PCHL1550 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   3:51 PM
LINK TO:                  PAYABLE DOCUMENTS BY VENDOR

VENDOR/MAIL CODE: 2751047710 / 006 RADIO SHACK A DIVISION OF TANDY COR
FROM DATE       : MM/DD/YYYY       TO DATE: MM/DD/YYYY DOC IND:    STATUS: POST

                DOC
S DOCUMENT ID   IND STAT REFER DOC    VEN INVOICE NO  DATE               AMOUNT
  009FY300531   CM  POST 009VY200633  INV2373RS       MM/DD/YYYY         633.50
  009VY200624   VC  POST 009NY402362  INV2362RS       MM/DD/YYYY         633.50
  009VY200626   VC  POST 009NY402364  RS2364INV       MM/DD/YYYY         633.50
  009VY200633   VC  POST 009NY402373  INV2373RS       MM/DD/YYYY         633.50









F1-HELP                                F4-VW HEADER F5-NEXT
             F8-NEXT PG   F9-LINK
G112 - INQUIRY SUCCESSFUL
```

- To inquire by document status, enter the Vendor ID, Mail Code, and the Status (date range can be changed, if desired)

STATUS	DESCRIPTION
NOPT	Not posted
POST	Posted
APPR	In an approval path
PERR	Posting Error

- Press <ENTER> to inquire

- The system retrieves all payable documents matching the Vendor ID and Mail Code, created within the date range entered, having the Status entered

Mail Code and a Combination of Elements Inquiry

```
PCHL1550 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   4:02 PM
LINK TO:                  PAYABLE DOCUMENTS BY VENDOR

VENDOR/MAIL CODE: 2751047710 / 006 RADIO SHACK A DIVISION OF TANDY COR
FROM DATE       : MM/DD/YYYY       TO DATE: MM/DD/YYYY DOC IND: VC STATUS: POST

                DOC
S DOCUMENT ID   IND STAT REFER DOC    VEN INVOICE NO  DATE               AMOUNT
  009VY200633   VC  POST 009NY402373  INV2373RS       MM/DD/YYYY         633.50









F1-HELP                                F4-VW HEADER F5-NEXT
             F8-NEXT PG   F9-LINK
G112 - INQUIRY SUCCESSFUL
```

- To inquire by a combination of elements, enter the Vendor ID, Mail Code, and any (or all) of the following: From Date, To Date, Document Indicator, Status
- Press <ENTER> to inquire
- The system retrieves all payable documents matching the elements entered

The greater the inquiry is narrowed, the more efficient the inquiry can be. Instead of having many pages of documents, you may have only a few documents.