

# *Credits*



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## Performing Credit Returns

The credit return application streamlines the entire credit process. For example, all the search functions and credit functions are in one action code. This eliminates inquiring using one action code and creating the credit using another.

The credit return application lets you search by the original invoice number, customer name and item number, or customer purchase order number. Additionally, the P-MASTER and JOUR-S files are searched, and up to 12 renamed sales journals.

You can track items already credited for a specific invoice. This eliminates the possibility of crediting an item more than once. A credit return index also tracks the credits entered against an original invoice.

Creating a list of reason codes, which displays during the return process is another feature of this application. You can specify up to 15 reasons items are returned, so you can track the most common.

You can specify whether the items are automatically returned to on-hand, the RECEIPTS file, trash, or to the vendor. In addition, you can use the item's stock class to specify how to handle the returned merchandise.

A parameter also exists that allows you to charge a restocking fee. You can base the percentage that will be charged on the number of days that have past since the item was purchased. You can also exempt customers from the restocking fee, depending on the reason the items was returned.

## Planning to Use Credit Returns

A small amount of planning can make using the credit return application very simple.

- First, you should reindex the P-MASTER, JOUR-S files, and any renamed sales journals to search for a particular invoice.
- Because Ensite Pro is fully integrated, the information used in credit returns is automatically supplied to other parts of the software. Therefore, you must set parameters in the (LGA) Sales Journals Parameters and (LGB) Credit Order Entry Parameters screens.

## Credit Returns Files

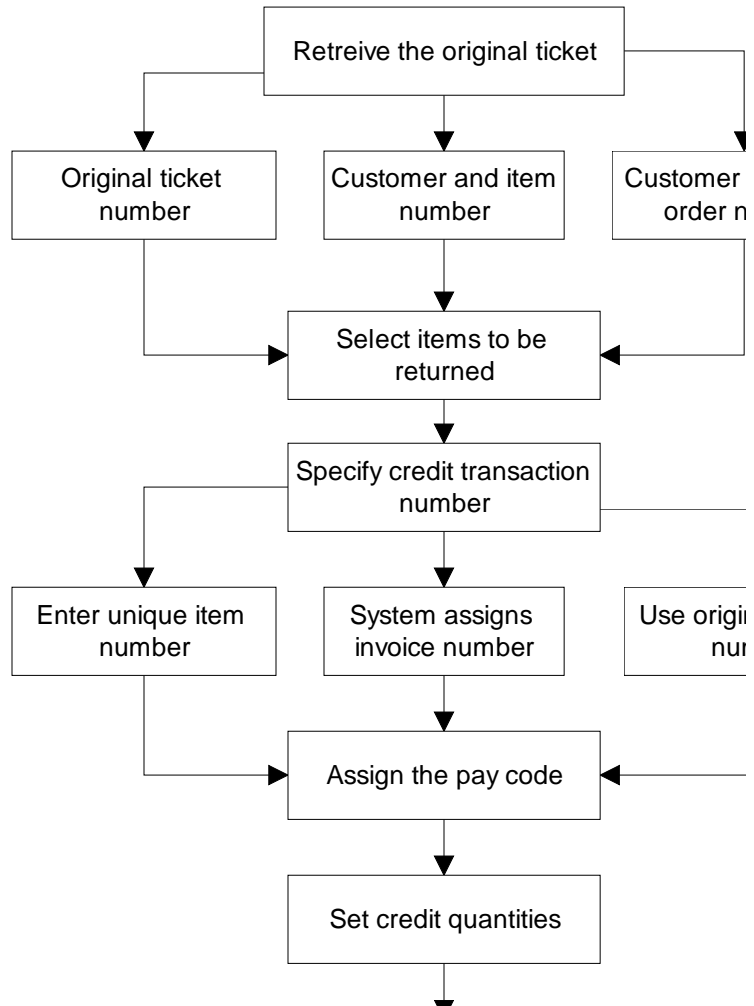
A number of files are used to maintain commercial order entry information. Becoming familiar with these files can help you prevent errors, and troubleshoot any errors that may occur. Each file is listed below, along with the function it serves.

<b>C-DISC</b>	Contains customer pricing information.
<b>C-MASTER</b>	Contains customer account information, such as name and account number.
<b>I-MASTER</b>	Contains item information, such as the item number, company, description, and unit of measure.
<b>I-PRICE</b>	Contains item pricing information.
<b>JO-TENDER</b>	Contains journalized tender information for all order entry transactions. Information in the file P-TENDER is flushed to JO-TENDER when an (MA) is performed.
<b>P-CPOINDEX</b>	Links the customers long and short purchase order number. This lets you retrieve invoices by purchase order number.
<b>P-CRINDEX</b>	Links the customer name and item number. This lets you retrieve invoices by customer name and item number.
<b>P-TENDER</b>	Contains tender information for all order entry transactions.

## Credit Returns Flow Chart

When creating a return, you can search for an order by specifying the original pick ticket number, the customer's name and item number, or by entering the customer's purchase order number. The flow chart on the following page shows how credit return information flows through the system.


## Credits



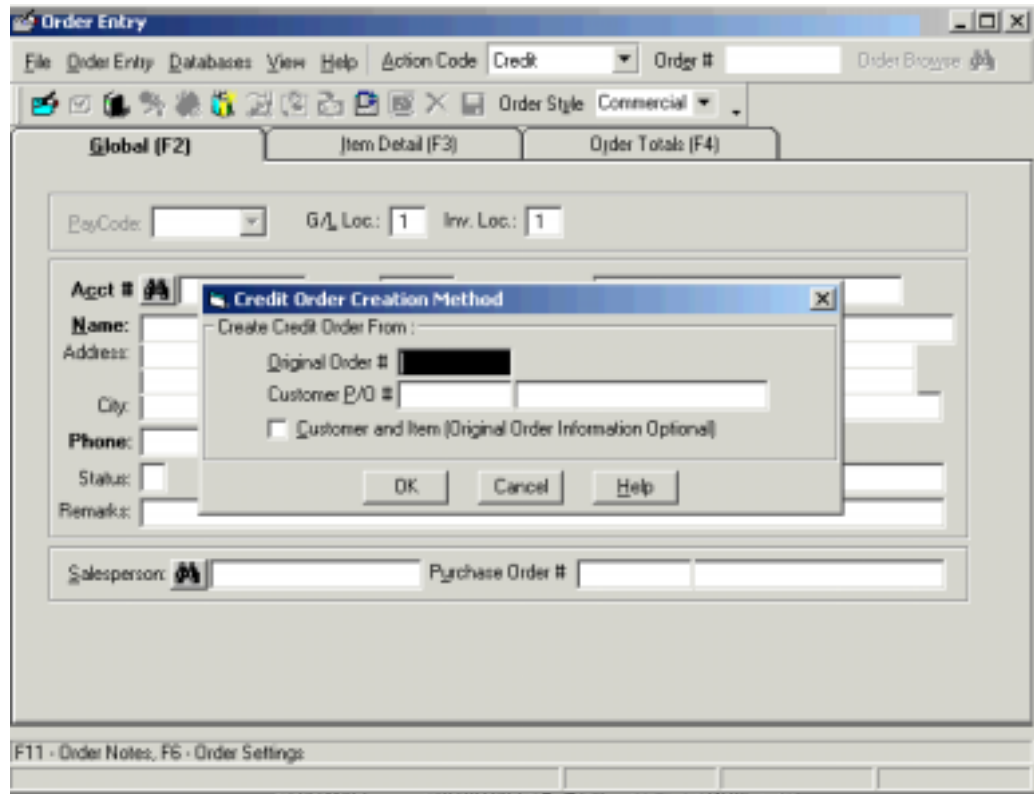
## Using Credit Returns

There are only four basic steps to creating a credit return:

- Select the order to credit.
- Specify the global credit information.
- Specify the credit return information.
- Complete the credit return.

- 1 From the Main menu, double-click . The Order Entry window opens, displaying the Global tab.

**Figure 1: The Credit Order Creation Method Dialog Box**



- 2 Click the down arrow in the Action Code list box, and click Credit. The Order Entry Credit Order Creation Method dialog box opens. See Figure 1. You use this dialog box to search for the order to credit. You can search using the original order number, the customer's purchase order number, or by selecting the customer and the item being returned.
  - To search by the original invoice number, enter the original invoice number in the Original Order # box, without the extension and click OK. For example, if the order number is 13852-Ø or 13852-1, enter 13852 in this box. Go to **Step 3**.
  - To search by the customer's short purchase order number, enter the customer's short purchase order number in the Customer P/O # box, and click OK. Go to **Step 3**.
  - To search by the customer's long purchase order number, enter the customer's long purchase order number in the Customer P/O # box and click OK. Go to **Step 3**.
  - To search by customer and item, click the Customer and Item check box, and click OK. When the cursor moves to the Name box, select the customer to credit. After you select the customer, click the Item Detail tab, and select the item the customer is returning. After you select the item, a dialog box opens listing all the orders on which this item appears for this customer. Double-click the appropriate order. The order appears in the Item Detail tab and the cursor moves to the Return box. Specify the returned item quantity. For example, if the customer is returning 1 item, type 1. Press Enter. After you enter the return quantity, click Accept. Go to **Step 5**.


**Figure 2:**  
Selecting Items  
to Credit

The screenshot shows a window titled "Credit Order" with a table of items. The table has columns for Return Qty, Invoice, Date, Item, Co., Description, and Ship. Credits. Below the table are buttons for Select All, OK, Cancel, Help, and Credit History.

Return Qty	Invoice	Date	Item	Co.	Description	Ship	Credits
	10001-0		10734NN HON		HUTCH 68X15X42 MAHOGANY		
	10001-0		10743NN HON		CRED. KNEESPACE 72X24 MAHOGANY		
	10001-0		10748LNN HON		CRED. S/LAT 72X24 MAHOGANY		
	10001-0		10770NN HON		BRIDGE 48X24 MAHOGANY		
	10001-0		10785RNN HON		DESK. S/PED 72X36 MAHOGANY		
	10001-0		10791NN HON		DESK. LAM 72X36 MAHOGANY		
	10001-0		30001	SAN	MARKER, SHARPIE, FINE PT, BK		
	10001-0		5901AB12T	HON	CHAIR, COMFORTASK, DGY/BK		
	10001-0		DELIVERY	DDMS	DELIVERY		

## Credits

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**Note:** If the item the customer is returning is an item you don't stock (uncataloged), click  to open the Uncataloged Item Information dialog box and specify the item information. When you finish, click OK. Go to **Step 5**.

---

**3** The search begins for the order that contains the information you specified. When the order is found, the Order Entry Credit Order dialog box opens, as shown in Figure 2. Click the Return Qty box for the item the customer wants to return, and enter the returned item quantity. For example, if the customer is returning two items, click the Return Qty box for the appropriate item and type **2**.

---

**Note:** If you select an item by mistake, click the Return Qty box and type **0** to clear the quantity. In addition, to view credit history, click the Credit History button. The Order Entry Credit History dialog box opens. When you finish viewing credit history, click Close.

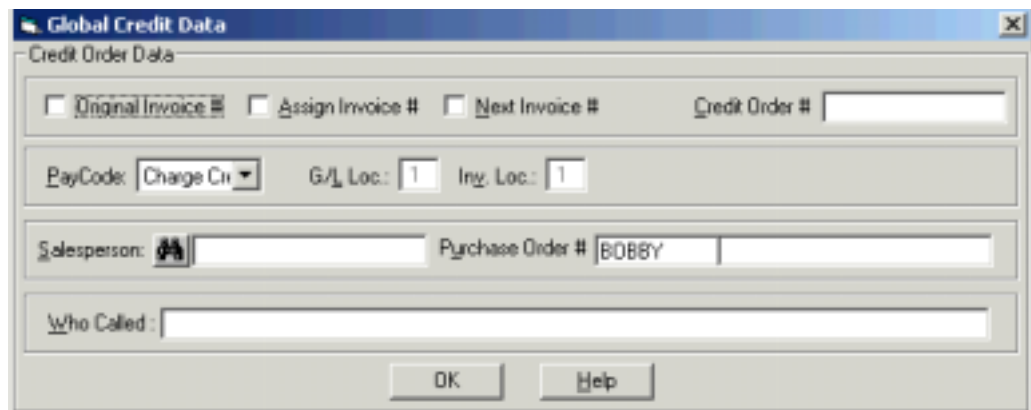
---

**4** When you finish marking items for return, click OK.

**5** The Global Credit Data dialog box opens. See Figure 3. In the Original Invoice #, Assign Invoice #, and Next Invoice # boxes, you must assign an invoice number to the credit return.

- To accept the original invoice number as the number that will be attached to the return, check the Original Invoice # box. The original invoice number appears in the Credit Order # box.
- To assign a new invoice number, check the Assign Invoice # box. In the Credit Order # box, specify a unique invoice number for this credit return.
- To automatically assign an invoice number, check the Next Invoice # box.

**Figure 3: The Global Credit Data Dialog Box**



- 6 In the PayCode list box, click the down arrow and select the pay code that corresponds to this transaction. You can choose from Charge Credit, Cash Credit or Credit Voucher. (The PayCode list box defaults to the pay code that corresponds to the original transaction. For example, if this was a cash transaction, the PayCode list box defaults to Cash Credit.)
- 7 In the Salesperson box, you can accept the default number of the salesperson who created the original order, or you can enter a different salesperson number. If you don't know the salesperson's number, you can also use the Query feature to find the salesperson to assign this credit return.

---

**Note:** The G/L Loc and Inv Loc boxes display the general ledger and inventory location for this credit return, respectively. These boxes default to the information that corresponds to the original transaction and are for display purposes only.


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- 8 In the Purchase Order # boxes, you can accept the default purchase order number attached to this order, or you can enter a different purchase order number.
- 9 If an individual was specified in the Who Called box in the Order Settings dialog box when the order was placed, the name appears in the Who Called box. You can accept the default name, or enter the name of the person returning the merchandise.
- 10 When you finish entering information about the credit return, click OK.
- 11 The Item Detail tab reopens, displaying information for the item(s) being returned. This includes the returned quantity, the disposition of the item (how the returned merchandise is handled), and the reason the item was returned. To change the disposition of the item, click the Disposition box.
- 12 When the Disposition list box opens, click the down arrow and choose how to handle the returned merchandise.
  - To return the item to on-hand, click On-Hand. The item is returned to your on-hand inventory for resale.
  - To return the item to the RECEIPTS file, click Receipts. The information in this file is used when you flush merchandise to customer backorders. After backorders are flushed, the remaining merchandise can be released to update on-hand quantities.
  - To return the item to trash, click Trash. The item cannot be resold. A cash or credit return will be recorded in your sales journal and reflected in your sales figures, but on-hand quantities and the RECEIPTS file is not affected.

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- To return the item to the vendor, click Vendor. The item is not resold and is returned to the vendor for credit. Like the Trash option, a cash or credit return is recorded in your sales journal and reflects in your sales figures, but on-hand quantities and the RECEIPTS file are not affected. You can print a report showing all of the items you've returned to vendors. Using this report, you can easily find the original purchase order, the P/O on which you paid the highest price, and other information. You can then easily put your vendor return items on a type of purchase order (debit memo) which you send to your vendor for a credit.
  - To return the item to an unknown source, click Unknown. This response lets you specify how to handle the item.
- 13** To change the reason the item was returned, click the Reason box. Type the text explaining why the item was returned, DAMAGED, for example. Press Enter.
- 14** To specify a restocking fee, click the Fee box. Type the restocking fee to charge and press Enter.

---

**Note:** The default restocking fee is based on a percentage of the item's sale price and the number of days the customer waits to return the merchandise. This amount is calculated based on your response in the Restocking Fee Percentage fields in the (LGB) Credit Order Entry Parameters screen. To delete an item from a credit return, right-click on the item and click Delete, or click the item to highlight it, and click .

---

- 15** When you changing credit return information, you can end the credit return.
- If you're completing a credit return, click the Order Totals tab. When the cursor moves to the Ticket:Printer box, you can end the return or make changes to the ending return status, printer information, and enter an end line special.
  - If you're completing a cash return or a credit voucher, click the Order Totals tab. The available tenders display at the bottom of the tab, with cash shown as the default tender. Select the method of payment for this return. You can choose cash, checks, credit cards, manufacturer's coupons, in store coupons, dollar and percent discounts, gift certificates, and miscellaneous tender. Click the method of payment to use. For example, if the customer is paying by check, click Check. Depending on the method of payment you select, additional tender information boxes open so you can enter additional information. For example, if you choose

check as the method of payment, the Account # through Phone # boxes open so you can enter the check information. When you finish entering the payment information, you can end the return or make changes to the ending return status, printer information, and enter an end line special.

- 16** When you're ready to end the credit return, click Accept Order. The order is ended at the status you selected. Unless you indicated not to print any tickets, the number of tickets you entered print. In addition, the pick tickets are faxed or e-mailed if you so specified. The cursor returns to the Credit Order Creation Method dialog box.

## Understanding the Vendor Credit Returns Feature

In the past, it was difficult to perform credit returns to vendors, largely because you didn't have a good way to track the history of your vendor return items. You didn't always know what items needed to be returned and what vendors they could be returned to. Moreover, you didn't have a way to find out where to return the item for the highest credit. In this situation, you can easily lose money. This is why we've developed a new feature that automates the vendor return process.

With this feature, you can print a report showing all of the items you've returned to vendors. Using this report, you can easily find the original purchase order, the P/O on which you paid the highest price, and other information. You can then easily put your vendor return items on a type of purchase order (debit memo) which you send to your vendor for a credit. This debit memo tracks your item, from the original purchase order number to recording the return merchandise authorization number that is issued by the vendor. After you fax the debit memo to the vendor, the vendor issues a credit for the items. You can then post the credit to A/P using a new function in the (DO) Accounts Payable Purchase Orders screen.

### The Flow of Vendor Credit Returns

Before using the vendor credit returns feature, you should understand how it fits into your order entry and purchasing flow. This part of the handout briefly explains the steps involved in using vendor credit returns.

First, you set up your vendor credit return parameters. (These parameters are described below under the heading **What You Need to Set Up**.)

Next, you create a purchase order for an item.

Then, you sell this item to a customer. Later, the customer returns the item to you for some reason. For example, the item could be damaged or the wrong color. If the item is damaged, you do not want to return it to stock, but you want to return it to a vendor that you bought it from.

To return the item to a vendor, you create a credit return in the (GX) Credit Order Entry screen. In this screen, create a credit return as you normally would. When the Return Item To Window appears, select the [V] Vendor function. Complete the credit return as you normally would and invoice it. When you invoice the item, the item's credit return information automatically goes into a new debit memo file called P-DEBMEMO.

After you create vendor credit returns, you can print the Debit Memo Report in the new (SRM) Debit Memo Report screen. Although this is an optional report, it shows you what items need to be returned, which vendors you can return them to, and on what purchase orders. The purchase order you bought

the item on is flagged with an asterisk (\*). The report lists items by vendor, along with the following information for each item: vendor number and name, purchase order number, acknowledgment number, date, quantity, unit of measure, and cost. After you run the Debit Memo Report, the P-DEBMEMO file is updated with the suggested vendor and purchase order for returns.

After you print the report, you can create the debit memo for the vendor you want to return items to. To do this, you use the [M] Deb action code in the (F) Purchase Order Entry screen. When you build the debit memo, you specify the items that you want to return to the vendor. You can build the debit memo manually, by including items individually, or you can let the system build it automatically from items in the P-DEBMEMO file. You can limit the items that can be included by vendor, item company, stock class, and inventory department.

You can also specify information about the purchase order you want to use to return the item. This purchase order is known as the Original P/O. When you include the item on the debit memo, the system suggests that you use that purchase order on which you originally bought the item as the Original P/O. If you do not choose this as the Original P/O, you can choose one from a list of purchase orders on which you also bought the item.

After you build the debit memo, you can fax or call it in to the vendor to request a credit for the items. The vendor may issue you an RMA (returned merchandise authorization) number. The vendor then issues you a credit memo. You can match the credit memo against the debit memo to ensure that the vendor credited you for the correct number of items at the correct prices. At this point, you can use the [C] Chg action code in the (F) screen to enter the RMA number or other information about the debit memo. You may also now want to return the items to the vendor.

To finish the vendor credit return process, you post the debit memo to accounts payable in your (DO) screen. You can do so using either the debit memo number or the RMA number. This process receives the debit memo automatically; you do not have to receive the debit memo in the (F) screen. You can, however, receive the debit memo in the (F) screen using the [C] Chg action code if you do not normally use the accounts payable application. Since you purge the debit memo to the JOUR-PO file as part of your day-end procedures, you will have a historical record of the items that have been credited.

---

**Note:** You must set the Archive Purge to Journal field to **Y** in the (SR) Purchase Order Reports screen to keep a historical record of the items that have been credited.

---

As with other information in the DDMS system, you can create a report in the Report Writer application containing this debit memo information. However, you cannot set sorts or limits.

## Field Definitions

Fields that affect the new vendor credit returns feature are described below. We don't necessarily include every field you may encounter when using the vendor credit returns feature, but we do include every field that affects how this feature will run. Reviewing these field descriptions before you begin may highlight options that you'll need to discuss with management.

This section also describes the new file created for the vendor credit returns feature.

### Fields in the (LGØ) Screen

There are two fields that you must set up in the (LGØ) Order Entry Parameters screen. See Figure 4.

#### Keep All Pick Fields In JOUR-S

You must specify **Y** in this field to create debit memos.

---

**Note:** If it's time for your month-end procedures, do not set this field to **Y** before the first [MA] of the new month, or before you create a new JOUR-S (sales journal) file. After you create a sales journal for the month that just ended, you can set this field to **Y** and leave it that way.

---

The default for this field is **N**.

**Figure 4: Fields  
in the (LGØ)  
Screen**

```

14:14:18                (LGØ) ORDER ENTRY PARAMETERS                03/12/98
-----
ACTION [C] (C-Change, I-Inquiry)  G/L Location [ 1 ]
-----
Invoice # 10151          Cash Receipt #          Quote # 101
Serial #   1000          Serial Prob. #     1000
Pricing Info ?Y  Shipto Info ?Y  A/R Info ?Y  Pay Code Msg ?Y  Pastdue Days #30
Set Commission Code Y/N ?N  Archive Specials Y/N ?Y  Freight Default Dept ?N
Use Billto as Shipto Y/N ?N  No Partial Ships Y/N ?  Only Print Assemblies ?
Have Page# & Vendor Display Match the Prefix & Carton Display Y/N ?
Allow Auto Verifying with Batch Printing ("TR-V") Y/N ?  All Shipped Y/N ?
Keep All PICK Fields in JOUR-S Y/N ?Y  Build Sales Journal Item Index Y/N ?
Allow Sequence on "Pick Nbr" Orders Y/N ?  Build Debit Memo Data File Y/N ?Y
PASSWORDS:  Drawer ?OPEN  Delete ?DDMS  Reindex ?DDMS
            Pick Nbr ?DAVE  Change Loc ?LOC  Credits ?
UNCATALOGS :  Not allowed on remotes Y/N ?  Default Dept ?9  Add-on -UC Y/N ?Y
BACKORDER PRINT :  (All Items or Flushed)  Future Shipping Y/N/A ?N
Print Code ?A  (A-Ven, B-Bin, N-Ven, O-Bin)  No Print From ? To ?
Split to a Separate Line Partial Backorders Y/N ?  Specials B/S/X ?
Always Print Pick Tickets in Bin Order Y/N ?
TRANSFERS :  A/R Master Y/N ?N  A/R Batch Y/N ?Y  Sales Journal Y/N ?Y
            A/R Location same as Transfer From Location Y/N ?
SHIPPING LABELS :  Print Company Logo Y/N ?Y  Customer Logo Y/N ?N

```

## Build Debit Memo Data File

In this field, you must specify **Y** so that the system will build a file that contains all of the items marked as vendor credit returns in the (GX) Credit Order Entry screen. This file is the P-DEBMEMO file. In order to create debit memos, this field must be set to **Y**.

The default for this field is N.

## Fields in the (LF) Screen

There are two fields that you must set up in the (LF) Purchase Order Parameters screen. See Figure 5.

### Next Debit Memo #

This field shows the next debit memo number that the system will assign. Each time the system assigns a debit memo number, this number increases by one.

If you enter a number in this field, you can let the system assign numbers to new debit memos, beginning with the number entered here. If you do not assign a number in the Next Debit Memo # field, the system will use the number in the Next P/O # field as a default in the (F) screen.

You may want to assign a letter of your choice, such as D, as a prefix. This prefix is not required, but it may help you to identify debit memos easily. After the dash, enter the number proper. **This number must not be the same as the purchase order number listed in the NEXT P/O # field.**

**Figure 5: Fields  
in the (LF)  
Screen**

```

14:15:19                (LF) Purchase Order Parameters                03/12/98
-----
ACTION [I] (C-Chg,I-Inq,1-Flushing,2-Journals,3-Debit Memo,A-AutoSB) G/L Loc[ 1]
-----
Next P/O #      10207      Next Debit Memo #D- 20052      Logo on P/O ?Y
-----
PASSWORDS:  Delete ?DDMS  Release ?DDMS  Purge ?DDMS  Use Super Index Y/N ?N

Round Quantities when Needed U/D/N ?U      Archive Specials during Purge Y/N ?Y
Build Acknowledgment Index for JOUR-PO Y/N ?
Only Print P/O's that have been ENDED Y/N ?N
Only Update I-AUX on P/O's that have been ENDED Y/N ?N
Allow Adding on to P/O's that have been ENDED Y/N ?Y

When Ordering, Display Allocated Added into the On-Hand Y/N ?N
Prompt for Using a Contract Cost on Purchase Orders Y/N ?Y
Prompt for Percent to Up Cost when Receiving Y/N ?
Receiving By Item: Add New Bar Codes Y/N ?  Overs O/R/I ?  Not on P/O A/I ?
Split Lines on Partial Received Quantities Y/N ?

Update Average Cost at Release to On-Hand Y/N ?Y
Default Selector: [      ] Printer: [      ]
-----

```

---

**Note:** If this field is left blank for a location other than location 1, the system uses the number entered in the Next Debit Memo # field for location 1.

---

If a P/O number has not been specified in this field, you must manually assign debit memo numbers. However, you can manually assign these numbers even if you enter a number in the Next Debit Memo # field.

### Archive Specials During Purge

In this field, you specify that the system archive special lines when you purge your P/Os to JOUR-PO. In order to create debit memos, this field must be set to **Y**.

The default for this field is **N**.

### Fields in the (C) Screen

The following text describes the fields in the (C) Vendor Master screen that affect the vendor credit returns feature.

#### Recv Days #

In this field, you can specify the maximum number of days this vendor accepts a return without charging you a restocking fee. If you enter 90 in this field, for example, when you build the debit memo you will be able to include this vendor's items only if they are returned 90 or fewer days after they were purchased. This number can be between 0 and 999.

This amount overrides any amount specified in the P/O Receive Age Days field in the (LF3) Debit Memo Parameters screen.

#### Max Lines #

In this field, specify the maximum number of lines per purchase order that you want the system to display for this vendor on the Debit Memo Report. This number can be between 0 and 99.

This amount overrides any amount specified in the Maximum Lines Per Vendor field in the (LF3) screen.

#### Debit #

This field displays the last debit memo number used for this vendor. The system updates this field each time you create a debit memo for this vendor.

### Fields in the (LF3) Screen

The following is a list of fields in the new (LF3) Debit Memo Parameters screen, shown in Figure 6.

### Additional Return Reasons

You can use these fields to enter the text for up to fifteen different reasons that you return merchandise to vendors. For example, if you want to specify a return reason for items that are the wrong color, you could enter Wrong Color in one of the fields. You can enter up to 15 characters in each field.

*These codes are defined in the CODE field of the Master Record in the (C) Vendor Master screen.*

When you build the debit memo, the system displays these reasons along with the return reasons that are already specified in the (LGB) Credit Order Entry Parameters screen.

### Wholesaler/To

In the Wholesaler and corresponding To fields, you specify a range of codes for the wholesalers you want to return merchandise to. In the + fields, you can specify up to five additional non-sequential wholesaler codes. The Debit Memo Report will include only items from wholesalers with a code that falls within the range you specify.

*You can override this number for individual vendors by specifying a different number in the RECV DAYS # field in the (C) screen.*

### Manufacturer/To

In the Manufacturer and corresponding To fields, you specify the range of codes for the manufacturers you want to return merchandise to. In the + fields, you can specify up to five additional non-sequential manufacturer codes. The Debit Memo Report will include only items from manufacturers with a code that falls within the range you specify.

**Figure 6: The (LF3) Debit Memo Parameters Screen**

```

09:50:39                (LF3) DEBIT MEMO PARAMETERS                10/09/98
-----
ACTION [ ] (C-Change, I-Inquiry)                                G/L Location [ 1 ]
-----
Additional
Return Reasons          Vendor Codes Types :
[DAMAGED ]              Wholesaler   : [ ] to [ ] + [ , , , , ]
[WRONG COLOR ]          Manufacturer : [ ] to [ ] + [ , , , , ]
[ ]
[ ]                     Defaults :
[ ]                     P/O Receive Age Days    #120
[ ]                     Maximum Lines per Vendor #50
[ ]
[ ]                     Sorts :
[ ]                     Vendor Sort Preference [O,W,M] (O-Orig, W-Whl, M-Mfg)
[ ]                     P/O Sort Order          [D,$,Q] (D-Date, $-Cost,Q-Qty)
[ ]
[ ]                     Allow Purging Debit Memo's Without Posting to A/P ?
[ ]
[ ]
[ ]

```

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*The amount in this field is overridden by the amount in the MAX LINES # field in the vendor's (C) Vendor Master screen.*

---

### P/O Receive Age Days

In the P/O Receive Age Days field, specify the maximum number of days for a vendor to accept a return without charging you a restocking fee. If you enter 90 in this field, for example, when you build the debit memo you will be able to include only vendors who charge no restocking fee for items that are returned 90 or fewer days after they were purchased. This number can be between 0 and 999.

If this field is blank, the system uses **180** as a default.

The system uses the information you enter in this field as a default in the P/O Receive Age Days # field in the (SRM) screen when you create the Debit Memo Report.

### Maximum Lines per Vendor

In this field, specify the maximum number of lines per purchase order that you want the system to display for each vendor on the Debit Memo Report. This number can be between 0 and 99.

If this field is blank, the system uses **5** as a default.

The system uses the information you enter in this field as a default in the Maximum P/O Lines Per Vendor field in the (SRM) screen when you create the Debit Memo Report.

### Vendor Sort Preference

In these fields, specify the order in which you want vendors to sort on the Debit Memo Report. Enter your first sort in the first position, your second sort in the second position, and your third sort the third position. Enter your response according to the following:

- O** (default) Sort by the original vendor
- W** Sort by wholesaler
- M** Sort by manufacturer.

### P/O Sort Order

In this field, specify the order in which you want the lines of each P/O to be sorted on the Debit Memo Report. Enter your first sort in the first position, your second sort in the second position, and your third sort in the third position. Enter your response according to the following:

- D** (default) Sort by date
- \$** Sort by cost
- Q** Sort by quantity.

---

*You purge debit memos in the (SR) Purchase Order Reports screen using the [P] Purge Purchase Orders function.*

---

### Allow Purging Debit Memo's Without Posting to A/P

To finish the vendor credit return process, you post the debit memo to accounts payable in the (DO) screen. This process receives the debit memo automatically; you do not have to receive the debit memo in the (F) screen. When you purge debit memos, the debit memos move from the PO-MASTER file to the JOUR-PO file just like your purchase orders.

---

**Note:** You must set the Archive Purge to Journal field to **Y** in the (SR) Purchase Order Reports screen to keep a historical record of the items that have been credited.

---

However, if you do not use the accounts payable application, you can receive your debit memos in the (F) screen using the [C] Chg action code. If you did not receive your debit memos in the (DO) screen, you use this parameter to determine whether or not to purge your received debit memos. When you purge purchase orders, if a debit memo is found that has not been posted to A/P through the (DO) screen, the system will check this parameter to determine what to do with this debit memo record.

- Y** The received debit memo will be purged.
- N** The received debit memo will not be purged and will remain in PO-MASTER until it has been posted in accounts payable.

### Fields in the (F) Screen

The following text describes the one field in the (F) Purchase Order Entry screen that affects the vendor credit returns feature.

#### Include Debit Memos

In this field, you can specify whether to include debit memos when you select information to view in the Limiting Window. Enter your response according to the following:

- Y (default)** Include debit memos and other purchase orders
- N** Include purchase orders, but not debit memos
- O** Include only debit memos.

#### Debit Memo File

P-DEBMEMO: This file stores all the information for your invoiced vendor credit returns.

#### Debit Memo Report

PODEB: This Report Writer selector prints the debit memo.

## What You Need To Set Up

Any feature that requires any type of setup is shown below. If you are going to use these features, you must first set them up. Next to each feature listed below is the heading that gives instructions for enabling it. There is also a reference to the heading that gives the field definitions, where appropriate.

1. Set up the Keep All Pick Fields in JOUR-S and Build Debit Memo Data File fields in the (LGØ) Order Entry Parameters screen. For a definition of these fields, see the heading **Fields in the (LGØ) Screen**. For instructions on setting these fields, see the heading **Setting Up the (LGØ) Screen**.
2. Set up the Next Debit Memo # and Archive Specials During Purge fields in the (LF) Purchase Orders Parameters screen. For a definition of these fields, see the heading **Fields in the (LF) Screen**. For instructions on setting these fields, see the heading **Setting Up the (LF) Screen**.
3. Set up the debit memo parameters in the (LF3) screen. For a definition of these fields, see the heading **Fields in the (LF3) Screen**. For instructions on setting these fields, see the heading **Setting Up the (LF3) Screen**.
4. Set up the Recv Days # and Max Lines # fields in the (C) Vendor Master screen. (This is an optional step.) For a definition of these fields, see the heading **Fields in the (C) Screen**. For instructions on setting these fields, see the heading **Setting Up the (C) Screen**.

### Setting Up the (LGØ) Screen

Use the following instructions to set up the parameters in the (LGØ) screen:

- 1 Go to the (LGØ) screen and select the [C] Change action code.
- 2 In the G/L Location field, enter the location number or press Tab to accept the default.
- 3 Press Tab until the cursor moves to the Keep All Pick Fields In JOUR-S field. Type Y.

---

**Note:** If it's time for your month-end procedures, do not set this field to Y before the first [MA] of the new month, or before you create a new JOUR-S (sales journal) file. After you create a sales journal for the month that just ended, you can set this field to Y and leave it that way.

---

- 4 Press Tab until the cursor moves to the Build Debit Memo Data File field. Type Y.
- 5 Press Enter and the cursor returns to the action code field.

## Setting Up the (LF) Screen

Use the following instructions to set up the (LF) screen:

- 1 Go to the (LF) screen and select the [C] Chg action code.
- 2 In the G/L Loc field, enter the location number or press Tab to accept the default.
- 3 Press Tab until the cursor moves to the Next Debit Memo # field. Enter a number in this field. For details about this field, see **Fields in the (LF) Screen** above.
- 4 Press Tab until the cursor moves to the Archive Specials During Purge field. Type Y. For details about this field, see **Fields in the (LF) Screen** above.
- 5 Press Enter and the cursor returns to the action code field.

## Setting Up the (LF3) Screen

Use the following instructions to set up the parameters in the (LF3) screen:

- 1 Go to the (LF3) screen and select the [C] Change action code.
- 2 In the G/L Location field, enter the location number or press Tab to accept the default.
- 3 Tab to each field in this screen that you want to enter a response in. For a description of the fields, see the heading **Fields in the (LF3) Screen**.
- 4 Press Enter when finished and the cursor returns to the action code field.

## Setting Up the (C) Screen

Use the following instructions to set up the fields in the (C) screen:

- 1 Go to the (C) screen and select the [C] Chg action code.
- 2 In the Vendor# field, select the vendor you want to change the information for. Select the vendor as you normally would.
- 3 Tab to the Recv Days # field and enter an appropriate amount. For a description of this field, see the heading **Fields in the (C) Screen**.
- 4 In the Max Lines # field, enter an appropriate amount. For a description of this field, see the heading **Fields in the (C) Screen**.
- 5 Press Enter until the next vendor record appears.

## Using the Vendor Credit Returns Feature

The following text describes how to use the vendor credit returns feature.

### Using the Debit Memo Report

After you have set up your parameters, you begin the credit return process by creating a credit return in the (GX) Credit Order Entry screen. Next, you can print the optional Debit Memo Report. The Debit Memo Report is used to track merchandise that is available for return. You can use this report to place items with their original purchase order information on the debit memo.

The Debit Memo Report only contains vendor return items that are invoiced. The original purchase order number is flagged with an asterisk. Information for each line entry includes: vendor name and number, purchase order number, acknowledgment number, date, quantity, unit of measure, and cost.

### Printing the Debit Memo Report

You print the Debit Memo Report in the new (SRM) Debit Memo Report screen. See Figure 7.

**Note:** You must use wide paper or set your printer for compressed print (17 characters per inch) to print this report. To set your printer for compressed print, change the print setting manually (referring to your printer manual for instructions), or use the (@) Printer Setup Program screen.

Use the following instructions to print the Debit Memo Report:

**Figure 7: The (SRM) Debit Memo Report Screen**

```

14:16:02          (SRM) Debit Memo Report rev. (02/06/98)          03/12/98
-----
Vendor Number    From ?  .....      To ?.....
Stock Class      From ?.....              To ?..
Department       From ?.....              To ?..
Item Number      From ?.....              To ?.....
Company          From ?.....              To ?.....
Customer         From ?.....              To ?.....
Credit Invoice    From ?.....              To ?.....
Return Reason    From ?.....              To ?.....

Sort :
Vendor Sort Preference (O,W,M) (O-Orig, W-Whl, M-Mfg)
P/O Sort Order      (D,$,Q) (D-Date, $-Cost,Q-Qty)

Default :
P/O Receive Age Days #200          Maximum Lines per Vendor #50
-----
Location [ 1]      Printer [P1]      Copies [ 1]
    
```

- 1 Go to the (SR) Purchase Order Reports screen and select the [M] Debit Memo Report function.

---

**Note:** The From and To fields in the (SRM) screen allow you to enter limits for the report. You can limit the report using any combination of limits. However, to be included in the report, the record must meet all of the limits you set.

---

- 2 In the Vendor Number From and the corresponding To fields, enter a range of vendor account numbers. The report will include only items which have a suggested vendor within this range.
- 3 In the Stock Class From and the corresponding To fields, enter a range of stock classes. The report will include only items which have a stock class within this range.
- 4 In the Department From and the corresponding To fields, enter a range of department numbers. The report will include only items which have a department within this range.
- 5 In the Item Number From and the corresponding To fields, enter a range of item numbers. The report will include only items which have an item number within this range.
- 6 In the Company From and the corresponding To fields, enter a range of company codes. The report will include only items which are from a company within this range.
- 7 In the Customer From and the corresponding To fields, enter a range of customer account numbers. The report will include only items which are from an account within this range.
- 8 In the Credit Invoice From and the corresponding To fields, enter a range of credit invoice numbers. The report will include only items which have a credit invoice number within this range.
- 9 In the Enter Reason From and the corresponding To fields, enter a range of return reasons. The report will include only items which have a return reason within this range.
- 10 The Vendor Sort Preference fields display the default sort order for vendors on this report. The defaults come from the Vendor Sort Preference fields in the (LF3) screen. You can change these sorts here, but the change will effect only this printing of the report. For more information on this field, go to the heading **Fields in the (LF3) Screen**. If you do not want to change the sorts, tab past them.

Credits

## A Sample Debit Memo Report

Your Name	DEBIT MEMO REPORT	MM/DD/YY					
Your Suite	Location (1)	Page # 1					
Your Street							
Your City, State, Zip							
VENDOR ( WHL, MFG, ORIG)							
SORTED BY ( COST, DATE, QUANTITY)							
VENDOR NBR	VENDOR NAME	P/O#	ACK#	DATE	QTY	UM	COST
*****	*****	*****	*****	*****	*****	*****	*****
**** VENDOR ( UNITED )							
14837 SMD	FSTNR EQ FLDR,2K2-153LK-1&3	UN1203		45008 C	45008	C: A D: C	
	Reason: DAMAGED PRODUCT			Credit : 25 EA		10.300	
SPARCO	S.P. RICHARDS COMPANY	SP1105	1823ACD	11/05/97	3r	BX	12.950
SPARCO	S.P. RICHARDS COMPANY	SP1118	1823ZBX	11/18/97	1	BX	12.820
UNITED	UNITED STATIONERS	UN1203	44D36x4*	12/03/97	6	BX	12.730
SMEAD	SMEAD MANUFACTURING COMPANY	SM0728	8324568	03/28/97	20	BX	11.320

- 11 The P/O Sort Order fields display the default sort order for the P/O line items on this report. The defaults come from the P/O Sort Order fields in the (LF3) screen. You can change these sorts here, but the change will be in effect only for the printing of this report. For more information on this field, go to the heading **Fields in the (LF3) Screen**.
- 12 The P/O Receive Age Days field indicates the maximum number of days a vendor will accept a return without charging a restocking fee. Its default comes from the P/O Receive Age Days field in the (LF3) screen. You can change this field, but the change will be in effect only for the printing of this report. For more information on this field, go to the heading **Fields in the (LF3) Screen**.
- 13 The Maximum Lines Per Vendor field indicates the maximum number of lines per P/O that print per vendor. The default for the Maximum Lines Per Vendor field comes from the (LF3) screen. You can change this field, but the change will be in effect only for the printing of this report. For more information on this field, go to the heading **Fields in the (LF3) Screen**.

---

**Note:** If you specify a number in the P/O Receive Age Days or Maximum Lines Per Vendor fields and your vendor has been set up in the (C) Vendor Master screen with information in the Recv Days # and Max Lines # fields, the information entered in the (C) screen will override the information entered here.

---

- 14 In the Location field, enter the location you want to print the report for, or press Tab to accept the default.
- 15 In the Printer field, enter the printer you want to use, or press Tab to accept the default.
- 16 In the Copies field, enter the number of copies that you want to print, or press Tab to accept the default.
- 17 At the Are You Sure prompt, type **Y** to print the report.

## Building the Debit Memo

After you print the Debit Memo Report, you're ready to build the debit memo in the (F) screen. Use the following instructions to begin building the debit memo.

- 1 Go to the (F) screen and select the [M] Deb action code.
- 2 In the Inv Loc field, press Tab to accept the default inventory location or enter another location.
- 3 In the Vendor # field, retrieve the vendor that you want to build the debit memo for. Retrieve the vendor as you normally would.

- 4 In the Current P/O # field, press Enter to let the system assign the next debit memo number, or enter the number of the debit memo that you want to build and press Enter if you don't fill the field.
- 5 The Build Debit Memo Window appears, shown in Figure 8. The cursor is in the Auto Build Debit Memo field. This field and the Manual Build Only field work together. The Auto Build Debit Memo field allows you to decide whether to automatically add the items that you included in the Debit Memo Report to the debit memo that you are creating. In the Manual Build Only field, you can indicate that you want to enter items on the debit memo manually. You have four options:

Type Y in the Auto Build Debit Memo field and N in the Manual Build Only field. The system will automatically add the items in the P-DEBMEMO file to this debit memo. Go to the heading **Building the Debit Memo Automatically**.

Type N in both fields. This build allows you to use the items stored in the P-DEBMEMO file but you can select which ones to use on the debit memo. The advantage to this method is that the system does not automatically enter each item on the debit memo: you can manually go through each item in the file and choose whether you want to include it. This method also allows you to select a different purchase order than what the report suggested. We believe this will be the most common method used. Go to the heading **Building the Debit Memo Manually from the P-DEBMEMO File**.

**Figure 8: The Build Debit Memo Window**

```

18:14:26          (F) Purchase Order Entry  rev. (02/26/98)          03/12/98
----- Inv Loc [ 1] ----- File [PO-MASTER ] Vol [V3D ]
ACTION [M] (C-Chg,I-Ing,D-Del,O-Ord,M-Deb,R-Rec,S-S.Buys,T-Trans,P-Print,F-Fax)
Vendor #LEWIS          Contact :JIM SMITH          Phone #817-111-1111
Name :LEWIS-BUYER          Fax # - -          R.Phone #.....
Street :123 MAIN STREET          Account #123456789012345 Last P/O # 10207
City :FORT WORTH          State :TX Zip #37373-          Current P/O #D 20054
----- Total Weight #_____ $_____ Due Date :_/_/_
STOCK NUMBER__ CO.____ DESCRIPTION_____ UNIT C RETRN RECEIV RMA. NBR.

*****
* Auto Build Debit Memo Y/N ?N (Using Report's Recommended P/O's) *
* Manual Build Only Y/N ?N (Y-Do Not Build from O/E Credits) *
* ----- LIMITS ----- *
* Only Items that Match Recommended Vendor [LEWIS ] *
* Only For Item Companies From :..... To :..... *
* Only Items For Stock Classes From :. To :. *
* Only Items For Inv. Departments From :. To :. *
*****

```

Type **N** in the Auto Build Debit Memo field and **Y** in the Manual Build Only field. This option allows you to build the debit memo from all items in the inventory database, not just the items stored in the P-DEBMEMO file. Go to the heading **Building the Debit Memo Manually from All Items**.

Type **Y** in both fields. In effect, this is the same as the option above (**N** in the first field and **Y** in the second). If you do this, the system lets you build the debit memo from all items in the inventory database, not just the items stored in the P-DEBMEMO file. Go to the heading **Building the Debit Memo Manually from All Items**.

## Building the Debit Memo Automatically

Use the following instructions to allow the system to build the debit memo automatically:

- 1 To do this, type **Y** in the Auto Build Debit Memo field and **N** in the Manual Build Only field.
- 2 Use the fields in the Build Debit Memo window to set limits. Go to the heading **Completing the Build Debit Memo Window**.

## Building the Debit Memo Manually from the P-DEBMEMO File

To build the debit memo manually by selecting which items in the P-DEBMEMO file to include, follow these steps:

- 1 Type **N** in the Auto Build Debit Memo field and the Manual Build Only field.
- 2 Use the fields in the Build Debit Memo Window to set limits. For instructions, go to the heading **Completing the Build Debit Memo Window**.

## Building the Debit Memo Manually from All Items

To build the debit memo from all items in the inventory database, not just the items stored in the P-DEBMEMO file, follow these steps:

- 1 Type **N** in the Auto Build Debit Memo field and **Y** in the Manual Build Only field.
- 2 The cursor moves to the Stock Number field and the Enter Item Or <??> For Options prompt appears. Enter the number of the first item that you want to include on the debit memo and press Enter.

## Credits

- 3 The Correct Record prompt appears. Enter the appropriate response:
  - Y Accept this item, and include it on the debit memo.
  - N Skip this item, and display the next one.
  - A Add a new item record.
  - Q Use the query feature. The system displays your item and the next nine. Select the correct item by typing the corresponding number.
  - U Add an uncataloged item record.
  - V Display multiple vendor information about this item.

---

**Note:** If you're using the super index, the system displays a super index query window instead of the Correct Record prompt. Choose the correct item by entering the corresponding number.

---

- 4 The Original P/O window appears. Go to the heading **Specifying P/O Information**.

### Completing the Build Debit Memo Window

You set limits for the debit memo in the Build Debit Memo Window. Items must meet all the limits you set to be included. Use the following instructions to fill in the fields in the Build Debit Memo Window:

- 1 Use the Only Items That Match Recommended Vendor field to specify which vendor's items you are building this debit memo for. This field defaults to the vendor that you retrieved. You can enter another vendor, press Tab to accept the default, or space through the field to leave it blank. However, in order for this limit to apply, you must have run the Debit Memo Report.
- 2 In the Only for Item Companies From/To field, you can enter a range of company codes whose items you want to include on the debit memo.
- 3 In the Only Items for Stock Classes From field, you can specify a range of stock classes for the items that you want to include on the debit memo.
- 4 In the Only Items for Inventory Departments From field, you can specify a range of inventory departments for the items to include on the debit memo.

### Specifying the Items You're Returning

- 1 The cursor moves to the Stock Number field and the Enter Starting Item, Return for All, Or <??> For Options prompt appears.

Enter the number of the first item to include on the debit memo and press Enter, or press Enter to allow the system to retrieve the first eligible item.

- 2 If you're building the debit memo automatically, go to **Step 3**.

If you're building the debit memo manually from the P-DEBMEMO file, go to **Step 5**.

- 3 If you're building the debit memo automatically, the system retrieves the item you specified, and places this item and all subsequent items in the P-DEBMEMO file on the debit memo.

If a line item comes up that the system doesn't know how to handle, it displays the Original P/O # Window so you can handle it manually. (For instructions, see **Specifying P/O Information**.) After you complete that item, the system continues with the remainder of the items in the file.

- 4 After the last item has been added, the system displays the prompt End of O/E Credit Invoices - Add Items or End.

If you're finished adding items, go to **Completing the Debit Memo**.

If you want to add more items manually, go back to the heading **Building the Debit Memo Manually from All Items**.

**Figure 9: The Include This Item Prompt**

```

18:14:26          (F) Purchase Order Entry rev. (02/26/98)          03/12/98
----- Inv Loc [ 1] ----- File [PO-MASTER ] Vol [V3D ]
ACTION [M] (C-Chg,I-Inq,D-Del,O-Ord,M-Deb,R-Rec,S-S.Buys,T-Trans,P-Print,F-Fax)
Vendor #LEWIS          Contact :JIM SMITH          Phone #817-111-1111
Name :LEWIS-BUYER          Fax # - -          R.Phone #...-...-...
Street :123 MAIN STREET          Account #123456789012345 Last P/O # 10207
City :FORT WORTH          State :TX Zip #37373-          Current P/O #D 20054
----- Total Weight #_____ $_____ ----- Due Date :__/__/__
STOCK NUMBER__ CO.____ DESCRIPTION_____ UNIT C RETRN RECEIV RMA. NBR.
00012          FEL          BOX,STOR,15 X 10.25 X 24 EA W O/O- 2 O/H-

Vendor :UNITED          Prefix :FEL          Buy Unit :EA of : 1 Reason :DAMAGED
Cred # [C 10154] Ext. [ 27.72] Cost [ 9.240] Retrn [ 3] Recv [ ]
INCLUDE THIS ITEM Y/N/D ?Y          * <ESC> to Enter Options *

```

## Credits

- 5 If you're building the debit memo manually from the P-DEBMEMO file, the system displays each item in turn, along with the prompt Include This Item. See Figure 9. Enter the appropriate response:

- Y (default)** Accept this item, and include it on the debit memo.
- N** Skip this item, and display the next one.
- D** Delete this item from the P-DEBMEMO file and display the next one.

---

**Note:** If you're using the super index, the system displays a super index query window instead of the Include This One prompt. Choose the correct item by entering the corresponding number.

---

### Specifying P/O Information

The Original P/O # Window appears, shown in Figure 10. In this window, you can enter the purchase order number or press Enter to select the purchase order from a list.

Use the following instructions to complete the debit memo:

- 1 The Original P/O Window appears with the cursor in the Original P/O Number field. The system will display information about the suggested P/O, if any. If this information is correct, press Enter and go to **Step 11**.

If you need to enter new information about the P/O, enter the Original P/O number and press Tab. Go to **Step 4**.

**Figure 10: The Original P/O # Window**

```
18:14:26          (F) Purchase Order Entry rev. (02/26/98)          03/12/98
----- Inv Loc [ 1] ----- File [PO-MASTER ] Vol [V3D ]
ACTION [M] (C-Chg,I-Inq,D-Del,O-Ord,M-Deb,R-Rec,S-S.Buys,T-Trans,P-Print,F-Fax)
Vendor #LEWIS      Contact :JIM SMITH          Phone #817-111-1111
Name :LEWIS-BUYER      Fax # - -          R.Phone #...-...-...
Street :123 MAIN STREET      Account #123456789012345 Last P/O # 10207
City :FORT WORTH      State :TX Zip #37373-      Current P/O #D 20054
----- Total Weight #_____.__ $_____.__ ----- Due Date :__/__/__
STOCK NUMBER__ CO.____ DESCRIPTION____ UNIT C RETRN RECEIV RMA. NBR.
00012          FEL      BOX,STOR,15 X 10.25 X 24 EA W O/O- 2 O/H-

|-----|
| Original P/O # 10207      Return Reason :DAMAGED      |
| Received Date:03/12/98      Acknowledgment #      |
| Unit Original Received Qty : 20 Ser. #      |
| [EA] Available Remaining Qty : 20 Cost $ 9.240      |
|-----|
|                                     <RTN> to Select P/O from List      |
|-----|

Vendor :UNITED      Prefix :FEL      Buy Unit :EA of : 1 Reason :DAMAGED
Cred # [C 10154] Ext. [ 27.72] Cost [ 9.240] Retrn [ 3] Recv [ ]
INCLUDE THIS ITEM Y/N/D ?Y * <ESC> to Enter Options *
```



## Credits

- 4 The cursor moves to the Received Date field. You can enter the date the purchase order was received. If you do not enter a date, press Tab.
- 5 In the Acknowledgment field, you can enter the P/O acknowledgment number. If you do not fill the field, press Tab.
- 6 In the Original Received Qty field, you can enter the quantity of the item received on the purchase order. If you do not fill the field, press Tab.
- 7 If this is a serialized item, you can enter the serial number in the Ser # field. If you do not fill the field, press Tab.
- 8 In the Unit field, you can enter the item's unit of measure. If you do not fill the field, press Tab.
- 9 In the Available Remaining Qty field, you can enter the quantity of the item that remains on the purchase order. If you do not fill the field, press Tab.
- 10 In the Cost \$ field, you can enter the item's cost. If you do not fill the field, press Tab.
- 11 The Return Reason Window appears, shown in Figure 12. This window defaults to the reason you selected in the (GX) screen when creating the credit return. You can type the letter of the reason for the return or press Enter to accept the default. (Manually added items won't have a default.)

**Figure 12: The Return Reason Window**

```

18:14:26          (F) Purchase Order Entry rev. (02/26/98)          03/12/98
----- Inv Loc [ 1 ] ----- File [PO-MASTER ] Vol [V3D ]
ACTION [M] (C-Chg,I-Inq,D-Del,O-Ord,M-Deb,R-Rec,S-S.Buys,T-Trans,P-Print,F-Fax)
Vendor #LEWIS          Contact :JIM SMITH          Phone #817-111-1111
Name :LEWIS-BUYER          Fax # - -          R.Phone #.....
Street :123 MAIN STREET          Account #123456789012345 Last P/O # 10207
City :FORT WORTH          State :TX Zip #37373-          Current P/O #D 20054
----- Total Weight #_____ $_____ Due Date :__/__/__
STOCK NUMBER CO. DESCRIPTION UNIT C RETRN RECEIV RMA. NBR.
00012 FEL BOX,STOR,15 X 10.25 X 24 EA W

-----
| Original P/O # 10207 Return Reason :DAMAGED |
| Received Date:03/1 | nt # | |
| Unit Original | A) WRONG COLOR | r. # |
| [EA] Available R | B) WRONG SIZE | st $ 9.240 |
|-----| C) DAMAGED |-----|
| | Return Reason ? | ?N |
|-----|
Vendor :UNITED Prefix :FEL Buy Unit :EA of : 1 Reason :DAMAGED
Cred # [C 10154] Ext. [ 27.72] Cost [ 9.240] Retrn [ 3] Recv [ ]
INCLUDE THIS ITEM Y/N/D ?Y * <ESC> to Enter Options *

```

---

**Note:** If the Accept Return Reason prompt appears, you can type **Y** to accept the return reason specified when creating the credit return. If you type **N**, the Return Reason window appears, so that you can specify another return reason.

---

*With the cursor in the Cost field, you can press ESC to change the credit return number in the Cred # field.*

- 12 The Are You Sure prompt appears. Type **Y** to accept.
- 13 The cursor moves to the Cost field. Enter a different cost or accept the cost by pressing Enter.
- 14 The cursor moves to the Retrn field. Enter the quantity to return and press Enter.
- 15 The cursor moves to the Due Date field. Enter the due date or accept the due date by pressing Enter.

## Completing the Debit Memo

- 1 The system displays the prompt End of O/E Credit Invoices - Add Items or End. Complete the debit memo by typing END.
- 2 When the debit memo is complete, you can send this information to the vendor.

If you need a hard copy of the debit memo, go to the heading **Printing the Debit Memo**.

To view the debit memo, go to the heading **Inquiring on the Debit Memo**.

When the vendor issues a RMA, you can enter this information onto your debit memo. To do this, go to the heading **Changing the Debit Memo**.

## Printing the Debit Memo

When you finish creating the debit memo, you may need a hard copy of it. Use the following instructions to print the debit memo:

- 1 From the (F) screen, select the [P] Print action code.
- 2 The cursor moves to the Current P/O # field. Enter the debit memo number that you want to print and press Enter.
- 3 The Correct P/O To Print prompt appears. Type **Y** to print the debit memo.
- 4 The cursor moves to the Printer field. Press Esc to move the cursor to the Selector field. The new DDMS selector for printing debit memos is PODEB. Type **PODEB** and press Tab.
- 5 Complete the Printer and Copies fields and press Enter.
- 6 The Are You Sure prompt appears. Type **Y** to print the debit memo.

## Inquiring on a Debit Memo

There is also a new field that allows you to inquire on debit memos in the (F) screen. Use the following instructions to inquire on debit memos:

- 1 Go to the (F) screen and select the [I] Inq action code.
- 2 The Limiting Window appears with the cursor in the Hold Lines field. Press Tab and the cursor moves to the Include Debit Memo field. There are three possible responses to this field:
  - Y Include debit memos
  - N Do not include debit memos
  - O Include only debit memos.
- 3 Finish inquiring as you normally would.

## Changing the Debit Memo

Use the following instructions to change information on the debit memo:

- 1 Go to the (F) Purchase Order Entry screen and select the [C] Chg action code.
- 2 In the Vendor # field, retrieve the vendor that you want to change the debit memo for. Retrieve the vendor as you normally would.
- 3 In the Current P/O # field, enter the number of the debit memo that you want to change. Press Enter.
- 4 At the Set RMA # For Entire Debit Memo prompt, specify one of the following:
  - Y Set the same RMA number for all line items on the debit memo.
  - N Do not set the same RMA number for all line items on the debit memo. Go to **Step 6**.
- 5 The cursor moves to the RMA field. Enter the RMA number and press Enter.
- 6 At the Set Due Date for Entire Debit Memo prompt, specify one of the following:
  - Y Set the same due date for all line items on the debit memo.
  - N Do not set the same due date for all line items on the debit memo. Go to **Step 8**.
- 7 The cursor moves to the Due Date field. Enter the due date in the Due Date field or press Enter to accept the default. The system displays the record of the first item on the debit memo.

- 8** At the bottom of the screen, the Change This One prompt appears. Specify whether you want to change the displayed item on the debit memo according to the following:
- Y** Change information for the displayed item. Go to **Step 13**.
  - N (default)** Do not change the item. The system displays the next item.
  - X** Change the information from the original purchase order.
- 9** If you specify **X**, the Original P/O Window appears with the cursor in the Original P/O # field. For descriptions of the fields here, refer back to the heading **Specifying P/O Information**. Change the necessary fields, pressing Tab to move through them.
- 10** When you have finished entering information in the Original P/O Window, the Accept Return Reason prompt appears if an order-writer specified a return reason while creating the original credit. At this prompt, specify one of the following:
- Y** Accept the return reason shown. Go to **Step 12**.
  - N** Do not accept the return reason shown.
- 11** If you specify **N**, the Select Return Reason Window appears. This window lists all of the return reasons specified in the (LGB) Credit Order Entry Parameters and (LF3) Debit Memo Parameters screens.
- In the Select Return Reason Window, type the letter or number that corresponds to the return reason that you want to assign to this item. The system redisplay the Original P/O Window, along with the Are You Sure prompt. The return reason you specified appears in the Return Reason field.
- 12** At the Are You Sure prompt, specify one of the following:
- Y** Finish entering information in the Original P/O Window. Go to **Step 13**.
  - N** Make changes to the fields in the Original P/O Window. The cursor moves back to the Original P/O # field.
- 13** In the Cost field, you can enter a new item cost. The amount in this field is provided from the Original P/O Window. If you do not want to change the cost, press Tab.
- 14** In the Retrtn field, you can enter the number of returned items.
- 15** In the Recv field, you can enter the number of received items.
- 16** In the RMA Nbr field, you can enter the RMA number for the item.

## Credits

- 17 The cursor moves to the Due Date field. Enter the due date or press Enter to accept the default.
- 18 The system brings up the next item on the debit memo or the End Of P/O - Press Any Key to Continue prompt appears. To change the next item, follow **Step 8** through **Step 17**.

## Posting the Debit Memo to Accounts Payable

When you complete any changes to the debit memo, you can complete the debit memo and post it to accounts payable.

### Beginning the Procedure

Use the following instructions to begin posting the debit memo to Accounts Payable.

- 1 Go to the (DO) Accounts Payable Purchase Orders screen and select the Post Debit Memo(s) option, as shown in Figure 13.
- 2 Enter the date that you want to post to, or press Enter to accept the default posting date, which is the system date.
- 3 In the Batch # field, specify the batch number that you want the invoice to post to. If you enter fewer than four characters, press Tab.
- 4 In the G/L Control # field, enter the number of the G/L account you want this transaction to apply to, or press Enter to accept the default.
- 5 In the Business Period field, specify the business period you want this transaction to apply to, or press Tab to accept the default business period.

**Figure 13: The Post Debit Memo(s) Option**

```
18:16:27      (DO) Accounts Payable Purchase Orders rev. (03/06/98)      03/12/98
----- Batch #___ G/L Control #_ _ _ _ Business Period :_ -----
Vendor: _____ Code :_ Terms #_ Discount %_. Net Terms #_
Name : _____ Rep : _____
Suite : _____ Phone #_ _ - _ _ Phone #_ _ - _ _
Street: _____ G/L :_ _ - _ Your Acct # _____
City : _____ St :_ Zip # _____ Inv # _____
P/O # _____

----- Totals By Department -----

          <Post A/P Invoice>
          Post Electronic Invoice(s)
          Post Debit Memo(s)

SELECT POSTING TYPE
```

- 6 In the Vendor field, retrieve the record for the vendor you want to post an invoice for. You can retrieve a vendor record using the vendor's name or account number.
- 7 In the Inv # field, specify the invoice number you want to debit, and press Enter.
- 8 In the Selection Type Entry Window, shown in Figure 14, specify one of the following:
  - R Refer to the debit memo by the RMA number. The cursor moves to the RMA # field.
  - P Refer to the debit memo by the P/O (debit memo) number. The cursor moves to the P/O # field.
- 9 In the RMA # or P/O # field, enter the first number you want to include on the debit memo. Press Enter.

*With the cursor in the Cost field, you can press ESC to change the credit return number in the Cred # field.*

**Notes:** If the number you specify does not exist, the \*\*\* ##### \*\*\* Not Found message appears. In this message, the symbols ##### will be replaced with the number you specified. Press Enter. The cursor returns to the same field so you can specify another number.

If the number exists, the Vendor : XXXXXXXX -- YYYYYYYYYYYYYYYY message appears. In this prompt, the Xs will be replaced by the vendor number from the original purchase order, and the Ys will be replaced by the vendor name.

**Figure 14: The Selection Type Entry Window**

```

18:16:30      (DO) Accounts Payable Purchase Orders rev. (03/06/98)      03/12/98
----- Batch #   1  G/L Control #01-201-01  Business Period : 3 -----
Vendor:LEWIS          Code :A   Terms #30   Discount %02.0  Net Terms #30
Name  :LEWIS-BUYER          Rep  :JIM SMITH
Suite :SUITE 123              Phone #817-111-1111      Phone #...-...-....
Street:123 MAIN STREET      G/L :201-01   Your Acct #123456789012345
City  :FORT WORTH          St  :TX Zip #37373      Inv #      14141
P/O #.....
.....
----- Totals By Department -----

```

<Enter RMA Numbers>  
Enter P/O Numbers

SELECT TYPE OF ENTRY

## Credits

- 10** At the Correct P/O or Correct prompt, type **Y** to specify that this is the correct RMA number or P/O number.
- 11** When the cursor moves to the next RMA # or P/O # field, you can continue to enter RMA and P/O numbers to include on the invoice. For each number you enter, the system redisplay the Correct P/O or Correct prompt. You can enter up to 12 numbers.
- 12** When you finish entering numbers for this invoice, with the cursor on a blank RMA # or P/O # field, press Enter.
- 13** At the Enter Restocking Fee Percentage prompt, specify one of the following:
  - Y** Enter a restocking fee percentage.
  - N** Do not enter a restocking fee percentage. Go to **Step 16**.
- 14** In the Restock Percentage field, enter a restock percentage and press Enter.
- 15** At the Are You Sure prompt, type **Y** to begin totaling the invoice.
- 16** If no department is specified for the item, enter the item department. The system repeats the prompt for each item that does not have an item department.

When all the items have item departments, the system displays the invoice totals by item department. The amount for each item department appears next to the department number or letter. The Subtot \$ field displays the subtotal of all the items on the invoice.

## Specifying Locations and Freight Charges

Use the following instructions to specify locations and freight charges:

- 1** If all purchase orders on the invoice are for the same location, the cursor appears in the Freight \$ field, as shown in Figure 15. Go to **Step 3**.

If the invoice has purchase orders for multiple locations, the displayed invoice totals are for all the locations combined, and All displays in the Loc- field. At the Enter Loc prompt, press Enter to display the invoice totals for the first location, or enter the general ledger location. When you finish viewing the invoice totals, press ESC.
- 2** At the Post Freight by Location prompt, specify whether you want to post the freight charges by location.
  - Y (default)** Post freight charges and/or GST tax by location
  - N** Post freight charges and/or GST tax for all locations.

---

**Note:** If you specified a GST tax percentage in the State Tax % field in the (LØ) Global Master Parameters screen, and if the Do Not Prompt for GST field is set to N in the (LC) Vendor and A/P Parameters screen, the above prompt will read Post Freight and GST By Location.

---

**3** In the Freight \$ field, enter the amount of the freight charge, including the decimal point, and press Enter.

If you do not want to add a freight charge, press Enter. Go to **Step 6**.

**4** In the G/L# field, enter the general ledger account number to charge the freight cost to.

---

**Note:** If you specified a GST tax percentage in the State Tax % field in the (LØ) Global Master Parameters screen, the system displays the GST \$ field. Press Enter to accept the default, or enter the correct amount of GST tax. If you specified Y at the Post Freight by Location or Post Freight and GST By Location prompt, the system redisplay the Freight \$ and GST \$ fields (and any accompanying prompts) for each location.

---

**5** At the Correct G/L prompt, type Y.

**Figure 15: The Freight Field**

```

18:16:30      (DO) Accounts Payable Purchase Orders rev. (03/06/98)      03/12/98
----- Batch #   1  G/L Control #01-201-01  Business Period : 3 -----
Vendor:LEWIS          Code :A  Terms #30  Discount %02.0  Net Terms #30
Name :LEWIS-BUYER          Rep :JIM SMITH
Suite :SUITE 123          Phone #817-111-1111  Phone #...-...-....
Street:123 MAIN STREET    G/L :201-01  Your Acct #123456789012345
City :FORT WORTH        St :TX Zip #37373          Inv #      14141
RMA #12345

----- Totals By Department -----
1      27.72      A-11      K-21
2              B-12      L-22      SUBTOT. $      27.72
3              C-13      M-23
4              D-14      N-24      FREIGHT $
5              E-15      O-25
6              F-16      P-26
7              G-17      Q-27
8              H-18      R-28
9              I-19      S-29
10             J-20      T-30

```

## Credits

- 6** At the Are These Totals Correct prompt, specify one of the following:
- Y (default)** The department totals are correct, and you do not want to change the cost on any of the items. Go to **Completing the Invoice**.
  - N** The department totals are incorrect, or you want to change the cost of a line item on a purchase order.
- 7** At the Change Amount of A/P Posting prompt, specify one of the following:
- Y (default)** Change any department amounts.
  - N** Change the cost of the line item on the purchase order in the journal. Go to **Changing the Cost of Line Items**.
- 8** At the Enter A/P Posting to Change prompt, enter the department number that corresponds to the amount that you want to change. For example, if the amount you want to change is in row 6, for department 6, you would enter 6. If you enter a single digit number, press Enter.

---

**Note:** If the department number you specified has purchase orders for multiple locations, the Loc prompt appears. Enter the location you want to change the amount for. If you enter a single-digit number, press Enter.

---

- 9** At the Enter New Amount prompt, enter the correct amount for this department, and press Enter. The system recalculates the subtotal and total amounts.

---

**Note:** If you specified a GST tax percentage in the State Tax % field in the (LØ) Global Master Parameters screen, the cursor returns to the GST \$ field. Enter the new tax amount, or press Enter to accept the default.

---

- 10** At the Enter A/P Posting to Change prompt, you may specify another location number to change.
- 11** When you finish changing the information, or if you do not want to change other amounts, press ESC.
- 12** At the Are These Totals Correct prompt, specify whether the invoice totals are correct, or whether you want to change the cost of a line item.
- Y (default)** The department totals are correct, and you do not want to change the cost on any of the items. Go to **Completing the Invoice**.
  - N** Change the cost of a line item.

## Changing the Cost of Line Items

This part includes instructions for changing the cost of line items on the debit memo. When you change the cost of line items, if a pick number was assigned to the item in the (F) screen, you can also reflect the changed cost on the customer's invoice. If you choose to change the cost of an item in a sales journal, you will need to reflect this change in the (PDC) President Sales Total screen for the invoice date. Use the following instructions to change the cost of line items:

- 1 Specify N at the Change Amount of A/P Posting prompt.
- 2 The system clears the location fields, and the cursor moves to the Debit Memo field, as shown in Figure 16. You can now display all the debit memos and corresponding items, specify the debit memo number that contains the item you want to change, specify a particular item on a particular debit memo, or specify the item number for the item that you want to change the cost in the journal for. The following text gives instructions for each of these methods.

**Step 1:** To display all the debit memos and corresponding items, press Enter.

**Step 2:** To view a particular debit memo, enter the debit memo number and press Enter.

**Figure 16: The Debit Memo Field**

```

18:16:30      (DO) Accounts Payable Purchase Orders rev. (03/06/98)      03/12/98
----- Batch #   1  G/L Control #01-201-01  Business Period : 3 -----
Vendor:LEWIS                               Code :A   Terms #30   Discount %02.0  Net Terms #30
Name :LEWIS-BUYER                           Rep :JIM SMITH
Suite :SUITE 123                             Phone #817-111-1111   Phone #...-...-....
Street:123 MAIN STREET                       G/L :201-01   Your Acct #123456789012345
City :FORT WORTH                             St :TX Zip #37373   Inv #      14141
RMA#12345

Debit Memo   Item Number   Co. RMA #   R Qty   Cost   Fee D Ext Cost
-----

```

Enter P/O # &/or Item # or RETURN for All

## Credits

**Step 3:** To change a particular item on a particular debit memo, specify the debit memo number in the Debit Memo field, and press Tab. Specify the item number in the Item Number field, and press Enter. At the Change Record prompt, type **Y** to specify this is the correct item, or type **N** to display the next item on the invoice. (You can also type **Q** to choose from a list of items.)

**Step 4:** To change a particular item number, press Tab. Enter the item number in the Item Number field, and press Enter. At the Correct Record prompt, type **Y** to accept the displayed item, or **N** to view the next item on the invoice. (You can also type **U** if the item you want to change is an uncataloged item.)

- 3** At the Enter Line # prompt, specify the corresponding single-digit number of the item you want to change. If your item is not displayed, you can press the Space Bar to display additional items.
- 4** In the Cost field, you can change the default cost. You can specify up to five numerals before the decimal, and three numerals after the decimal. If you do not completely fill the field, press Enter.

---

**Note:** If you want to change the received quantity shown in the R Qty field, with the cursor in the Cost field, press Esc. Enter the new amount. If you don't fill the field, press Enter. The cursor moves back to the Cost field.

---

- 5** In the Fee field, press Enter to accept the default restocking fee, or enter another one and press Enter. You can specify up to five numerals before the decimal, and three numerals after the decimal.
- 6** At the Correct prompt, type **Y**. (If you type **N**, the cursor moves back to the Cost field.)
- 7** If the system displays the next item on the invoice along with the Change This Item prompt, go to the heading **Specifying Additional Items to Change**.

If the system displays the End of Invoice message, press Enter. Go to **Step 14**.

If a pick number was assigned to the item in the (F) screen, the Change Cost on Customer's Invoice prompt appears. Enter your response according to the following:

- Y** Change the cost on the specified customer's invoice.
- N (default)** Do not change the cost on the specified invoice. Go to **Specifying Additional Items to Change**. If the system displays the End Of Invoice message, press Enter. Go to **Step 14**.

- 8** At the Search J=JOUR-S, P=P-MASTER, B=Both, O=Other Sales Journal prompt, specify the journal(s) you want the system to search when looking for the original customer invoice. You must locate the original invoice before you can change the cost on it for this item. Specify one of the following options:
- J** Search JOUR-S to verify that the item is on the specified invoice. Go to **Step 11**.
  - P** Search P-MASTER to verify that the item is on the specified invoice. Go to **Step 11**.
  - B** Search both JOUR-S and P-MASTER to verify that the item is on the specified invoice. Go to **Step 11**.
  - O** Search other sales journals to verify that the item is on the specified invoice.
- 9** If you specify **O**, the system displays new prompts, and the Sales Journal File Name ? [JOUR-S ] Volume Serial [ ] prompt appears. Enter the name of the file you want the system to search for this invoice, or press Enter to accept the default, JOUR-S. If you do not completely fill the field, press Tab.
- 10** In the Volume Serial field, specify the volume serial where the specified file is located, and press Enter.

---

**Note:** If the system does not find the specified invoice in the specified file(s), the End of Invoice prompt appears. Press Enter. The system redisplay the Search J=JOUR-S prompt. If you do not want to continue searching for this item, and no longer want to change the cost, press Esc.

---

- 11** If the system finds a match, the system displays the invoice number, order date, invoice date, pricing cost, actual cost, and shipped quantity (where applicable) along with the Replace a Cost on This Line Item prompt. At this prompt, specify one of the following options:
- A** Replace the actual cost of this line item.
  - B** Replace the actual and pricing costs for this line item.
  - N** Do not replace the actual cost for this line item.

## Credits

- 12 At the Continue Search for More Items on This Invoice prompt, specify one of the following options:
  - Y Continue to search for more items on this invoice. You will continue repeating the same steps by specifying the file name and the costs you want to change (replacement, actual, or both).
  - N **(default)** Do not continue to search for more items on this invoice. Go to the heading **Specifying Additional Items to Change**.
- 13 Use the instructions in **Step 8** through **Step 12** to continue searching for items on the invoice.
- 14 When the last item is displayed, the End of Invoice message appears. Press Esc. The cursor returns to the Debit Memo field.
- 15 With the cursor in the Debit Memo field, press Esc. The system recalculates the totals and displays the invoice totals by department. Go to **Step 5** under the heading **Specifying Additional Items to Change**.

## Specifying Additional Items to Change

Use the following instructions to specify additional items to change:

- 1 The system displays the next item on the debit memo, along with the Change This Item prompt. At this point, you can accept the displayed item, display the next item on the debit memo, or display all items on the debit memo.
  - ESC Do not want to make changes to any more items. Go to the heading **Completing the Invoice**.
  - Y Change the cost of the displayed item.
  - N **(default)** Display the next item on the debit memo. The system displays the next item, searching numerically by item number, and repeats the Change This Item prompt.
  - Q Display the next 10 items on the debit memo. At the Enter Line # prompt, enter the corresponding single-digit number of the item you want to change, or press Space Bar to display the next 10 items on the debit memo.
- 2 When you retrieve the item, the cursor moves to the Cost field. To make changes to this item, use the instructions beginning with **Step 3** under the heading **Changing the Cost of Line Items** above.

- 3 The system displays the next item, and repeats the Change This Item prompt so you can continue to change items. When the system has displayed all the items, press Enter.
- 4 When the cursor returns to the Debit Memo field, press Esc. The system recalculates the totals and displays the invoice totals by department.
- 5 When the cursor moves to the Freight field, press Enter to accept the displayed freight charge and go to **Step 8**, or enter a new freight charge.
- 6 In the G/L # field, press Enter to accept your previous G/L number, or specify a new G/L number.
- 7 At the Correct G/L # prompt, type **Y**.
- 8 At the Are These Totals Correct prompt, type **Y** to specify that the totals are correct.

## Completing the Invoice

You complete the debit by entering information in the A/P Information Window, shown in Figure 17. In this window, you can change invoice dates, voucher numbers, the net date, or enter remarks. Use the following instructions to complete the invoice.

- 1 The cursor moves to the Invoice field. In this field, you can specify the invoice date for this invoice. To accept the default date, the posting date, tab through this field.

**Figure 17: The A/P Information Window**

```

18:16:30      (DO) Accounts Payable Purchase Orders rev. (03/06/98)      03/12/98
----- Batch #   1  G/L Control #01-201-01  Business Period : 3 -----
Vendor:LEWIS                               Code :A   Terms #30   Discount %02.0  Net Terms #30
Name :LEWIS-BUYER                           Rep :JIM SMITH
Suite :SUITE 123                             Phone #817-111-1111   Phone #...-...-....
Street:123 MAIN STREET                       G/L :201-01   Your Acct #123456789012345
City :FORT WORTH                             St :TX Zip #37373   Inv #      14141
RMA #12345

----- Totals By Department -----
 1      27.72      A-11      K-21
 2      B-12      L-22      SUBTOT. $      27.72
 3      C-13      M-23
 4      D-14      N-24      FREIGHT $
 5      E-15      O-25
 6      F-16      P-26
 7      G-17      Q-27
 8      H-18      R-28      TOTAL DEBIT $      27.72
 9      I-19      S-29
10     J-20      T-30

Discount   %      P/O #      Invoice  Voucher      Net      Remarks
-----
      .00   .0      03/12/98  / /      / /      RMA#12345
Enter A/P Invoice Date

```

## Credits

---

**Note:** To change the P/O number in the P/O # field, with the cursor in the Invoice field, press Esc. Enter a P/O number and press Tab. The cursor returns to the Invoice field.

---

- 2** You use the Voucher field to show authorization for payment and as a due date for the invoice. Enter the correct voucher date for this invoice, or tab through this field to accept the default date.
- 

**Note:** The voucher date is based on the option specified in the Terms # field in the (C) Vendor Master screen. Term options indicate the vendor's payment terms. These terms are set in the Terms to Set Due Date fields in the (LC) Vendor And A/P Parameters screen. If payment terms are not specified for the vendor in the Terms field in the (C) screen, and you specified **Y** in the Date for Voucher field in the (LC) screen, this field defaults to the invoice date. If payment terms are specified for the vendor in the (C) screen, this field defaults to the voucher date that corresponds to these terms. If payment terms are specified for the vendor in the (C) screen, and you specify **N** in the Date For Voucher field in the (LC) screen, the Voucher field remains blank.

---

- 3** In the Net field, specify the date the full amount of the invoice is due. Press Enter to accept the net date or enter a different date.
- 

**Note:** The net date is based on the option specified in the Net Terms # field in the (C) screen. Term options indicate the vendor's payment terms. These terms are set in the Terms to Set Due Date fields in the (LC) screen. If a payment term option is specified in the Net Terms field in the (C) screen, the system enters the appropriate net date. If terms are not specified for the vendor, the system displays the voucher date as the net date.

---

- 4** In the Remarks field, specify any additional text information about the accounts payable transaction. You can enter up to 14 characters, or press Tab to accept the default. If you do not completely fill the field, press Tab.
- 

**Notes:** If you only entered one RMA number in RMA # fields at the top of the screen, this field will default to RMA#XXXXXX. (In this field, the Xs will be replaced by the RMA number.) If you specified more than one RMA number in the RMA # fields, this field will be blank.

Do *not* use the word Discount or Disc in the Remarks field. If either of these words are entered in this field, the information stays in the system. Furthermore, once this information is entered in the system, there is no way to delete the information.

---

- 5 At the Ready to Post to A/P prompt, specify one of the following:
  - Y **(default)** Post the purchase order information to accounts payable.
  - N Do not post the purchase order information to accounts payable.
- 6 The system displays the Posting message as it posts the information to accounts payable. When the information is posted, and the Inv # Has Been Posted To A/P prompt appears, press Enter. The system clears the screen and the cursor returns to the Inv # field so you can specify a different invoice number for this vendor. To do so, go back to **Step 7** under the heading **Beginning the Procedure**.