

About Credit Memos on Purchase Orders

If a credit memo is received to credit for a returned product or other order on a Purchase order that has already been entered and paid in DASH, this process can be followed to account for the credit.

Entering a Credit Memo on a Purchase Order

Enter the PO number and then the other relevant header information. When entering the amount, be sure to enter a negative number. Change the invoice type to Credit memo.

Create Invoice: test of CM ②				• N	eds revalidation	Invoice Actions 🔻	Save	e and Create Next	Save	Save and Close Cancel
▲ Invoice Header Show More									La	ast Saved 3/20/2025 2:20 PM
Identifying Po	PO01000000021	* Number	test of CM						2	Example: 3/20/2025
Business Unit	UT System BU						* Date	3/1/2025	Č6	
Supplier	Wilson Air Center LLC	Amount	-100.00			* Paymen	Terms	Net 30	-	
Supplier Number	6034062	Туре	Credit memo 🗸 🗸			* Torr	ne Date	2(1/2025	64	
Supplier Site	MEMPHISTN	Description				Terr	iis Date	311/2023	00	
Legal Entity	UT System					Re	quester		Q	
Invoice Group						Attac	hments	None -		
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Next, in the drop down box next to LINES, select "Correct Matched Invoices", then click on the arrow.

Create Invoice: test of CM ②

▲ Invoice Header show More		
Identifying PO	PO01000000021 * Number	test of CM
Business Unit	UT System BU	
Supplier	Wilson Air Center LLC Amount	-100.00
Supplier Number	6034062 Type	Credit memo 🗸
Supplier Site	MEMPHISTN Description	
Legal Entity	UT System	1
Invoice Group		
Lines ⑦ Correct Matched Invoices → P View → + □ × 3 ²⁰ □ ↓ ☆ ∞ Detach	Allocate V Cancel Line Distributions	
Distribution Budgetary Control Reference Tax	Purchase Order Income Tax Asset Proiect	

This will bring up the lines on the PO. Select the box on the line you would like to use for your credit memo. Choose "Amount Correction" in the drop down box under Correction type. Then, type in the amount of the credit memo in the amount field. *Remember to enter a negative number. Then, click OK.

Dreate Invoice: test of CM ②			Needs	evalidation Invoice Actions 👻
✓ Invoice Header Show More Identifying PO PO010000000001 Business Unit UT System BU Supplier Wilson Air Center LLC Supplier Nimer 6034062	Correct Matched Invoices Search View E7 m2 Detach Allocate Distributions]	Advanced Saved Search Al	X Matched Invoices V * Di Payment Ten
Supplier Site MEMPHISTN Legal Entity UT System Invoice Group	Correct * Correction Type Quantity Unit P	Match Hold tice Amount Item	Corrected Invoice	ant Quantity Un Attachmen
	Amount Correctic V	-100.00 . Hangar Rent-N472UT	MEM-71768 1 1,950	.00 No
Distribution Budgetary Control Reference Tax Purchase Order Incom	PO PO01000000021, Line 1, Schedule	1: Details		
* Number * Type * Amount Distribution Set	Ordered 1,950 Billed 1,950.00	Accepted N/A Returned N/A	Match Basis Amount Invoice Match Option Order	Note: WARNING Plea: ensure you have updated th quantity field to match the
1 Item 0.00 2 Item -100.00	Shipped 0 Received	Consumed N/A Distributions 1	Freight Terms	invoice before moving forwa

Then, go to actions, click validate. Then, go to actions again, click approval and then initiate.