

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				Ne	eds revalidation	Invoice Actions 🔻	Savo	and Create Next	iave <u>s</u>	Save and Close Cancel
▲ Invoice Header show More									La	st Saved 3/20/2025 2:20 PM
Identifying Po	P001000000021	* Number	test of CM						2	Example: 3/20/2025
Business Unit	UT System BU						* Date	3/1/2025	Č0	
Supplier \	Wilson Air Center LLC		USD			* Paymen	Terms	Net 30	•	
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Supplier Site	MEMPHISTN	Description				Terr	iis Dute	3112023	00	
Legal Entity	UT System					Re	quester		Q	
Invoice Group						Attac	hments	None 🕂		
inforce choup							Note	١ ١		0

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	USD - 🗸 -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 ²⁸ □ ↓ ∞ Detach	Allocate V Cancel Line Distributions	
Distribution Budgetary Control Reference Tax	Purchase Order Income Tax Asset Project	

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.

Create Invoice: test of CM ②				Needs revalidation In	voice Actions 👻
Invoice Header show More Identifying PO PO010000000021 Business Unit UT System BU	Correct Matched Invoices Search		Advanced Saved Set	arch All Matched Invoice	× • •
Supplier Wilson Air Center LL: Supplier Number 6034062 Supplier Sitte MEMPHISTN	View 👻 📴 Detach Allocate Distributi	Line Match	Corrected In	nvoice	Payment Ter * Terms D Reques
Legal Entity UT System	Correct * Correction Type Quantity Ur	it Price Amount Hald -100.00 Hangar Rent-N472	Number Line	Amount Quantity	Un Attachme
✓ Lines ⑦ Correct Matched Invoices ▼ ○ View ▼ + ■ × □ × □ × □ × □ ×		-100.00			
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1 Item 0.00 2 Item -100.00	Shipped 0 Received	Consumed N/A Distributions 1	Payment Terms Freight Terms	invoice be	fore moving forw
				App <u>ly</u> O <u>K</u> <u>C</u> a	ncel

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