



CRAWFORD
SOFTWARE

Apply Debit Memo to AP Invoice

Apply Debit Memo/Prepayment

Apply Debit Memo / Prepayment

Summary Detail

Debit Memo / Prepayment / Correction Invoice

Invoice ... DM 4421 Debit Memo

Supplier... ABCM ABC Metals

Legal Number:

Invoice Balance: 100.000

Amount to Apply: 100.00 \$

Withholding Taxes: 0.00 \$

Unapplied Amount: 100.00 \$

Fiscal Year: 2018

Period: 7

Transaction Apply Date: 7/18/2018

Not Posted

Applied Invoices

Invoice	Balance	Invoice Balance	Tran Date	Currency Code	Exchange Rate	Invoice Exch
▶ prepaid	100.00	200.00	7/18/2018	USD	1.000000	

Accounts Payable > General
Operations > Debit
Memo/Prepayment

1. From the **New** menu, select **New Debit Memo**.
2. Click **Invoice** and select a debit memo that has already been entered from AP.

Select the Invoice to correct or adjust

Apply Debit Memo / Prepayment

Summary **Detail**

Selected Invoice Information

Invoice... prepaid

Legal Number:

Debit Memo

Unapplied Amount: 100.00

Invoice Date: 7/18/2018

Apply Date: 7/18/2018

Currency: United States Dollar

Debit Amount: 100.00

Current Balance: 200.00

Exchange Rate: 1.000000

New Balance: 100.00

Withholding Taxes: 0.00

Self-assessed Taxes: 0.00

Net To Debit Memo: 100.00

Base Currency: United States Dollar

Net to Debit Memo: 100.00

Current Balance: 200.00

Withholding Taxes: 0.00

New Balance: 100.00

Self-assessed Taxes: 0.00

A/P Total: 100.00

Gain / Loss: 0.00

Accounts Payable > General
Operations > Debit
Memo/Prepayment

1. Select the Detail Tab.
2. Click on Invoice and select Invoice Number.

Apply Debit Memo

Debit Memo / Prepayment / Correction Invoice

Invoice ...	DM 4421	Debit Memo
Supplier...	ABCM	ABC Metals
Legal Number:		
Invoice Balance:	100.00	
Amount to Apply:	100.00	\$
Withholding Taxes:	0.00	\$
Unapplied Amount:	0.00	\$
Fiscal Year:	2018	
Period:	7	

Transaction Apply Date: 7/18/2018

Invoice	Balance	Invoice Balance	Tran Date	Currency Code	Exchange Rate	Invoice Excha
prepaid	100.00	200.00	7/18/2018	USD	1.000000	

Accounts Payable > General
Operations > Debit
Memo/Prepayment

1. Select Actions
2. Apply/Debit
Memo/Correction
Invoice

AP Invoice Search

Accounts Payable Invoice Search

Search

Named Search...

Basic Quick Search BAQ Advanced Data Tags

Basic Search

Sort By:

Starting At:

Supplier... ABCM
ABC Metals

Status:

Recurring Only: ☐

Search
New Search
Clear Results
Options
Cancel

Invoice	Date	Supplier Name	Amount	Balance	Open	CPay	
4145	4/14/2010	ABC Metals	10.00	10.00	☒	☐	
DM 4421	7/18/2018	ABC Metals	-100.00	0.00	☐	☐	
prepaid	7/18/2018	ABC Metals	200.00	100.00	☒	☐	

OK Select All Next

3 displayed Complete

Note: the prepaid invoice now has a balance of 100.00

Thank You

This presentation was meant to be an introduction to AP Debit Memo functionality in Epicor ERP. For more details on the functionality please contact Steve Burns - Steven.Burns@Crawford-Software.com

Don't forget to visit our web site for more Epicor ERP reference documents including:

- Business Process Procedures
- Tips and Tricks
- Webinar Recording
- How To Videos

<http://www.crawford-software.com/erp-resources-epicor/>



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