

Kuali Financial System

AR Customer Credit Memo



AR Business Process Flow

Doc Type CRM





Processing a Customer Credit Memo

The Customer Credit Memo document proved a means for selecting an open Customer Invoice and specifying an amount to the credited against the open invoice.

Navigation: Main Menu> Transactions> Accounts Receivable> Customer Credit Memo

action list doc search	kualifinancial
Message Of The Day	
NEW: February 2020 month end is finished	d and the reports are now available on KFS Reports.
Transactions	Custom Document Searches
Accounts Receivable • Cash Control • Customer Credit Memo • Customer Invoice • Customer Invoice Writeoff • Customer Invoice Writeoff Lookup • Payment Application	Financial Transactions Accounts Receivable • Customer Invoices • Customer Credit Memos • Customer Invoice Writeoffs • Cash Controls • Payment Applications
Sustomer Credit Memo Initiation	

Step #	Procedure
1	Click the "Customer Invoice Credit Memo" link in the Transactions section from
1.	the Main Menu.
2.	Enter the Customer Invoice Number in the Invoice Reference Number field.
3.	Click the " continue " button.



Document Overview	▼ hide		- required new
Document Overview			
* Description:	Credit Memo for Invoice 8171931	Fundamentions	Issuing Credit due to a canceled registration.
Organization Document Number:		Explanation:	

Step #	Procedure
4	On the Document Overview tab, enter "Credit Memo for Invoice XXXXXXX" in
	the Description field, where "XXXXXXX" represents the Customer Invoice
	Number.
5.	The Explanation field is not required by the system but strongly suggested by UMD.

General • hide	
General	
	Invoice Reference Number: 8171931
	Customer Number: MAR2044
	Customer Name: MARIE JOHN
	Billing Date: 05/12/2020
	Invoice Outstanding Days: 21

Step #	Procedure
6	The fields on the General tab will populate based on the Customer Invoice Number
0.	entered on the initial Customer Credit Memo screen.

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Items					+ hide									
Invoice I	tems	_		_	_	_	_	_	_	_	_	_	_	_
	Quantity	Item Code	UOM	Descripti	ion Unit Price	Amount	Tax Amount	Total Amou	unt Open	Invoice	Quantity	Open Invoice Amo	unt	Actions
	4		EA C	CONFERENCE	150.00	600.0	0.00	60	00.00		4.00	6	00.00	
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	Accounting Inform	ation + show												
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Step #	Procedure
7	On the Items tab the information will display from the Customer Invoice Number
/•	entered on the initial Customer Credit Memo screen.
8.	Enter the Quantity or the Amount for the Invoice Item the credit is being applied to.
9.	Click the " recalculate " button.
	Note: If you entered the incorrect quantity or amount, click the "refresh" button,
	re-enter the quantity or amount and click the "recalculate" button again.
10	Click "show" on the General Ledger Pending Entries tab, check the entries and
10.	click the " submit " button.



	N I V E IAR ent Financial	RSITY OF YLAND Services and Cashiering	Student Financial Ser Lee Building, 7809 Re College Park, MD 207 FED ID #52-6002033	vices and Cashiering agents Drive 42-5151				
CREDIT MEMO								
Customer Number KATIE MORRIS (UI UMBC @ THE UNI 9636 GUDELSKY E ROCKVILLE, MD 2	r: UMD-20084 MBC) VERSITIES AT DRIVE III-4141 0850	I SHADY GROVE		Credit Memo Number: 8172514 Credit Memo Date: 06/01/2020 Reference Invoice Number: 8176532 Billed By: VPAF-Compl-Systems Control Prepared By: Julia Walker Phone: (301) 405-2603 Email: jdwalker@umd.edu				
QTY	UNIT	DESCRIPTION	ITEM CODE	UNIT PRICE	AMOUNT			
1.00	EA	PARKING FEES FOR 2020		75.00	75.00			
		Credit Mei	no Total:	\$75.00				