How to Create a Debit Memo

This video will show users how to Create a Debit Memo.

Navigate to Accounting, Debit Memo, New Entry.
Fill in header info, accounts line entry, and description.
Click Confirm and then Post.

STEP-BY-STEP:
1. Go to Accounting menu
2. Select Debit Memo
3. Fill in the header info, i.e. Partner Account, Description, etc
4. Add account lines (Description, Amount, Tax)
5. Click Confirm Debit Memo button when done editing
6. Click Post Debit Memo button to post the entries
7. To undo post and modify the Debit Memo document, click the triangle on the Generate Report button.
Select Undo Debit Memo Posting option.
Only user with access right able to do this.
8. Click Generate Report button to preview and print the Debit Memo
9. Click Generate Document button to create a similar (copy) the Debit Memo document
10. In the Postings tab, user can view the posted journal entries of the Debit Memo.
11. In the Notes/Attachments tab, user can add notes and attachment files for the Debit Memo document
12. Click the List View button to see the list of Debit Memo documents for the selected period