Debit Memo

The debit memo is essentially an incremental billing for the amount that should have been included in the original invoice. This usage is not common, since many companies simply re-issue the original invoice with an adjustment. Below actions are available from "Debit Memo":

> Create new debit memo; update, delete, view and search for debit memo details

ſ	Debit M	Aemo ×												
	Accour	nt: < Select All	>		~	Representativ	ve: < Select All	>				~ (Search	
	Year:	Year 2016	•	•	~	Branch	< Select All	>				*	Create	New
	Date 🔺	Document #	Reference #	Account #	Account N	Name	Represe	entative	Currency	Grand	Total	Sta	itus	17
1	ul 19, 2016	DM16-070002	Dec '14-Mar '16 PO	4110.011/CO001	Cold Storage - HQ	2		S	GD		S\$107.00 E	Drafted		-
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Debit Memo ×					
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Document Date	Document Number	Reference Number	Branch		
18/08/2016	<-AUTO-GENERATED->		HQ - H	ead Office	~
Partner Account	Curren	cy Payment Term	Represe	ntative	
	~		~		*
Partner Location	Partner Contact	Description			
~		*			
Invoice Date					
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Account Entries Postings Notes / Attachm	ents				
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	~			~	4
# Account	Entity Type	Description	Amount	Tax Rate	Tax Amount
•					,
		Total [Amount: S	\$0.00 + Tax: \$\$0.0	00] = Grand Total:	
Generate Documents - Confirm	Debit Memo(s)	Create Ne	w Save) (Bevert	Delete
Debit Memo List Debit Memo					

Field Name	Explanations	Mandatory Information
Document Date	Date of the debit memo	Υ

Document Number	Document number for the debit memo	Y
Reference Number	Reference code for easy search	Ν
Branch	Company's branch	Y
Partner Account	Select the partner to issue the debit memo. (Once user select a partner, the partner's info: location, contact, payment term, currency and representative will automatically fill up)	Y
Partner Location	Location of partner	Y
Partner Contact	The partner's contact person	Ν
Payment Term	Payment term for the partner	Y
Representative	Company's internal representative who handle the partner's account	Ν
Description	Description	Ν
Account Entries - Account	Select the account for the debit memo	Y
Account Entries — Entity Type	Entity Type group in Analytical Groups	Y
Account Entries — Description	Description for the account entry	Ν
Account Entries — Amount		Y
Account Entries — Tax Rate		Ν

Create New Debit Memo

 Click on "Create New" at the top right of screen of "Debit Memo List" tab, it will open "Debit Memo" tab with empty form

Debit Mer	no ×						
Account:	< Select All >			Representative	< Select All >	- (Search
Year:	Year 2016	•	v 🔍 🗸	Branch	< Select All >		Create New

2. Fill up debit memo's information on top half of screen

3. On *"Account Entries"* tab select an account from *"Account"* drop-down list, fill up account entry's information, and click button

Invoice Date	v]	-					
] Account En	tries Postings Notes / Attachmen	its				C 🗣	
1	~	~			~		4
*	Account	Entity Type	Description	Amount	Tax Rate	Tax Amount	100
							~

4. Click on "Notes / Attachments" tab at the middle of screen to add notes or files attachment for the debit memo

5. Click on "Save" button at the bottom of screen to save

6. Click on "Confirm Debit Memo(s)" button at the bottom of screen to confirm the debit memo



7. Click on "Post Debit Memo(s)" button at the bottom
of screen to post the debit memo. Journal entries
will be automatically created under "Postings" tab

I	# Account	Entity Type	i and a second	Description	Amount	Tax Rate	Tax Amount [¢
ł	1 4110.011/CO001 - Cold Storage - HQ	Commercial	test FMC DM unpost		5\$10	00.00 Sales Tax Accou	S\$7.00 ·	~
			Post Document? Do you really wish to Post the Yes	x selected Debit Memo(s)?				1
ĺ			-	1	Total [Amount: S\$100.00 + Tax: :	S\$7.00] = Grand Total:	S\$107.00	5
(Generate Documents	Post Debit Memo(s)	•		Create New	Save Revert	Delete	5
	Debit Memo List Debit Memo							

8. Click the arrow on Generate Documents button on "Debit Memo" tab at the bottom left side of screen and select "Create Similar Debit Memo" to create new copy of the debit memo

Partner Location	Partner Contact	Description			
HQ	• Create Similar Invoice	test thic bir unpost	×		
Invoice Date Account Entries Postings Notes /	Create a similar Non Trade Invoice i Generates the Non Trade Invoice from a sel account entries.	lected document with the same set of			
	Document Number	Document Date			🖸 🖑 🔶
1 0.011/CO001 - Cold Storage - HQ	<-AUTO-GENERATED->	18/08/2016	~	S\$100.00 count 7% SR 🗸	S\$7.0000
# Account	Reference Number	Document Statur	Ar	nount Tax Rate	Tax Amount
1 4110.011/CO001 - Cold Storage - HC	Dec '14-Mar '16 PO	Drafted		S\$100.00 Sales Tax Accou	557.00
		QK Çancel			
		Total (Amou	nt: S\$100.00 -	• Tax: \$\$7.00] = Grand Total:	\$\$107.00
Generate Documents	Generate Report	Cr	tate New	Save Revert	Delete
Create Similar Debit Memo					

Update Debit Memo Details

1. Click on "Debit Memo List" tab at the bottom of screen

2. Double click on debit memo to be updated, it will bring up the details on "Debit Memo" tab for the selected memo. If a memo's status is "Confirmed" or "Posted", right click on the memo and reopen / undo posting of the memo first

Debit Memo ×							
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Document Date	Document Number		Reference Number		Branch		
19/07/2016	DM16-070002		Dec '14-Mar '16 PO		HQ - Head Office		~
Partner Account	Cu	urrency	Payment Term		Representative		
4110.011/CO001 - Cold Storage - HQ	~	SGD	30D-EOM - 30 Days End Of Month	~			~
Partner Location	Partner Contact		Description				
HQ ¥		~	test FMC DM unpost				
Invoice Date							
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Account Entries Postings Notes / Attachme	ents						
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1 0.011/CO001 - Cold Storage - HQ V ET01 -	Commercial V test FMC I	DM unpost		S	\$100.00 ccount 7	% SR 👻	\$\$7.0000
# Account	EntityUTyde:Document Posting?	D	escription ×	Amo	unt Tax F	late	Tax Amount
1 4110.011/CO001 - Cold Storage - HQ Comm	iercial			9	\$100.00 Sales Tax	Accou	S\$7.00 ^
		Yes N					() ()
			Total [Amount: S	\$100.00 + Ta	ax: S\$7.00] = Gran	d Total:	S\$107.00
Generate Documents - Gene	rate Report		Create	New)	Save C	Revert	Delete
Debit Memo List Debit Memo Generate	Report						
Undo Deb	it Memo(s) Posting						9:49 AM
							ENIC

3. Make change(s) on the debit memo information

4.Click on "Save" button at the bottom of screen to save

5. Click on "Revert" button at the bottom of screen

or refresh icon at the top of the screen to roll back the changes

6. Click on "Confirm Debit Memo(s)" button at the bottom of screen to confirm the debit memo

7. Click on "Post Debit Memo(s)" button at the bottom of screen to post the debit memo

Delete Debit Memo

1. Click on "Debit Memo List" tab at the bottom of screen

2. Double click on debit memo to be deleted, it will bring up the details on "Debit Memo" tab for the selected memo. If a memo's status is "Confirmed" or "Posted", right click on the memo and reopen / undo posting of the memo first

3. Click on "Delete" button at the bottom right side of screen

4. Click on "Yes" button on the pop-up window to confirm memo deletion

#	Account	Entity Type	Description	Ar	nount Tax Rate	Tax Amount
1 4110	0.011/CO001 - Cold Storage - HQ	Commercial	test FMC DM unpost		S\$100.00 Sales Tax Accou	S\$7.00 ^
			Deleting record? X Do you really wish to delete this record? Yes No			×
				Total [Amount: 5\$100.00 +	Tax: S\$7.00] = Grand Total:	S\$107.00
Gen	erate Documents 🕞 🧰	Confirm Debit Memo(s)	•	Create New	Save Bevert	Delete
Debit	Memo List Debit Memo					

View and Search for Debit Memo Details

1. Click on "Debit Memo List" tab at the bottom of screen

2. Enter search parameter to filter the result, i.e. type in account of the debit memo to search for in the "Account" text field box or select from drop-down list



3. Result can be sorted alphabetically by clicking the fields' columns

ſ	Debit Memo ×											
?	Account: < Select All >					~	Representative:	< Select All >			✓ Search	
	Year: Year 2016 V				~	Branch	< Select All >			✓ III Create	New	
1	Date	Document #	Reference #	Account	٧	Account	Name	Representative	Currency	Grand Total	Status	[t]
Jul 1	9, 2016	DM16-070002	Dec '14-Mar '16 PO	4110.011/CO001	-	Cold Storage - HO	Q		SGD		S\$107.00 Drafted	

4. Double click on debit memo to view full details of the memo, it will bring up the details on "Debit Memo" tab for the selected memo