
Purchase Credit Memo Overview

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Purpose of this document

This document illustrates how to process the return of goods to a Vendor, either partially or in their entirety using the Purchase Credit Memo functionality in Ceres.

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Table of Contents

- PURPOSE..... 3**
- CREATING PURCHASE CREDIT MEMOS..... 3**
 - PURCHASE CREDIT MEMO HEADER 4
 - PURCHASE CREDIT MEMO LINES..... 5
 - USING COPY DOCUMENT 7
- RELATED TOPICS..... 9**

Purpose

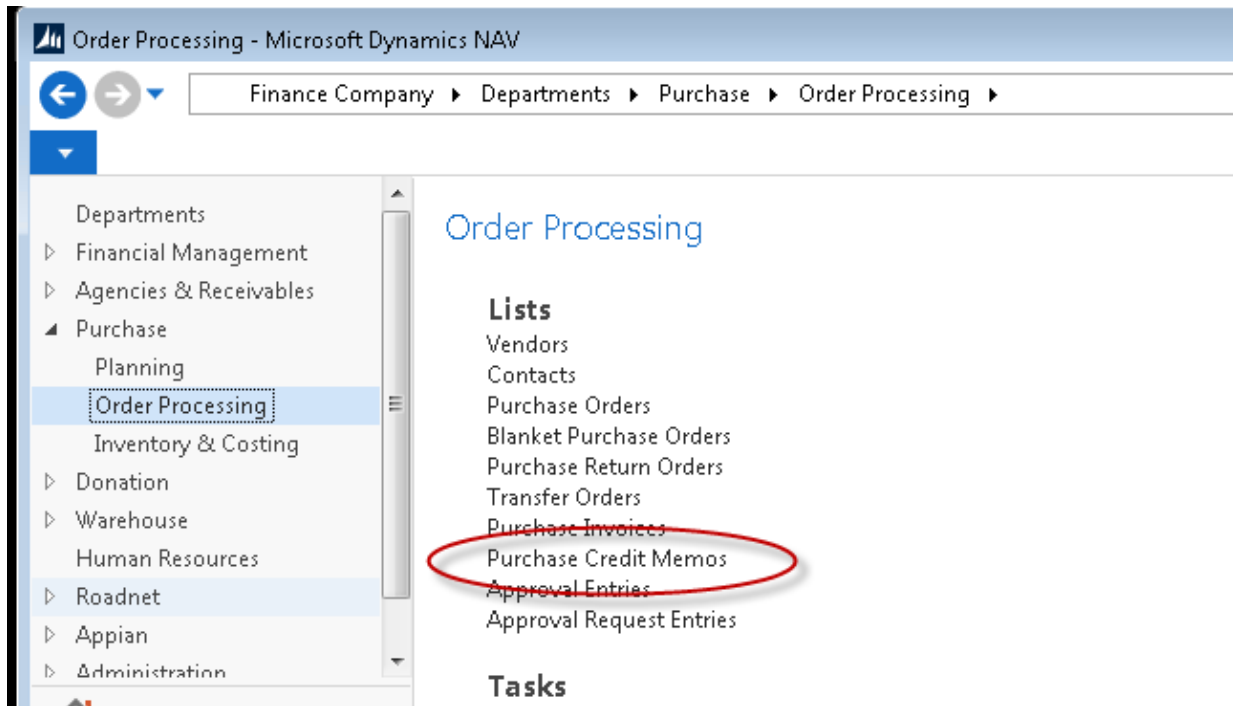
Purchase Credit Memos can be used to process the return of goods to a Vendor, either partially or in their entirety. Purchase Credit Memos can also be used to correct or reverse Purchase Invoices that were entered incorrectly. If a Purchase Credit Memo is used to correct the quantity received on some or all items, the posting process will create both a Posted Purchase Credit Memo and a Posted Return Shipment.

Ceres object release 4.00.00 is required for some of the functionality described in this document.

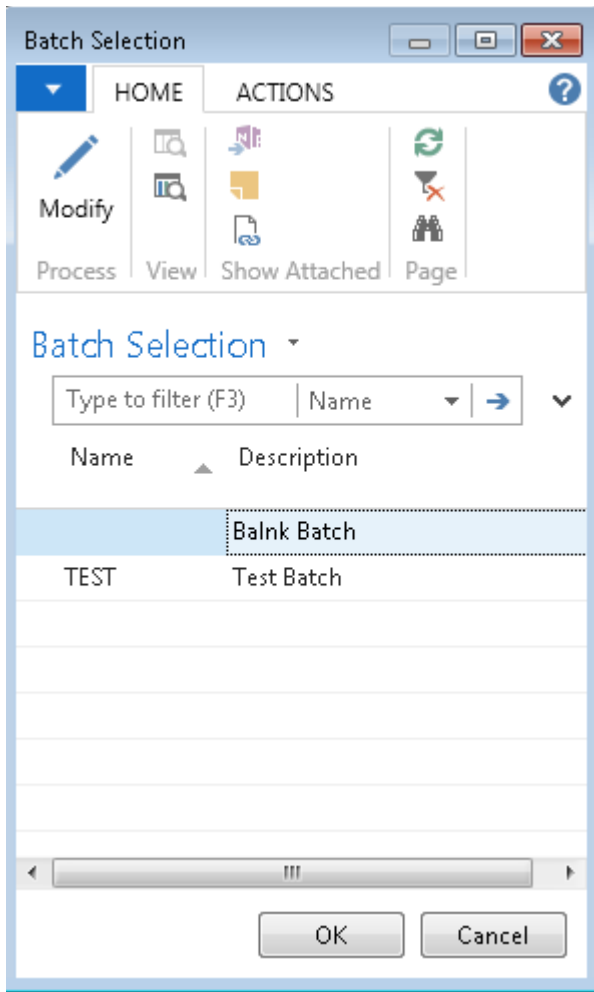
Creating Purchase Credit Memos

Creating Purchase Credit Memos can be done in two methods, manually enter all the information in or copy the information from the Purchase invoice by using the function Copy Document. This process will copy both the Header and Lines, if desired, from another open or posted document. There are sections outlining both methods below.

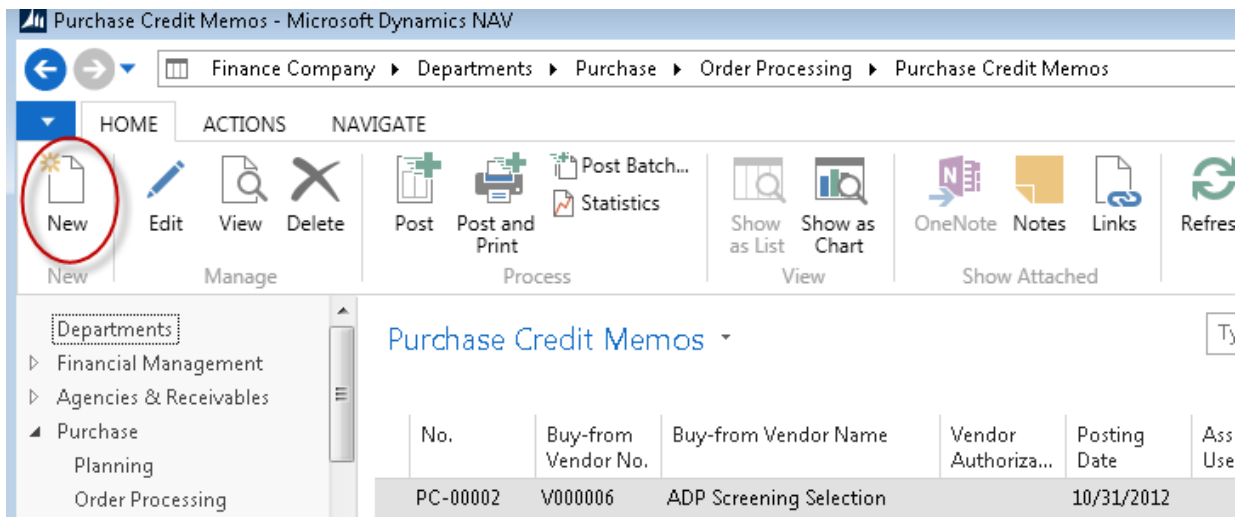
1. Purchase Credit Memos can be accessed from Departments → Purchase → Order Processing → Purchase Credit Memos.




2. Select the appropriate Batch from the Batch Selection dialog form and click OK:

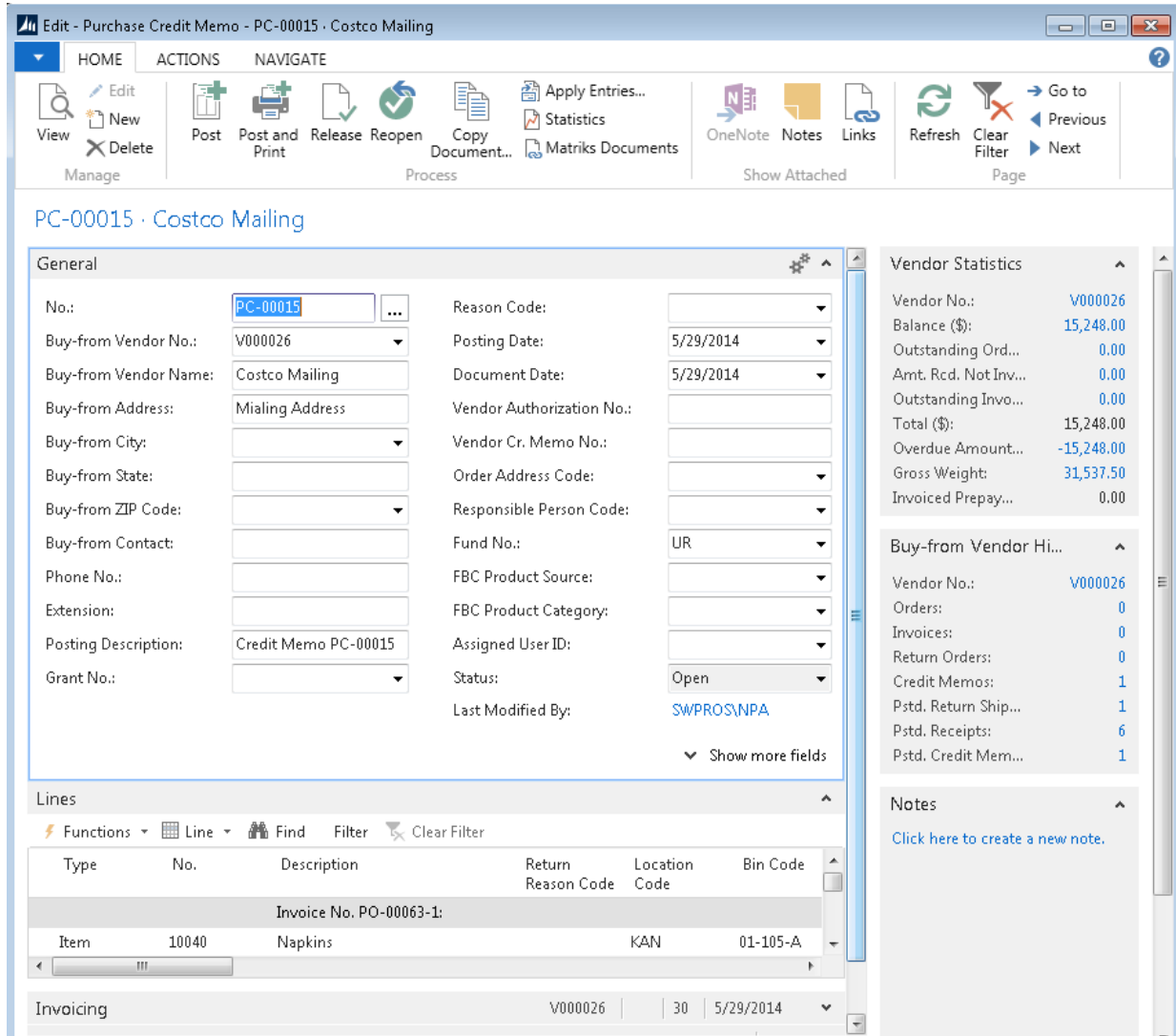


3. Click New in the Action Pane.



Purchase Credit Memo Header

1. If Manual Numbers are used, enter the Purchase Credit Memo number or tab through the No. field if you have assigned a document number series for Purchase Credit Memos.
2. Enter the Buy-from Vendor No. or use the lookup button  to select the Buy-from Vendor No. from the Vendor List. After tabbing off of this field, a number of fields will automatically be filled in (Buy-from Vendor Name, Buy-from Address, Buy-from City, Buy-from State, Buy-from ZIP, etc.).
3. Before posting, the Vendor Cr. Memo No. field is a required field and must be filled in.
4. Fill in the other fields on the Header, as needed



General

No.: Reason Code:

Buy-from Vendor No.: Posting Date:

Buy-from Vendor Name: Document Date:

Buy-from Address: Vendor Authorization No.:

Buy-from City: Vendor Cr. Memo No.:

Buy-from State: Order Address Code:

Buy-from ZIP Code: Responsible Person Code:

Buy-from Contact: Fund No.:

Phone No.: FBC Product Source:

Extension: FBC Product Category:

Posting Description: Assigned User ID:

Grant No.: Status:

Last Modified By:

[Show more fields](#)

Vendor Statistics

Vendor No.:
 Balance (\$):
 Outstanding Ord...:
 Amt. Rcd. Not Inv...:
 Outstanding Invo...:
 Total (\$):
 Overdue Amount...:
 Gross Weight:
 Invoiced Prepay...:

Buy-from Vendor Hi...

Vendor No.:
 Orders:
 Invoices:
 Return Orders:
 Credit Memos:
 Pstd. Return Ship...:
 Pstd. Receipts:
 Pstd. Credit Mem...:

Notes

[Click here to create a new note.](#)

Lines

Type	No.	Description	Return Reason Code	Location Code	Bin Code
Invoice No. PO-00063-1:					
Item	10040	Napkins		KAN	01-105-A

Invoicing

Vendor No.: Page: Date:

Purchase Credit Memo Lines

1. Select the appropriate Type from the drop down list. In the case of Purchase Credit Memos, Item or G/L Account would be the normal selections.

2. Enter the Item or Account No. you wish to return depending on which Type you selected or hit F4 to get a list. Although the name of the Item, GL Account, or Fixed Asset pops into the "Description" field by default, you can use the "Description" field to add any relevant notes or other descriptive text regarding the transaction. If the Post PO/PI in Detail option is toggled in the Purchases & Payables Setup then the Description entered on the Invoice Lines will post in detail to the General Ledger Entries and the Vendor Ledger Entries.
3. Enter a Return Reason Code or hit F4 to get a list of your return codes
4. Enter the Location that the Item will be returned from.

Note: If using Branches, be sure to show the Branch Code column and to select the appropriate Branch.

5. Enter the quantity to be returned in the 'Quantity' field.
6. Enter or select the Pallet No. you wish to return.
 - a. If you are not palletizing items, then your Pallet No. field will be blank. In this case, you may wish to select the Lot No. you are returning.
 - b. Once the Pallet Number is selected, the Bin, Lot and other information from the original Pallet will auto-fill on the line. If you select a lot number only, you may need to fill in the Bin, zone and location manually.
7. Fill in the other fields on the Line, as needed.
8. Enter additional lines, if needed.

PC-00015 · Costco Mailing

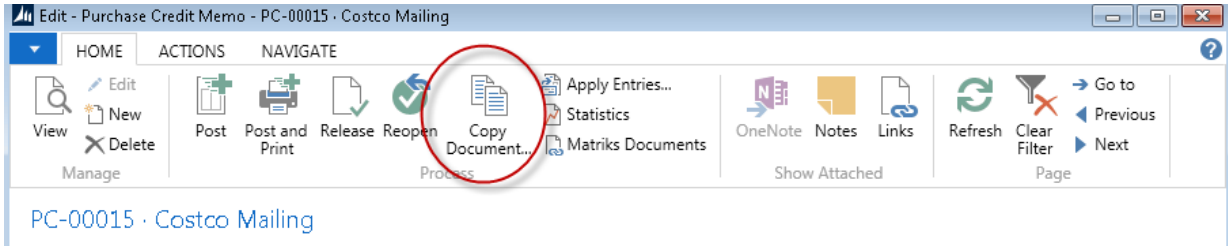
General						PC-00015	V000026	5/29/2014	Open
Lines									
Type	No.	Description	Return Reason Code	Location Code	Bin Code				
Invoice No. PO-00063-1:									
Item	10040	Napkins		KAN	01-105-A				
Item	10040	Napkins		KAN	01-105-B				
Item	10040	Napkins		KAN	01-105-C				

9. Be sure to confirm that all the data has been entered correctly, especially paying attention to the No., Location and Quantity and then Post or Post & Print the document.

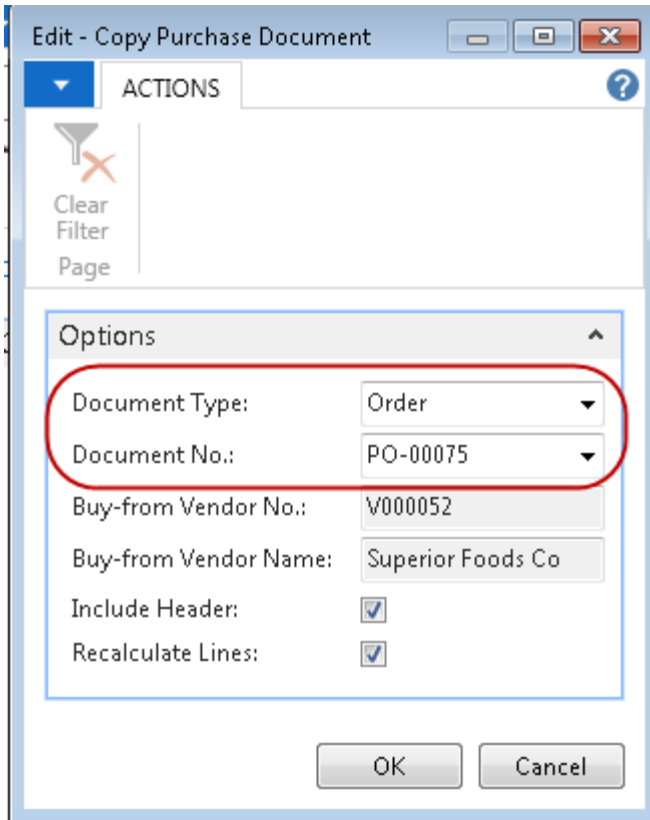
Using Copy Document

To expedite the process of entering a Purchase Credit Memo, the User can use the function Copy Document. This process will copy both the Header and Lines, if desired, from another open or posted document. The procedure to use follows:

1. On the Purchase Credit Memo Form navigate to Home → Copy Document.



2. On the Copy Purchase Document Form, select Document Type and Document No. of the document you would like to copy from.



3. In the include Header field, place a check mark in this field if you want Ceres to copy the information, including dimensions, from the document header you are copying from to the document you are creating. The document lines will be copied regardless of the entry in this field.
4. In the Recalculate Lines field, place a check mark in this field if you want to recalculate the lines in the document you are creating. The process retains the item numbers and item quantities but recalculates the amounts on the lines based on the vendor information on the new document header. In this way, the process accounts for item prices and discounts that are specifically linked to the vendor on the new document header.
5. The information has been copied to the new document. Edit as needed prior to posting.

PC-00016 · Superior Foods Co

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General

<table style="width: 100%; border-collapse: collapse;"> <tr><td>No.:</td><td><input type="text" value="PC-00016"/></td><td>...</td></tr> <tr><td>Buy-from Vendor No.:</td><td><input type="text" value="V000052"/></td><td>▼</td></tr> <tr><td>Buy-from Vendor Name:</td><td colspan="2"><input type="text" value="Superior Foods Co"/></td></tr> <tr><td>Buy-from Address:</td><td colspan="2"><input type="text" value="Vendor Mailing Address"/></td></tr> <tr><td>Buy-from City:</td><td><input type="text" value="Grand Rapids"/></td><td>▼</td></tr> <tr><td>Buy-from State:</td><td><input type="text" value="MI"/></td><td></td></tr> <tr><td>Buy-from ZIP Code:</td><td><input type="text" value="49588-8359"/></td><td>▼</td></tr> <tr><td>Buy-from Contact:</td><td colspan="2"><input type="text" value="Mailing Contact"/></td></tr> <tr><td>Phone No.:</td><td colspan="2"><input type="text" value="555-MAIL"/></td></tr> <tr><td>Extension:</td><td colspan="2"><input type="text" value="ML"/></td></tr> <tr><td>Posting Description:</td><td colspan="2"><input type="text" value="Credit Memo PC-00016"/></td></tr> <tr><td>Grant No.:</td><td><input type="text"/></td><td>▼</td></tr> </table>	No.:	<input type="text" value="PC-00016"/>	...	Buy-from Vendor No.:	<input type="text" value="V000052"/>	▼	Buy-from Vendor Name:	<input type="text" value="Superior Foods Co"/>		Buy-from Address:	<input type="text" value="Vendor Mailing Address"/>		Buy-from City:	<input type="text" value="Grand Rapids"/>	▼	Buy-from State:	<input type="text" value="MI"/>		Buy-from ZIP Code:	<input type="text" value="49588-8359"/>	▼	Buy-from Contact:	<input type="text" value="Mailing Contact"/>		Phone No.:	<input type="text" value="555-MAIL"/>		Extension:	<input type="text" value="ML"/>		Posting Description:	<input type="text" value="Credit Memo PC-00016"/>		Grant No.:	<input type="text"/>	▼	<table style="width: 100%; border-collapse: collapse;"> <tr><td>Reason Code:</td><td><input type="text"/></td><td>▼</td></tr> <tr><td>Posting Date:</td><td><input type="text" value="1/22/2013"/></td><td>▼</td></tr> <tr><td>Document Date:</td><td><input type="text" value="1/22/2013"/></td><td>▼</td></tr> <tr><td>Vendor Authorization No.:</td><td colspan="2"><input type="text"/></td></tr> <tr><td>Vendor Cr. Memo No.:</td><td colspan="2"><input type="text"/></td></tr> <tr><td>Order Address Code:</td><td><input type="text"/></td><td>▼</td></tr> <tr><td>Responsible Person Code:</td><td><input type="text"/></td><td>▼</td></tr> <tr><td>Fund No.:</td><td><input type="text" value="UR"/></td><td>▼</td></tr> <tr><td>FBC Product Source:</td><td><input type="text" value="COOP"/></td><td>▼</td></tr> <tr><td>FBC Product Category:</td><td><input type="text" value="COOP"/></td><td>▼</td></tr> <tr><td>Assigned User ID:</td><td><input type="text"/></td><td>▼</td></tr> <tr><td>Status:</td><td><input type="text" value="Open"/></td><td>▼</td></tr> <tr><td>Last Modified By:</td><td colspan="2">SWPROS\RXF</td></tr> </table>	Reason Code:	<input type="text"/>	▼	Posting Date:	<input type="text" value="1/22/2013"/>	▼	Document Date:	<input type="text" value="1/22/2013"/>	▼	Vendor Authorization No.:	<input type="text"/>		Vendor Cr. Memo No.:	<input type="text"/>		Order Address Code:	<input type="text"/>	▼	Responsible Person Code:	<input type="text"/>	▼	Fund No.:	<input type="text" value="UR"/>	▼	FBC Product Source:	<input type="text" value="COOP"/>	▼	FBC Product Category:	<input type="text" value="COOP"/>	▼	Assigned User ID:	<input type="text"/>	▼	Status:	<input type="text" value="Open"/>	▼	Last Modified By:	SWPROS\RXF	
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Last Modified By:	SWPROS\RXF																																																																											

▼ Show more fields

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Lines

⚡ Functions ▼ 📄 Line ▼ 🔍 Find Filter 🗑️ Clear Filter

	Type	No.	Description	Return Reason Code	Location Code	Bin Code
	Item	25006C	Okra	▼	KAN	01-100-A
	Item	25006C	Okra		KAN	01-100-A

Related Topics:

1. Purchase Order Overview
2. Purchase Return Order Overview
3. Warehouse Pallets and Lots