



FINANCE  
CONTROLLER

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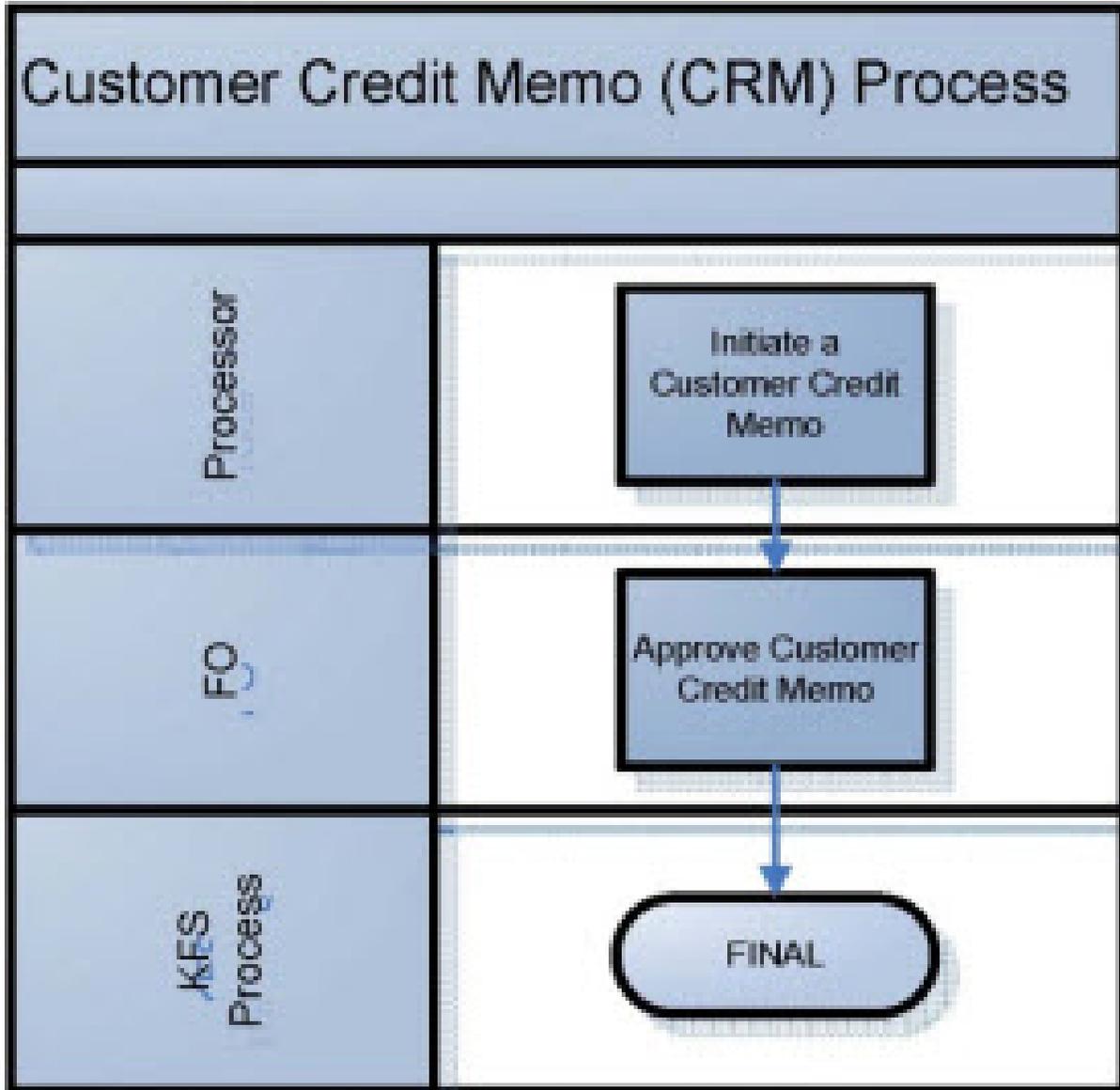
## **Kuali Financial System**

# **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 be credited against the open invoice.

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

The screenshot shows the Kuali Financial System main menu. The navigation path is: Main Menu > Transactions > Accounts Receivable > Customer Credit Memo. A red arrow points to the 'Customer Credit Memo' link in the 'Accounts Receivable' section of the 'Transactions' area.

**Customer Credit Memo Initiation**

Credit Memo Initiation

Invoice Reference Number:

[continue](#) [clear](#) [close](#)

Step #	Procedure
1.	Click the “ <b>Customer Invoice Credit Memo</b> ” link in the Transactions section from the <b>Main Menu</b> .
2.	Enter the <b>Customer Invoice Number</b> in the <b>Invoice Reference Number</b> field.
3.	Click the “ <b>continue</b> ” button.



# Kuali Financial System Documentation – Customer Credit Memo

Document Overview hide

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**Document Overview**

\* Description: Credit Memo for Invoice 8171931

Organization Document Number:

Explanation: [Issuing Credit due to a canceled registration.]

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

General hide

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**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 <b>General</b> tab will populate based on the <b>Customer Invoice Number</b> entered on the initial <b>Customer Credit Memo</b> screen.

Document Overview show

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General show

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Items hide

**Invoice Items**

Quantity	Item Code	UOM	Description	Unit Price	Amount	Tax Amount	Total Amount	Open Invoice Quantity	Open Invoice Amount	Actions
1: 1.00	4	EA	CONFERENCE	150.00	600.00	0.00	600.00	4.00	600.00	recalculate refresh
<b>Accounting Information</b> <span style="float: right;">show</span>										
<b>Credit Memo Total:</b>					150.00	0.00	150.00			recalculate refresh

**General Ledger Pending Entries** hide

Seq #	Fiscal Year	Chart	Account	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2020	01	0131110	----	6323	---	-----	CRM	AC	AS	150.00	C
2	2020	01	0131110	----	6100	---	-----	CRM	AC	AS	150.00	D
3	2020	01	1182500	----	0500	---	-----	CRM	AC	IN	150.00	D
4	2020	01	1182500	----	6100	---	-----	CRM	AC	AS	150.00	C

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log show

Step #	Procedure
7.	On the <b>Items</b> tab the information will display from the <b>Customer Invoice Number</b> entered on the initial <b>Customer Credit Memo</b> screen.
8.	Enter the <b>Quantity</b> or the <b>Amount</b> for the Invoice Item the credit is being applied to.
9.	Click the “ <b>recalculate</b> ” button.  <b>Note:</b> If you entered the incorrect quantity or amount, click the “ <b>refresh</b> ” button, re-enter the quantity or amount and click the “ <b>recalculate</b> ” button again.
10.	Click “ <b>show</b> ” on the <b>General Ledger Pending Entries</b> tab, check the entries and click the “ <b>submit</b> ” button.



**Kuali Financial System  
Documentation – Customer Credit Memo**



**UNIVERSITY OF  
MARYLAND**  
Student Financial Services and Cashiering

Student Financial Services and Cashiering  
Lee Building, 7809 Regents Drive  
College Park, MD 20742-5151  
FED ID #52-6002033

**CREDIT MEMO**

**Customer Number:** UMD-20084

KATIE MORRIS (UMBC)  
UMBC @ THE UNIVERSITIES AT SHADY GROVE  
9636 GUELSKY DRIVE III-4141  
ROCKVILLE, MD 20850

**Credit Memo Number:** 8172514

**Credit Memo Date:** 06/01/2020

**Reference Invoice Number:** 8176532

**Billed By:** VPAF-Compt-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

**DRAFT**

**Credit Memo Total: \$75.00**