

Locating and Begin a Line Item Credit Memo

1. Click on **Outbox** drop down list

2. Select **Invoices**

➤ Screen displays Invoices

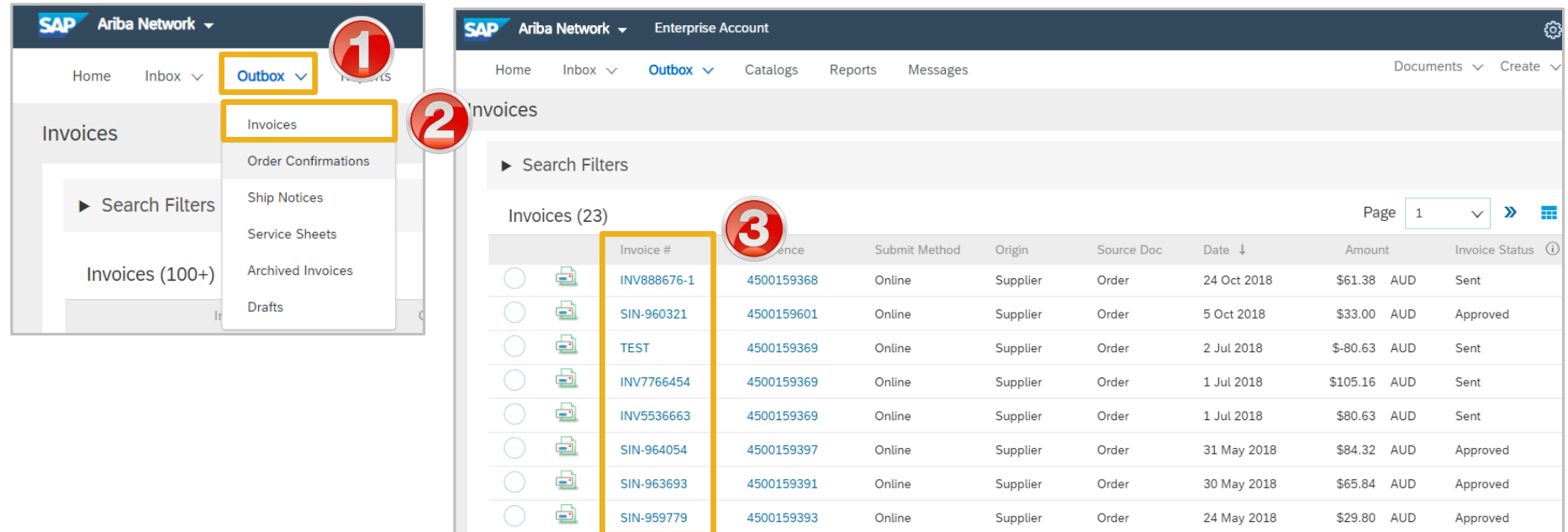
3. Click on the required **Invoice#**

4. Click on **Create Line-Item Credit Memo**

➤ Screen displays **Create Line-Item Credit Memo**

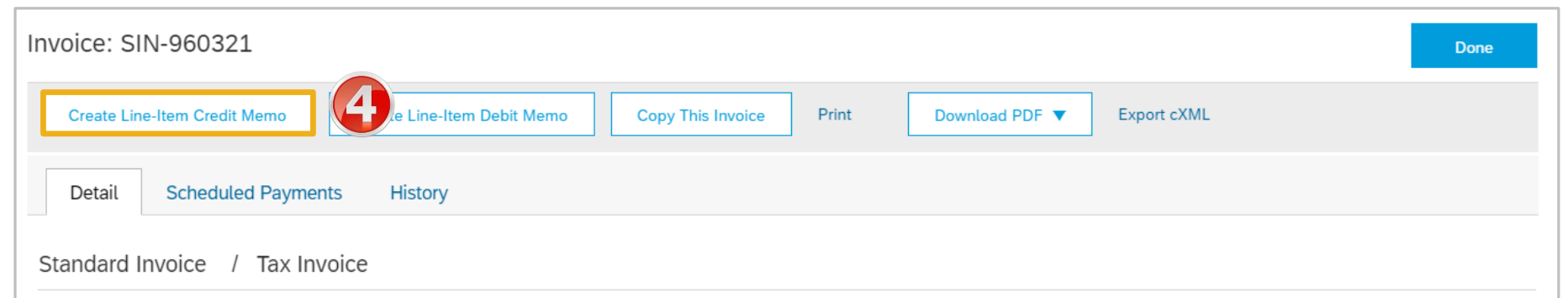
➤ Refer to Slide ??, **Line Item Credit Memo - Header Level – Quantity Adjustment**

➤ Refer to Slide ??, **Line Item Credit Memo - Header Level – Price Adjustment**



The screenshot shows the SAP Ariba Network interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. The 'Outbox' dropdown menu is open, showing options like 'Invoices', 'Order Confirmations', 'Ship Notices', 'Service Sheets', 'Archived Invoices', and 'Drafts'. The 'Invoices' option is selected. Below the menu, a table of invoices is displayed. The table has columns for 'Invoice #', 'Invoice', 'Submit Method', 'Origin', 'Source Doc', 'Date', 'Amount', and 'Invoice Status'. The invoice 'SIN-960321' is highlighted with a red box and a red circle with the number 3.

Invoice #	Invoice	Submit Method	Origin	Source Doc	Date	Amount	Invoice Status
INV888676-1	4500159368	Online	Supplier	Order	24 Oct 2018	\$61.38 AUD	Sent
SIN-960321	4500159601	Online	Supplier	Order	5 Oct 2018	\$33.00 AUD	Approved
TEST	4500159369	Online	Supplier	Order	2 Jul 2018	\$-80.63 AUD	Sent
INV7766454	4500159369	Online	Supplier	Order	1 Jul 2018	\$105.16 AUD	Sent
INV5536663	4500159369	Online	Supplier	Order	1 Jul 2018	\$80.63 AUD	Sent
SIN-964054	4500159397	Online	Supplier	Order	31 May 2018	\$84.32 AUD	Approved
SIN-963693	4500159391	Online	Supplier	Order	30 May 2018	\$65.84 AUD	Approved
SIN-959779	4500159393	Online	Supplier	Order	24 May 2018	\$29.80 AUD	Approved



The screenshot shows the 'Invoice: SIN-960321' detail page. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. The 'Outbox' dropdown menu is open, showing options like 'Invoices', 'Order Confirmations', 'Ship Notices', 'Service Sheets', 'Archived Invoices', and 'Drafts'. The 'Invoices' option is selected. Below the menu, a table of invoices is displayed. The table has columns for 'Invoice #', 'Invoice', 'Submit Method', 'Origin', 'Source Doc', 'Date', 'Amount', and 'Invoice Status'. The invoice 'SIN-960321' is highlighted with a red box and a red circle with the number 4.

Invoice: SIN-960321

[Create Line-Item Credit Memo](#) [Create Line-Item Debit Memo](#) [Copy This Invoice](#) [Print](#) [Download PDF](#) [Export cXML](#)

[Detail](#) [Scheduled Payments](#) [History](#)

Standard Invoice / Tax Invoice

Line Item Credit Memo – Header Level – Quantity Adjustment

1. Confirm or select **Quantity Adjustment**
2. Enter a **Credit Memo #**
3. Confirm the **Credit Memo Date**
4. Confirm or enter the **Supplier Tax ID**
- All other information in the Summary, Tax, Shipping, Special Handling, Discount, and Additional Fields should default
5. Scroll down to locate **Supplier VAT Tax ID**, confirm or enter the **Supplier VAT/TAX ID**
6. Scroll down and locate, **Reason for Credit Memo**, enter the **Reason for Credit Memo**
- To add an attachment, refer to **Slide 34, Add Attachment to Header Level**

Note: All totals are shown as a Negative and tax must be added at Line item level

- Scroll down to **Line Items**

Create Line-Item Credit Memo

Update

Save

Exit

Next

Credit Memo Type

☒ Quantity Adjustment *i*

☐ Price Adjustment *i*

▼ Invoice Header

** Indicates required field*

Add to Header ▼

Summary

Credit Memo #: * 43309

Credit Memo Date: * 4 Dec 2019

Original Invoice No: INV888676-1

Original Invoice Date: 24 Oct 2018

Supplier Tax ID: * 1234566789

Remit To: Quick Corporate Australia - TEST

Bill To: WesTrac Pty Ltd

Subtotal: \$-55.80 AUD

Total Tax: \$-5.58 AUD

Total Amount without Tax: \$-55.80 AUD

Amount Due: \$-61.38 AUD

N

View/Edit Addresses

Supplier VAT

Supplier VAT/Tax ID: * 123456789

Customer VAT

Customer VAT/Tax ID: * 63 009 342 572

Comment

Reason for Credit Memo: * Reduction in Cost Price as I do not wish the goods returned Name or Authoriser

Default Credit Memo Comment Text:

Add to Header ▼

Line Item Credit Memo – Line Level -Quantity Adjustment

➤ Line Items is displayed

➤ Tax information is auto-populated based on the original invoice

1. Confirm the **Unit Quantity** and enter the amount if it is different to the one displayed (Ensure there is a negative symbol in front of the total)

2. Click **Update**

Note: Slide the Include button from green to grey to **exclude** items not being credited

3. Click **Next**


➤ Screen displays Create Line-Item Credit Memo review

➤ Refer to **Slide 33**, Finalising a Line Item Credit memo

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: 10% GST / Goods and Servi... ☐ Shipping Documents ☐ Special Handling ☐ Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10		MATERIAL		BASELINE DATE TEST		-2	EA	\$15.00 AUD	\$-30.00 AUD

Pricing Details

Price Unit: EA Price Unit Quantity: 1.0
Unit Conversion: 1 Description:

Tax

Category: * GST Taxable Amount: \$-30.00 AUD Remove
Location: Rate(%): 10
Description: Goods and Services Tax Tax Amount: \$-3.00 AUD
Regime: Exempt Detail: (no value)

Line Item Actions Delete Update Save Exit Next

Line Item Credit Memo – Header Level – Price Adjustment

1. Confirm or select **Price Adjustment**

➤ Screen message displays

2. Select **Yes**

3. Enter a **Credit Memo #**

4. Confirm the **Credit Memo Date**

5. Confirm or enter the **Supplier Tax ID**

Note: All totals are shown as a Negative and tax must be added at Line item level

6. Scroll down to locate **Supplier VAT Tax ID**, confirm or enter the **Supplier VAT/TAX ID**

7. Enter a Reason for Credit Memo

➤ Add Attachment (if required), refer to Slide 13, **Adding an Attachment to Header Level**

➤ Scroll down to **Line items**

Create Line-Item Credit Memo

Update

Save

Exit

Next

Subtotal: \$-411.99 AUD

Total Tax: \$0.00 AUD

CREDIT MEMO TYPE

If you change the credit memo type, the Line Items section will be reloaded. Do you want to continue anyway?

Yes

Credit Memo Type

☐ Quantity Adjustment

☒ Price Adjustment

▼ Invoice Header

Summary

Credit Memo #: 7756

Credit Memo Date: 4 Dec 2019

Original Invoice No: INV888676-1

Original Invoice Date: 24 Oct 2018

Supplier Tax ID: 1234566789

Remit To: Quick Corporate Australia - TEST

Bill To: WesTrac Pty Ltd

Subtotal: \$-55.80 AUD

Total Tax: \$-5.58 AUD

Total Amount without Tax: \$-55.80 AUD

Amount Due: \$-61.38 AUD

N

View/Edit Addresses

Supplier VAT

Supplier VAT/Tax ID: 123456789

Customer VAT

Customer VAT/Tax ID: 63 009 342 572

Comment


Reason for Credit Memo: Reduction in Cost Price as I do not wish the goods returned

Name or Authoriser

Default Credit Memo Comment Text:

Add to Header

Line Item Credit Memo – Line Level Price Adjustment

- Line items is displayed
 - When creating a Line Item Credit Memo for a Price Adjustment, you need to calculate the difference between the original Unit Price and the reduced Unit Price and enter into the Unit Price Field
1. Enter the **Quantity** for the Price Adjustment (if for a different quantity)
 2. Enter the updated **Unit Price**
 3. Click on **Update**
- Screen displays updated totals
- Note:** Slide the Include button from green to grey to **exclude** items not being credited
- 
4. Click on **Next**
- Go to **Slide 33, Finalise a Line Item Credit Memo**

Insert Line Item Options

☐ Tax Category: 10% GST / Goods and Servi... ☐ Shipping Documents ☐ Special Handling ☐ Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL	530414700	ARNOTTS BISCUITS ASSORTED CREAMS 1.5KG		2	EA	\$-1.00 AUD	\$-2.00 AUD

Pricing Details

Price Unit: EA Price Unit Quantity: 1.0 Description:

Unit Conversion: 1

Tax

Category: * GST Taxable Amount: \$-2.00 AUD Remove

Rate(%): 10 Tax Amount: \$-0.20 AUD

Location: Exempt Detail: (no value) Description: Goods and Services Tax Regime:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
30	<input checked="" type="checkbox"/>	MATERIAL	660030600	SPIRAX NOTEBOOK 570 SIDE SPIRAL A5 200PG			EA	\$-2.47 AUD	\$-0.74 AUD

Excluded line items cannot be modified.

Line Item Actions Delete Update Save Exit Next

Original Unit Price

<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	530414700	ARNOTTS BISCUITS ASSORTED CREAMS 1.5KG	2	EA	\$-15.55 AUD	\$-31.10 AUD
--------------------------	----	-------------------------------------	----------	-----------	----------------------------------------	---	----	--------------	--------------

The new Unit Price agreed on is \$14.55 – if entered the total of the credit is \$29.10

<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	530414700	ARNOTTS BISCUITS ASSORTED CREAMS 1.5KG	2	EA	\$-14.55 AUD	\$-29.10 AUD
--------------------------	----	-------------------------------------	----------	-----------	----------------------------------------	---	----	--------------	--------------

The correct amount to be entered is \$1.00, as that is the Price Reduction per unit to be credited

<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	530414700	ARNOTTS BISCUITS ASSORTED CREAMS 1.5KG	2	EA	\$-1.00 AUD	\$-2.00 AUD
--------------------------	----	-------------------------------------	----------	-----------	----------------------------------------	---	----	-------------	-------------

Finalise a Line Item Credit Memo

➤ Review the Invoice

1. Click **Submit**

Note: The WesTrac does not require a paper invoice, however if you require for your records **Click on Print.**

2. Click on **Exit**

➤ Screen returns to the Invoice

3. Click on **Done**

➤ Screen displays the Outbox-Invoices

Create Line-Item Credit Memo

Previous

Submit

Save

Exit

Confirm and submit the line-item credit memo.

Line-Item Credit Memo

(Original Invoice No: INV888676-1)

Credit Memo Number: 7756

Credit Memo Date: Wednesday 4 Dec 2019 11:45 AM GMT+11:00

Original Invoice Number: INV888676-1

Original Invoice Date: Wednesday 24 Oct 2018 5:54 PM GMT+11:00

Original Purchase Order: 4500159368

Has Price Adjustment: Yes

Subtotal: \$-2.00 AUD

Total Tax: \$-0.20 AUD

Total Amount without Tax: \$-2.00 AUD

Amount Due: \$-2.20 AUD

REMIT TO:

BILL TO:

SUPPLIER:

Invoice 7756 has been submitted.

Print a copy of the invoice

Exit invoice creation.

Invoice: SIN-960321

Create Line-Item Credit Memo

Create Line-Item Debit Memo

Copy This Invoice

Print

Download PDF ▼

Export cXML

Detail

Scheduled Payments

History

Standard Invoice / Tax Invoice