

INVOICE / CREDIT MEMO

REVIEW AND PREPARATION for DATA ENTRY

- C** *Stamp with Aging Start Date Stamp & fill accordingly.*
- C** *Match to Purchase Order.*
- C** *Place credit memos in ascending alpha/numeric order before the invoices. Credit memos can only be processed with invoices in excess of the credit memo amounts.*
- C** ***Place invoices in ascending alpha/numeric order.***
(Do NOT interfile with credit memos.)
- C** *Circle on face of Invoice/Credit Memo:*
 1. *Invoice Number/Credit Memo Number*
 2. *Date*
 3. *Descriptive Info: Customer/Account No., Bill No., etc.*
 4. *Total Amount*
 5. *Discount % or Amount*
 6. *Vendor Remittance Name and Address* *(V vendor selected for remittance must be written on the Receiving Report above the Order Vendor.)*
- C** *If PO has more than one account code/subcode, on the face of the invoice/credit memo, write the amount to pay/credit and indicate "P" for Partial or "F" for Final against each 10 digit account. Note: Credit memos should always be "P".*

e.g.	134312	3200	52.25	F
	134502	3200	<u>23.88</u>	P
	Total		76.13	
- C** *If payment is for an individual, write SSN on the face of the invoice. Note: Should NOT be on PO because of the global document access.*