

Tutorial:

# HOW TO CREATE AND COPY A MEMO INVOICE

Invoicing for miscellaneous business costs that do not require any inventory transaction.

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# The purpose of a memo invoice

A memo invoice is used to issue an internal or external charge or credit. It will detail the reason and amount issued for miscellaneous business costs that did not require an inventory transaction.

## When to issue a Memo invoice

- Rework charges.
- Non-inventory related freight charges.
- Customer owned tooling.
- Issuing a credit for a pricing difference.

**MANGOR**  
Mancor Canada Inc.  
Supplier Code: X5817G0

**MEMO INVOICE** Page 1 of 1

**Physical Address:**  
Mancor Canada Inc.  
A Subsidiary of Mancor Industries  
2485 Speers Rd  
Oakville ON L6L 2X9  
Canada

**Remit To:**  
Mancor Canada Inc.  
A Subsidiary of Mancor Industries  
2485 Speers Rd  
Oakville ON L6L 2X9  
Ont

Invoice: **MEM1138**

Bill To: 1100  
Caterpillar Global Mining LLC  
PO Box 100  
South Milwaukee WI 53152  
USA

Ship To: N/A

Invoice Date: 8/16/2016 Due Date: 9/25/2016 Tax Number: 898914270RT Terms: NET 30

PO Number	Part - Description	QTY	UM	Unit Price	Amount
PO 432-23423	422-8780 - Rework bracket	800	EA	\$5.600	\$4,480.00

Comments: This invoice it to rectify an issue with a part

<b>Line Total:</b>	\$4,480.00
<b>HST:</b>	\$582.40
<b>Total:</b>	<b>\$5,062.40</b>

(All prices in CAD dollars.)

Total In Words:  
FIVE THOUSAND SIXTY TWO DOLLARS AND FORTY CENTS

# Task 1: Creating the new memo number

Open the **Memo Invoice [S1277]** screen.

1. Click on the **Memo Invoice Head** frame.
2. Select the **Customer** from the drop down menu.
3. Click the **Add** button in the bottom menu to generate the new memo invoice.
4. Select the **Ship To** location if required.

The screenshot shows the 'Memo Invoice [S1277]' window. The 'Memo Invoice Header' section is highlighted with a red circle '1'. The 'Customer' dropdown menu is highlighted with a red circle '2', showing 'ACCO SYSTEMS INCORPORATED'. The 'Ship To' dropdown menu is highlighted with a red circle '4', showing 'AC01'. The 'Add' button in the bottom menu is highlighted with a red circle '3'. The 'Memo Invoice Detail' section is visible below the header, showing a table with columns for Purchase Order, Comments, GL Code, Qty, UM, Unit Price, and Ext Price. The 'Taxes' section is also visible, showing a table with columns for Type, Tax Code, Calc Amount, Edit Amount, Calc Percent, Edit Percent, and Taxable Amt. The 'Invoice Documents' section is at the bottom, showing fields for Memo Number, Memo Filename, EDI Sent, and Email Status.

## Task 2: Adding supporting documents and comments

5. To attach a supporting document like an email or purchase order, click **Edit** at the bottom of the screen then click on the **Supporting Document** field.

There are three ways to select the source file you wish to attach. You can either;

- select a new file from your computer desktop,
- choose an existing file from the OnRamp database,
- or use a scanner to scan a document directly.

The system automatically adds the **Supporting Document** to the completed memo invoice when it is finalized.

6. To Add any supporting **Comments**, click on the filed to enter your text.

The screenshot shows the 'Memo Invoice [S1277]' application window. The 'Memo Invoice Header' section includes fields for Customer (ACCO), Supporting Document (highlighted with a red circle and '5'), Invoice Date (01/25/2017), Credit Terms (Net30), Ship To (AC01), and various dates and codes. The 'Comments' field contains the text 'Rework for faulty part' and is highlighted with a red circle and '6'. Below the header is the 'Memo Invoice Detail' table with columns for Purchase Order, Comments, GL Code, Qty, UOM, Unit Price, and Ext Price. The 'Taxes' section has a table with columns for Type, Tax Code, Calc Amount, Edit Amount, Calc Percent, Edit Percent, and Taxable Amt. The 'Invoice Documents' section includes fields for Memo Number, Memo Filename, EDI Sent (No), and Email Status. At the bottom, there are buttons for Browse, Edit, Add, Delete, OK, Cancel, Print, and Exit.

## Task 3: Changing the memo invoice dates and GL Code

When you create the new memo invoice the **\*\*Invoice Date** and the **\*\*Effective dates** will default to the current day.

7. If you need to change the date, select the new dates using the picker.

Like the date, when you create the new memo invoice the **AR GL Code** is set to a default based on how the customers profile was created using **Customer Master [S1092]** screen.

8. To change the **AR GL Code** select an alternative from the drop down menu.
9. Once your is selection complete, click the **OK** button in the bottom menu.

The screenshot shows the 'Memo Invoice [S1277]' window. The 'Memo Invoice Header' section includes fields for Customer (ACCO), Supporting Document, Memo Number (MEM1173), Credit Terms (Net30), Ship To (AC01), and various date pickers: \*\*Invoice Date (01/25/2017), Discount Date (mm/dd/yyyy), Due Date (mm/dd/yyyy), \*\*Effective Date (01/25/2017), and \*\*AR GL Code (7010). A red circle '7' highlights the date pickers, and a red circle '8' highlights the AR GL Code dropdown. The 'Memo Invoice Detail' section has a table with columns: Purchase Order, Comments, GL Code, Qty, UOM, Unit Price, and Ext Price. Below this are fields for Part Number, Project, Cost Center, Auto-Add Tax Profile, Total Tax, and Tax Code. The 'Taxes' section has a table with columns: Type, Tax Code, Calc Amount, Edit Amount, Calc Percent, Edit Percent, and Taxable Amt. At the bottom, there are fields for Difference (Edit Amt - Calc Amt), Difference (Edit % - Calc %), Tax Description, and a 'Reset' button. The 'Invoice Documents' section has fields for Memo Number, Memo Filename, EDI Sent (No), and Email Status. The bottom menu includes buttons for F1 for Help, Browse, Edit, Add, Delete, OK, Cancel, Print, and Exit. A red circle '9' is positioned below the OK button.

## Task 4: Adding a new line item

10. Select the **Memo Invoice Detail** frame.
11. Click **Add** in the bottom menu.
12. Enter the **Purchase Order** number if the credit is associated with an existing customer invoice. Add a **Comment** to identify what the credit is for. If required, you can assign an alternative **GL Code** instead of the default *Sales Account* code. Lastly, enter the **Quantity**, the unit of measurement (**UM**) and the **Unit Price**.

Memo Invoice [S1277]

Memo Invoice Header

Customer: ACCO ACCO SYSTEMS INCORPORATED Supporting Document:

▼Memo Number	Credit Terms	Ship To	**Invoice Date:	Currency:
MEM1173	Net30	AC01	01/25/2017	CDN

Discount Date: 03/06/2017 Cust Tax Profile:

Due Date: 03/06/2017 Subtotal:

\*Effective Date: 01/25/2017 Taxes:

\*\*AR GL Code: 7010 Total: \$0.00

BOL:

Comments: Rework for faulty part Finalize

Memo Invoice Detail

▼Purchase Order	Comments	GL Code	Qty	UM	Unit Price	Ext Price
NC-85090-08	Credit to customer for next order	7010	10.00	EA	50.000	

Part Number: 44940 SHIM BRACKET ROLLER Auto-Add Tax Profile: STD Refresh

Project: T1568 Cost Center: WELD Total Tax: Tax Code:

Taxes

Type	Tax Code	Calc Amount	Edit Amount	Calc Percent	Edit Percent	Taxable Amt
------	----------	-------------	-------------	--------------	--------------	-------------

Difference (Edit Amt - Calc Amt): Tax Description: Reset

Difference (Edit % - Calc %):

Invoice Documents

Memo Number: EDI Sent: No EDI-Invoice

Memo Filename: Email Status: Email Customer

F1 for Help Browse Edit Add Delete OK Cancel Print Exit

## Task 5: Adding invoice details and tax code

- To add additional details you can select the **Part Number**, **Project** or **Cost Center** options from the drop down menus.
- You can also select a tax profile for the line item from the **Auto-Add Tax Profile** drop down menu. This allows you to assign alternative tax code profiles to multiple line items. Tax codes are created in OnRamp using the **Tax Codes [S1072]** screen.
- Once you have input all the details click **OK**.

Memo Invoice [S1277]

Memo Invoice Header

Customer: ACCO ACCO SYSTEMS INCORPORATED Supporting Document:

Memo Number: MEM1173 Credit Terms: Net30 Ship To: AC01 \*\*Invoice Date: 01/25/2017 Currency: CDN  
Discount Date: 03/06/2017 Cust Tax Profile:  
Due Date: 03/06/2017 Subtotal:  
\*Effective Date: 01/25/2017 Taxes:  
\*\*AR GL Code: 7010 Total: \$0.00  
BOL:

Comments: Rework for faulty part Finalize

Memo Invoice Detail

Purchase Order	Comments	GL Code	Qty	UM	Unit Price	Ext Price
NC-85090-08	Credit to customer for next order	7010	10.00	EA	50.000	

Part Number: 44940 SHIM BRACKET ROLLER Auto-Add Tax Profile: STD 14 Refresh  
Project: T1568 Cost Center: WELD Total Tax:  
Tax Code:

Taxes

Type	Tax Code	Calc Amount	Edit Amount	Calc Percent	Edit Percent	Taxable Amt
------	----------	-------------	-------------	--------------	--------------	-------------

Difference (Edit Amt - Calc Amt):  
Difference (Edit % - Calc %): Reset

Tax Description:


Invoice Documents

Memo Number: EDI Sent: No EDI-Invoice  
Memo Filename: Email Status: Email Customer

F1 for Help Browse Edit Add Delete OK Cancel Print Exit



## Task 6: Reviewing and amending tax calculations

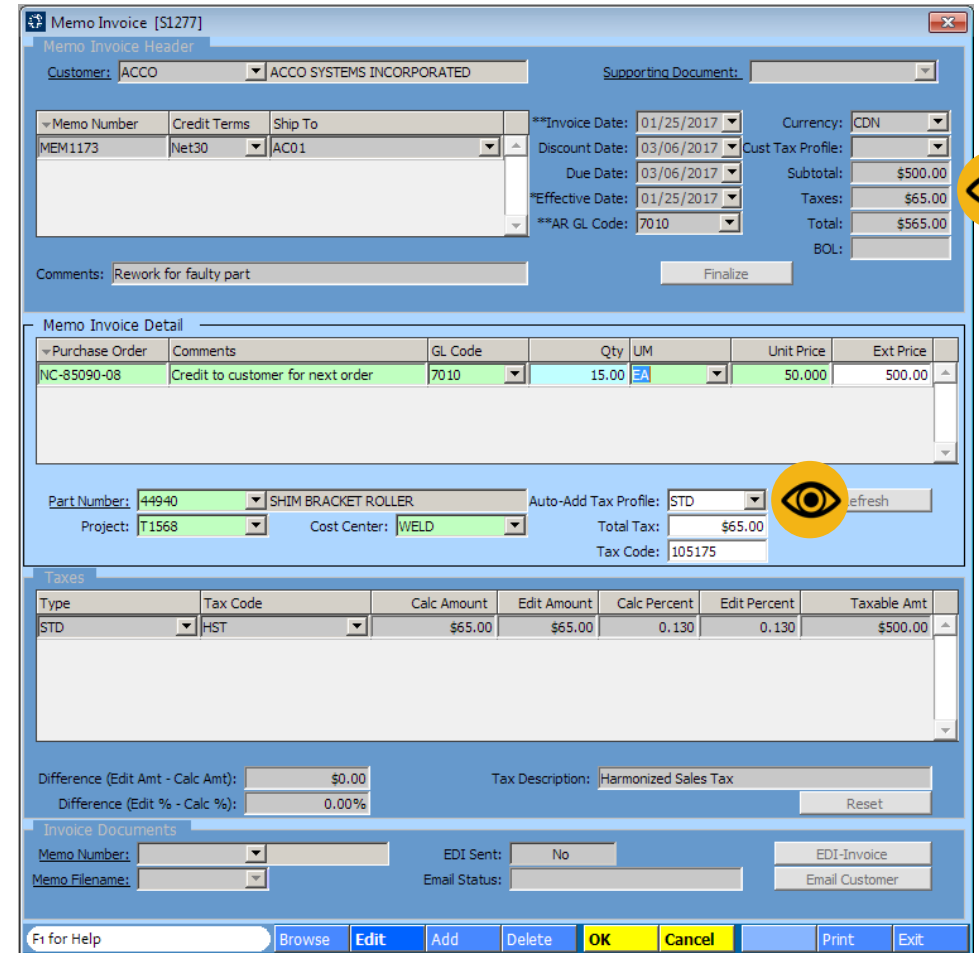
 Since we added a “*standard tax*” from the **Auto-Add Tax Profile** drop down menu, every field that include tax calculations have been populated.

16. An additional line item was also added to the **Taxes** frame with the tax calculation break down.

### Amending Tax calculation

17. If you need to amend the “*Quantity*” or “*Unit Price*” in the line item details, click **Edit** at the bottom of the screen. The tax fields will automatically recalculate.

18. When complete click **OK**.



Memo Number	Credit Terms	Ship To	**Invoice Date	Currency	Discount Date	Cust Tax Profile	Due Date	Subtotal	Effective Date	Taxes	**AR GL Code	Total	BOL
MEM1173	Net30	AC01	01/25/2017	CDN	03/06/2017		03/06/2017	\$500.00	01/25/2017	\$65.00	7010	\$565.00	

Purchase Order	Comments	GL Code	Qty	UM	Unit Price	Ext Price
NC-85090-08	Credit to customer for next order	7010	15.00	EA	50.000	500.00

Type	Tax Code	Calc Amount	Edit Amount	Calc Percent	Edit Percent	Taxable Amt
STD	HST	\$65.00	\$65.00	0.130	0.130	\$500.00

## Task 7: Changing the edit amount and percentage

You can still make manual changes to the auto generated amount or percentage calculations even if you chose the **Auto add – Tax Profile**.

19. Click **Edit** at the bottom of the screen.
20. The editable fields will be highlighted in green.
21. You will see the change difference of the values in the fields **Difference (Edit Amt - Calc Amt)** and **Difference (Edit % - Calc %)**.

Memo Invoice [S1277]

Memo Invoice Header

Customer: ACCO ACCO SYSTEMS INCORPORATED Supporting Document:

Memo Number: MEM1173 Credit Terms: Net30 Ship To: AC01 \*\*Invoice Date: 01/25/2017 Currency: CDN  
Discount Date: 03/06/2017 Cust Tax Profile:  
Due Date: 03/06/2017 Subtotal: \$500.00  
\*Effective Date: 01/25/2017 Taxes: \$80.00  
\*\*AR GL Code: 7010 Total: \$580.00  
BOL:

Comments: Rework for faulty part Finalize

Memo Invoice Detail

Purchase Order	Comments	GL Code	Qty	UM	Unit Price	Ext Price
NC-85090-08	Credit to customer for next order	7010	10.00	EA	50.000	500.00

Part Number: 44940 SHIM BRACKET ROLLER Auto-Add Tax Profile: STD Refresh  
Project: T1568 Cost Center: WELD Total Tax: \$80.00  
Tax Code: 105175

Taxes

Type	Tax Code	Calc Amount	Edit Amount	Calc Percent	Edit Percent	Taxable Amt
STD	TST	\$65.00	\$80.00	0.130	0.130	\$615.38


Difference (Edit Amt - Calc Amt): \$15.00 Tax Description: Harmonized Sales Tax  
Difference (Edit % - Calc %): 0.00% Reset

Invoice Documents

Memo Number: EDI Sent: No EDI-Invoice  
Memo Filename: Email Status: Email Customer

F1 for Help Browse Edit Add Delete OK Cancel Print Exit

## Task 8: Manually inputting the taxes


 If you selected “*Manual*” for the **Auto add – Tax Profile** in the Memo Invoice Detail frame you will have the flexibility to customize the taxes for the line item.

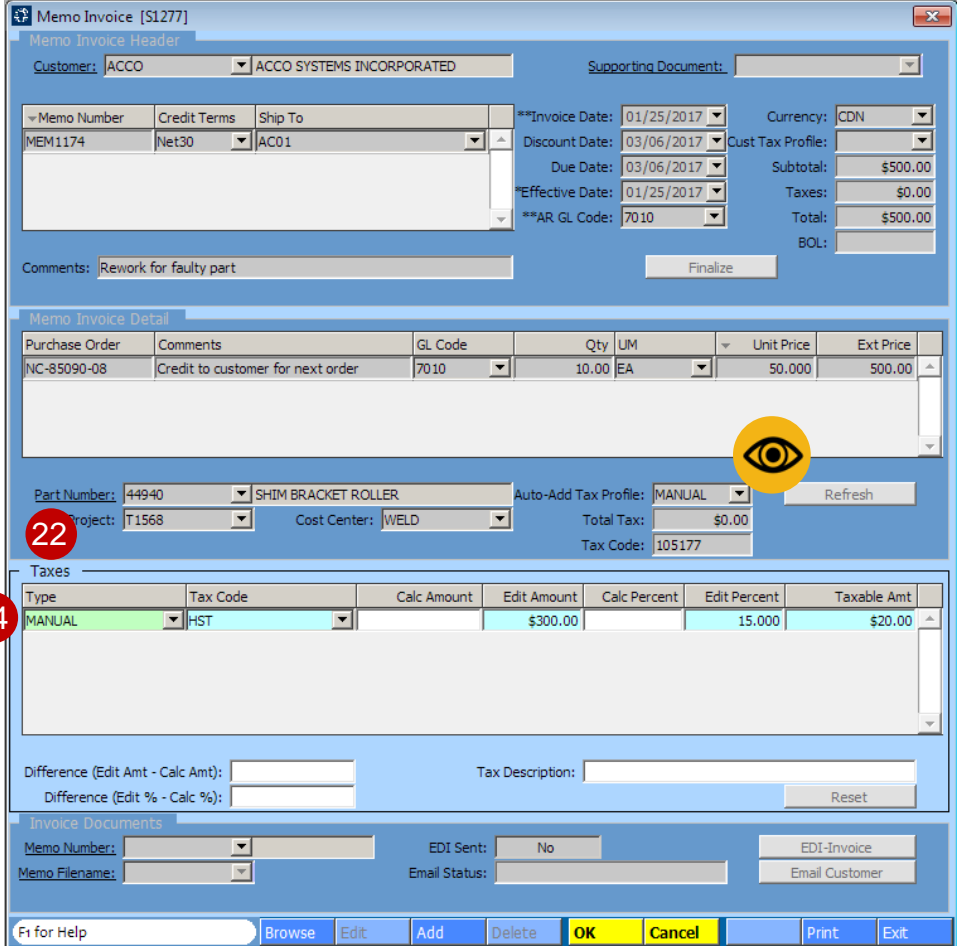
22. Click on the **Taxes** frame.

23. Click **Add** in the bottom menu.

24. In the new record, select your tax **Type** from the drop down menu. Next select the **Tax Code** you wish to apply, then enter the **Edit Amount** and **Edit Percentage** of tax to be deducted.

25. Click **Ok** when complete.

 If you need to reset the values click on the **Refresh** button. (*Click the browse button before clicking*)



Purchase Order	Comments	GL Code	Qty	UM	Unit Price	Ext Price
NC-85090-08	Credit to customer for next order	7010	10.00	EA	50.00	500.00

Type	Tax Code	Calc Amount	Edit Amount	Calc Percent	Edit Percent	Taxable Amt
MANUAL	HST		\$300.00		15.00	\$20.00

23

25

## Task 9: Finalizing the invoice

Now that all the details have been added to the invoice you can go ahead and finalize.

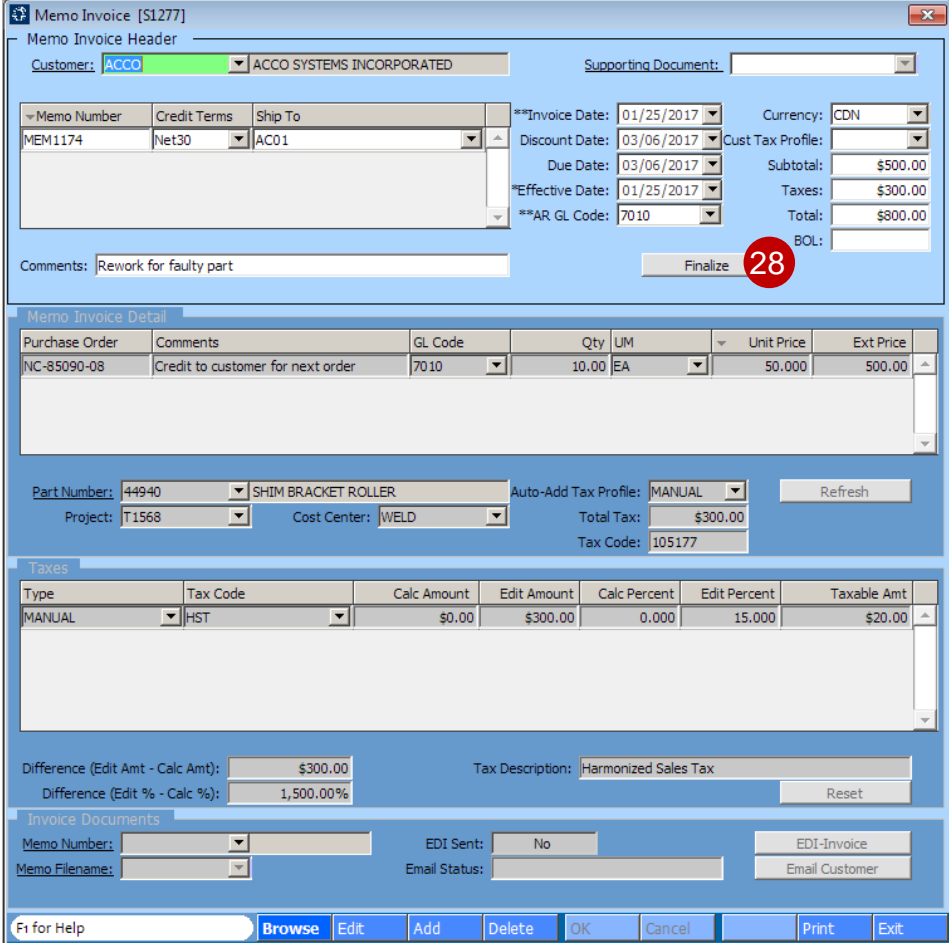
26. Select the **Memo Invoice Header** frame

27. Click the **Browse** button

28. Click the **Finalize** button

The invoice will be electronically sent to the vendor in PDF format. Once the invoice is sent the record of the invoice will be created.

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Memo Invoice [S1277]

Memo Invoice Header

Customer: ACCO ACCO SYSTEMS INCORPORATED Supporting Document:

Memo Number	Credit Terms	Ship To	**Invoice Date	Currency
MEM1174	Net30	AC01	01/25/2017	CDN

Discount Date: 03/06/2017 Cust Tax Profile:

Due Date: 03/06/2017 Subtotal: \$500.00

\*Effective Date: 01/25/2017 Taxes: \$300.00

\*\*AR GL Code: 7010 Total: \$800.00

Comments: Rework for faulty part

Finalize 28

Memo Invoice Detail

Purchase Order	Comments	GL Code	Qty	UM	Unit Price	Ext Price
NC-85090-08	Credit to customer for next order	7010	10.00	EA	50.000	500.00

Part Number: 44940 SHIM BRACKET ROLLER Auto-Add Tax Profile: MANUAL Refresh

Project: T1568 Cost Center: WELD Total Tax: \$300.00 Tax Code: 105177

Taxes

Type	Tax Code	Calc Amount	Edit Amount	Calc Percent	Edit Percent	Taxable Amt
MANUAL	HST	\$0.00	\$300.00	0.000	15.000	\$20.00

Difference (Edit Amt - Calc Amt): \$300.00 Tax Description: Harmonized Sales Tax

Difference (Edit % - Calc %): 1,500.00% Reset

Invoice Documents

Memo Number: EDI Sent: No EDI-Invoice

Memo Filename: Email Status: Email Customer

F1 for Help Browse Edit Add Delete OK Cancel Print Exit

27

## Task 10: Reviewing the invoice

29. Select the **Invoice Documents** frame
30. To access the new record details, select the invoice number from the **Memo Number** drop down menu
31. Review the PDF by double clicking the **Memo Filename** field.

If you need to review the status of a previously issued invoices. Select the invoice you are looking for from the Memo Number drop down menu.

32. You can also resend the customer a previously issued invoice using **EDI** or **Email**, if requested.

Memo Invoice [S1277]

Memo Invoice Header

Customer: ACCO ACCO SYSTEMS INCORPORATED Supporting Document:

Memo Number Credit Terms Ship To \*\*Invoice Date: mm/dd/yyyy Currency: Discount Date: mm/dd/yyyy Cust Tax Profile: Due Date: mm/dd/yyyy Subtotal: \*\*Effective Date: mm/dd/yyyy Taxes: \*\*AR GL Code: Total: BOL:

Comments: Finalize

Memo Invoice Detail

Purchase Order Comments GL Code Qty UM Unit Price Ext Price

Part Number: Auto-Add Tax Profile: Refresh Project: Cost Center: Total Tax: Tax Code:

Taxes

Type Tax Code Calc Amount Edit Amount Calc Percent Edit Percent Taxable Amt

Diff: Edit Amt - Calc Amt: Tax Description: Difference (Edit % - Calc %): Reset

Invoice Documents

Memo Number: MEM1175 1/25/2017 EDI Sent: No EDI-Invoice Memo Filename: MEM1175.pdf Email Status: Not Sent Email Customer

F1 for Help Browse Edit Add Delete OK Cancel Print Exit

# HOW TO COPY A MEMO INVOICE

## Task 1: Selecting the memo invoice to copy

Open the **Copy Memo Invoice [S2551]** screen.

1. To Select an invoice memo for copying use the search filter menus.
2. Make sure the **Copy Memo Details** field is set to **Yes**.
3. Click the **Copy** button.

The screenshot shows the 'Copy Memo Invoice [S2551]' window. A yellow 'System Notification' dialog box is open in the center, displaying the message 'New memo MEM1175 has been copied successfully' and an 'Ok' button. The main window has several fields and buttons:

- Invoice Status:** <ALL> (with a red circle '1' next to it)
- Customer:** ACCO
- Memo Number:** <ALL>
- Copy Memo Detail:** Yes (with a red circle '2' next to it)
- Copy** button (with a red circle '3' next to it)
- Comments:** Rework for faulty part
- Summary:** Subtotal: \$500.00, Taxes: \$300.00, Total: \$800.00, BOL: MEM1174
- Part Number:** 44940 SHIM BRACKET ROLLER
- Project:** T1568
- Cost Center:** WELD
- Total Tax:** \$300.00
- Tax Code:** 105177

At the bottom, there is a 'Memo Invoice Detail' table with the following data:

Purchase Order	Comments	GL Code	Qty	UM	Unit Price	Ext Price
NC-85090-08	Credit to customer for next order	7010	10.00	EA	50.000	500.000

At the bottom of the window, there is a 'System Notification' button and a row of buttons: Browse, Edit, Add, Delete, OK, Cancel, Print, Exit.

## Task 2: Editing the new memo invoice

1. The new memo invoice number will appear when you select the client from the **Customer** drop down menu.
2. You can now **Edit** all the details of the duplicate copy using the **Memo Invoice [S1277]** screen.

Memo Invoice [S1277]

Memo Invoice Header

Customer: ACCO ACCO SYSTEMS INCORPORATED Supporting Document:

Memo Number	Credit Terms	Ship To	**Invoice Date	Currency
MEM1175	Net30	AC01	01/26/2017	CDN

Discount Date: 03/07/2017 Cust Tax Profile:

Due Date: 03/07/2017 Subtotal: \$500.00

\*\*Effective Date: 01/26/2017 Taxes: \$300.00

\*\*AR GL Code: 7010 Total: \$800.00

BOL: MEM1178

Comments: Rework for faulty part Finalize

Memo Invoice Detail

Purchase Order	Comments	GL Code	Qty	UM	Unit Price	Ext Price
NC-85090-08	Credit to customer for next order	7010	10.00	EA	50.000	500.00

Part Number: 44940 SHIM BRACKET ROLLER Auto-Add Tax Profile: Refresh

Project: T1568 Cost Center: WELD Total Tax: \$300.00 Tax Code: 105181

Taxes

Type	Tax Code	Calc Amount	Edit Amount	Calc Percent	Edit Percent	Taxable Amt
MANJAL	HST	\$0.00	\$300.00	0.000	15.000	\$20.00

Difference (Edit Amt - Calc Amt): \$300.00 Tax Description: Harmonized Sales Tax

Difference (Edit % - Calc %): 1,500.00% Reset

Invoice Documents

Memo Number: MEM1175 1/25/2017 EDI Sent: No EDI-Invoice

Memo Filename: MEM1175.pdf Email Status: Not Sent Email Customer

F1 for Help Browse Edit Add Delete OK Cancel Print Exit