AP.07 – Process Credit Memos

Procurement Requester

- Need to return goods
- Return goods to supplier

Issue credit and send credit memo to AP

Supplier

- Supplier overbilled VU
- Notify supplier of overbilling
- Receive credit memo

Invoice Processor

Invoice referenced?
- Yes: Create credit memo invoice from original invoice lines
- No: Research and locate original invoice

- Select either 'Correct Matched Invoices' or 'Correct Unmatched Invoices' based on status of original invoice

- Validate Invoice for Payment (AP.09)
- Prepare and Record Payment (AP.10)

End