# S I S I * AMS2 USER MANUAL *  RELEASE 10.0

## A8040  *  CREDIT  MEMO

The purpose of this program is to create credit memos to offset invoices for returns or corrections. As needed to offset an invoice or credit returns.

AMS2, NABASE, AMSAUX, X2000A data bases

Data Sets:      Slsm              Inv-Mast Styles    Tables
                NA                Returns  Inv-Det  R/A-Mast
                CR-Screen         Layout   Inv-Mast

Files:    FM52    Reason code table (to set up, run MPCM52.PUB.AMS2)
          NA00

## FUNCTION KEYS

F1     Add
F2     Change
F3     Delete
F4     Inquire
F5     Reverse invoice (only if opt 1129 is on)
F6     Clear the screen
F7     Check for errors
F8     End the job

## OPTIONS

 33    8040 master input date
 48    Use AMSBAL data base
 49    Screens get size headings
266    822 update open-items - for A/R
281    804 lookup slsm in Name & address
292    A2000 use FM06 comm rt for regular and special commissions
400    Style/clr becomes Model/dm
420    Disc % off orders (ord/ent)
433    Jr Hs invoicing changes
435    A8040-validate style/clr
461    8040 get price from styles
464    8040 use NA slsm-1
468    8400 allow tax code field
556    084/8400 constant tax-code
624    820/8040 dont check orders for spec discount
639    8040 use A/R data base
649    8040 master inv group
679    Dates in DDMMYY format
712    Prt pesos, Yedid Mexico (this option is for Yedid, Mexico)
780    Slsm-2 commission rate
791    8040 NA commission code if left blank
794    8400*8040 no acct period validation

817      A8040 validate sizes in style master
853      2000 gets comm rate from table 65 (custom)

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867      Division mandatory-style division must match invoice group
911      Type-R-(Canadian) will move "R" to sales type prior to edit of that field
914      Status-W-(Canadian) displays error
922      Err-Comm-Rat-Canadian if on print error message if no comm-rate
967      Reason-code (Canadian) if on will test reason code against FM52
984      Req 4th pos(Canadian) of color to be season
1052     Must enter sty/clr and div from style master
1129     "S" and "C" lines to AMSAUX (do not use without calling your CSR)
1298     Allow separate credit memos for diff inv-no of a customer/log
1307     A8040 R/A must be on file
1324     1100 one size only
1347     Check inactive slsm
1385     No update code 2
1386     Valid style only
1408     A8040 can't use disc
1571     Slsmn/div table (custom)
1618     Check key size for valid size (custom)
1639     Allow reverse invoice function without R/A # on file (Opt 1307)
1666     Invoice Reverse function will access Division from Order.  Also, User permitted to enter update code.
         Program will not automatically enter Update Code 1.
1782     Tax Code mandatory for CA and NV states (Tables 40 and 49)
1783     Tax Code mandatory for all states (Tables 40 and 49)
1790     Get salesperson commission rate from Table 99
1827     Access Table VN for JCP vendor nos
Press F1 to enter a credit memo.

Screen will display "enter credit memo and press enter

**FIELD**                    **DESCRIPTION OR ACTION**

ENTER MASTER INV GROUP    RTN OR '00' = FACTORED 1 = NON FACTORED (IF OPT 649 IS ON)

**\*CUSTOMER NO (6)**       Customer number.  Type the number.

**\*CREDIT LOG NO (6)**     Credit log number.  Type the log number. If using the return authorization module, this must
                            match your R/A number. (or use opt-1639)

**CLAIM NO (6)**            Type the customer claim number (if it exists)

**\*DATE (6)**              Date.    Must be numeric and within date boundaries MM/DD/YY.
**\*UPDATES CODE (1)**      Update code.  Type 1, 2, 3 or 4

                                1       Firsts

| 2 | Damaged |
| 3 | Cash |
| 4 | Cash/Salesman if you want commissions to be affected |

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If update code 1 or 2 is used type individual style/colors, quantities by size and price.

If you are entering a debit memo and using reason code 1 or 2 with style detail, your inventory will not be updated.  You will have to adjust order line and inventory line via A3180.

If you need to input more styles than fit on one screen, hit "Enter".  Then enter the rest of your styles with same customer/log.  All entries for a customer/log will be combined on one credit memo. The program will edit each page for errors make any changes and hit F7 to see message no errors on page.

If update code 3 or 4 is used type total dollars and description.  Press "Enter".  When processed, hit enter to edit for errors F1 to update.

**\*REASON CODE (1)**    Reason.  Type your reason code (0 - 9 or A-Z).  If you have accounts receivable, this must match your A/R table 04 and also be a valid code in FM52 reason code table. (Run MPCM52.PUB.AMS2.)

**SALESMAN 1 (3)**    Salesman 1.  Type the primary salesmans code.

**SALESMAN 2 (3)**    Salesman 2.  Type the secondary salesmans code (prints on credit memo only).

**COM CODE (2)**    Commission code for slsm-1.

**COM CODE-2 (2)**    Commission code for slsm-2

**SALES DIV. (2)**    Sales division.  Type the sales division code.  If left blank will default to the division of the style updates salesman field for returns.  Division must be input to access Table VN for JCP Vendor nos.

**SEASON (1)**    Season.  Type which season this credit memo is for.  Use 1 - 6 only.  If opt 292 is on will check salesman file for commission.

**SALES TYPE (1)**    Sales type.  Mandatory if option 292 is on.  "R" is regular; "S" is special.  This field pulls in a regular or a special commission rate.  Use for Order Type if using Table 99 for Commissions.

**INVOICE GRP (2)**    Invoice group.  Type the invoice group number if pertinent. 01=non-factor

**\*FREIGHT      (6)**    1 Freight.  Type the freight charges.Type (-)
               (1)    $ figure if you want it charged against-memo

**SERVICE CHG (4)**    Service charge.  Type the service charge.

| * | (1) | If you want this charged against cr memo put (-) after $ figure |

**NOTES (20)**          Notes.  Notes print in "special instructions" field of the credit memo.

**TERMS (2)**    Terms code.  If you want to apply terms to credit memos, input the terms code used for that customer which must be valid in table 03.

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**\*DEBIT (1)**    Type a 'D' to make this a debit memo.

**TAX CD (2)**    Type the code used in invoicing if you wish to credit the sales tax.

**MISC/INS**    Type misc or ins charge.  Using a minus sign in this field will subtract the amount from the credit memo.

**INVOICE ALLOWANCE PCT. (2.2)**  JH (custom invoice format)

**DISC (2.2)**    Discount - do not use if option 420 is on and a discount was taken on the order already.  If used, the discounted price will be discounted again.

**FOR UPDATE 3, 4 ONLY:**
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**TOTAL DOLLARS (7)**    Total dollars.  Type the total.

**DESCRIPTION (16)**    Description.  Description prints on the credit memo in place of quantities by size.

**FOR UPDATE 1, 2 ONLY:**
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**CUT (5)**    The program will allow the use of these fields
**CONTRACTOR (2)**    when update code is 1 or 2, and will display a warning when the cut-no is not found in the system, User may ignore the warning by pressing F1 and continue the process or press any key to start again. (AMSAUX Users only)
This is to track Contractor Performance per Cut. The Report for these fields is MPC830.

**BALANCE UNITS (6)**    Balance units.  Type total units for this credit memo. If the total units entered on the credit memo differs from the computer  balance units, you will get an error message.  Check against the original credit memo for errors;  then correct either the balance units on the original credit memo or the screen.

**STYLE/DM (8)**    Style/dimension.  Enter the style number. By option, this must be a valid style color in your system.

**CLR (4)**  Color.    Type color of this style.

**SIZE BUCKETS 12X3**    Type quantities for each size.

**PRICE (6)** Price.    Type the price per style/clr unit.

Press "enter" to edit.  If there are no errors the screen will display - no errors on page.
You may continue entering.
F1 to update the information.
Press F6 to clear function.
F8 to exit program.

## CHANGE

To make changes to a credit memo before daily press F2 key.  Screen will display enter cust/log/claim.
Type the customer number, credit log number and claim number (if opt 1298 is on)
Hit enter key
Screen will display your information, page number and no of pages.
Make changes and enter.
Use F3 function key to see next page.

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Use F2 function key to see previous page.
Make all changes and enter, F1 to update
Screen will display:
Credit memo changed
F6 to clear function
F8 to exit program

## DELETE

To delete a credit memo before daily
Press F3 key
Enter cust/log and press enter
Screen will display the information and message "press F3 to confirm delete
After F3 key is pressed, screen will display: credit memo deleted
F6 to clear function
F8 to exit program

## INQUIRE

To inquiry on a credit memo before daily
Press F4 key
Enter cust/log and press enter
Screen will display the information
F6 to clear function
F8 to exit program

## REVERSE

To reverse an invoice (option 1129 must be on) after daily has been run

Press F5
Screen will display:

Enter invoice no and press enter

Screen will bring up the style/clr/qty by size information from AMSAUX and automatically fill in update code 1 (first quality) the freight charged will display, slsman, commission code and terms code.

Note:  If 'T' trick function used at invoicing time, the style/clr actually shipped will display.

If any other charges were made at invoicing time, these will have to be input into the appropriate fields.

Screen displays:

Make changes and enter, F1 to update

Input your reason code, credit log number (this must be the R/A number if option 1307 is on) tax code (if tax was applied to the invoice) and any other charges that were applied to the invoice.

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Press enter key, program will edit for errors, press F7 and correct all errors.

Screen will display "no errors on page"

Press F3 to go to next page until bottom left of screen displays "no more pages".  Press F2 to see previous page.

Press F1 to update, screen will clear ready for next invoice number.

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Press F6 to exit the reverse invoice function.

Press F8 to exit program.