

**Overview & Objective** – The purpose of this I M & U is to demonstrate the application of A/P Debit or Credit Memos to outstanding invoices. This procedure is handled by the Staff Accountant.

**Initial Navigation** – To navigate to the Select to Pay Screen (from the Accounting Console):

1. Go to the Applications dropdown (upper right hand corner)
2. Select the Accounts Payable Module
3. Once in the A/P Module go to the Activities dropdown (upper left hand corner)
4. Select the Activity “Select to Pay”
5. Click on the [List] (button) (upper right hand corner)
6. Scroll to the Invoice for which the Debit or Credit Memo will be applied
7. Click on the Split (link) which is to the right of the specific invoice you have scrolled

**Selecting Line Items for Application of Debit & Credit Memos** – The title “Apply Payment By Line Items” should appear in the upper left hand corner, proceed as follows:

1. Click on the line item for which you want the Debit or Credit Memo applied (after clicking on the line item it should appear highlighted)
2. In the *bottom portion of the screen* the title “Credit Available To Apply: [dollar amount]” should appear
  - a. Mark the “Apply Full” check-box for any Debit or Credit memo you want applied
    - i. The amount of the Debit or Credit memo should appear in the “Amount to Apply” field to the right
  - b. Click the [Apply] button
    - i. The Memo amounts will now appear in the “Credits Applied” field (top of the screen) for the line item you originally highlighted
3. In the *top portion of the screen*:
  - a. IF you intend to make full payment for the selected line item mark the check-box “Pay Full”
  - b. IF do not you intend to make full payment for the selected line item leave the check-box unmarked
4. Click the [Done] button in the upper right hand corner of the screen

Note: A dialog box will appear “Are you sure you want to navigate away from this page?” **Click “OK.”** The screen action will move back to the Select to Pay Screen.

**Final Payment Selection** – The title “Select to Pay” should appear in the upper left hand corner, proceed as follows:

1. The “*Pay Full*” check-box for the selected invoice should appear **grayed out**, and the amount of the memo(s) applied should appear in the “*Credits to Apply*” field.
2. IF you did not mark the “Pay Full” check-box in the subsequent Screen you will now need to enter in the dollar amount you want paid in the field “Amount to Pay.”
3. Click the [Save] button in the upper right hand corner

⇒ Proceed with the normal approval and check payment process. Payments will reflect the amount of the Debit or Credit Memos.

**Further Instruction & Use** – For further information regarding Debit or Credit Memos contact your Account Executive or call The NDH Group, Ltd. at 312.461.0505.