

Basware- Credit Memo

3. As it is a credit relating to an existing invoice the coding will be extracted from that invoice. Consequently the recipient only needs to click on **Receipt**.

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The screenshot displays the Basware system interface for processing a credit memo. At the top, a navigation bar contains a button labeled "Receipt". A red circle with the number "3" is positioned above this button, with a red arrow pointing to it. Below the navigation bar, the main content area is titled "Received Invoices - James Conlon". It features a table with columns for Ledger, Supplier, Supplier name, Invoice Number, Invoice Amount, Invoice Type, and Invoice Date. The first row shows an invoice from "INDEPENDENT GROCERS ALICE SPRINGS" for an amount of 26.87 AUD. To the right of the table is a preview of the invoice document, which includes the "INDEPENDENT GROCERS ALICE SPRINGS" logo and a handwritten note "V031016 CRMA". Below the invoice preview, there is a summary section with fields for "Invoice total", "Coding row total", "Difference", and "GST". At the bottom of the interface, there is a detailed table with columns for Ledger Code, Entity, Cost Centre Code, Project, Account, PO Number, Amount (Incl GST), GST Code, GST %, GST Amount, Amount (Excl GST), Amount Local (Excl GST), Amount Local (Incl GST), and Comment.

The following screen will appear

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4. Enter a comment if you wish and then click on **Confirm & Send** and the item will drop out of your workflow

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INDEPENDENT GROCER & ALICE SPRINGS (617095) Invoice total: 26.87 AUD
Informative invoice received

Next Recipients
 Invoice will be received. Click Confirm & Send to confirm receipt.

Add Comment

User	Date	Description	Comments
James Conlon	21/03/2014 5:05:59 PM	Invoice sent to informative flow	-> James Conlon
James Conlon	21/03/2014 5:05:44 PM	Basic data changed	
Sheeda Ataian	7/03/2014 11:38:38 AM	Informative invoice received	
Sheeda Ataian	7/03/2014 11:38:38 AM	Comment added	67-965-33534-3228
Hannah-Louise Heibig	6/03/2014 4:04:20 PM	Invoice sent to informative flow	-> Sheeda Ataian
Hannah-Louise Heibig	6/03/2014 4:04:20 PM	Comment added	Please advise if you wish to take up this credit note, and also advise the GL coding, thanks
anyERP Adapter	6/03/2014 11:54:11 AM	Basic data changed	AnyErpAdapter
anyERP Adapter	6/03/2014 11:54:11 AM	Invoice created	AnyErpAdapter

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