

BM3004 – Credit/Debit Memo Screen

Use the Credit/Debit Memo Screen (BM3004) to:

- Create and maintain credit/debit memos and generate the appropriate accounting transactions.
- Enter credit/debit memos from vendors to be applied (manually or automatically) when payments are made to the vendor.
- Generate accounting transactions which are entered into the General Ledger module.

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Credit/Debit Memo Screen

Use the Credit/Debit Memo screen to add, change, delete and inquire on Credit/Debit Memos. From this screen you can also access:

- Credit/Debit Memo Screen - Checks
- Credit/Debit Memo Screen - Accounts to Adjust Expenditure
- Credit/Debit Memo Subledger Screen

Data entered on the Credit/Debit Memo Screen will be updated immediately to the online Credit/Debit Memo Subsidiary Ledger (Subledger) when complete and in balance. Credit/debit memo data entered through the General Accounting Screens (GA1103 and GA1104) will not update the accounts payable online Credit/Debit Memo Subsidiary Ledger (Subledger) but will update the Credit/Debit Memo Subsidiary Report (GA1337).

User Function Keys

F1	REFRESH	Redisplays the screen and resets the fields to spaces.
F2	ADD CM	Adds a new credit/debit memo.
F3	CHANGE CM	Changes an existing credit/debit memo.
F4	INQUIRY CM	Displays an existing credit/debit memo.
F5	DELETE CM	Deletes an existing credit/debit memo.
F6	INQUIRY SLEDG	Displays the Credit/Debit Memo Subledger.
F8	MENU	Goes back to the FMS System Menu.

Data Fields

CREDIT MEMO NUMBER (key)	ORDER NUMBER
CR/DR MEMO IND	CREDIT/DEBIT MEMO ACCOUNT
CR MEMO STATUS	TRNS CD
VENDOR CREDIT MEMO NUMBER	APPR INDX
CR MEMO DATE	PRG INDX
VENDOR NUMBER	ORG INDX
NAME	SRC REV
CR MEMO DESCRIPTION	SUB SRC
CR MEMO AMOUNT	BANK ACCT
CR MEMO BALANCE (display only)	

Credit Memo Number (CM-NUM)

Description	A unique, system-generated number assigned to each credit/debit memo.
Length	6 digits

Credit/Debit Memo Indicator (CR-DR-MEMO-IND)

Description	A code indicating whether a document is a credit or debit memo.
Length	2 characters
Values	Defined by SBCTC-ITD as follows: CR Credit memo (default) DR Debit memo

Credit/Debit Memo Status (CM-STAT)

Description	A code indicating how a credit/debit memo will be applied.
Length	1 character
Values	Defined by SBCTC-ITD as follows: A Automatic P Pending manual review

Vendor Credit/Debit Memo Number (VNDR-CM-NUM)

Description	A vendor's credit/debit memo number.
Length	10 characters

Credit/Debit Memo Date (CM-DATE)

Description	The date of a vendor's credit/debit memo.
Length	6 digits

Vendor Number (VNDR-NUM)

Description	A number identifying the vendor who issued the credit/debit memo.
Length	9 characters
Edits	If used, the vendor number must be valid on the Vendor Table (MM2001).

Name (VNDR-NAME)

Description	The name of the person or business who issued the credit/debit memo. If used, the name is displayed from the Vendor Table (MM2001).
Length	30 characters

Credit/Debit Memo Description (CM-DESC)

Description	A description of a credit/debit memo. This description is printed on the check stub.
Length	24 characters

Credit/Debit Memo Amount (CM-AMT)

Description	The remaining balance of a credit/debit memo.
Length	12 digits

Credit/Debit Memo Balance (CM-BAL)

Description	The remaining balance of a credit/debit memo.
Length	12 digits

Order Number (ORDR-NUM)

Description	The number of a purchase order.
Length	10 characters

Transaction Code (AS-TRNS-CD)

Description	A code identifying the type of transaction entered into the Accounts Payable module (for example, expenditure, revenue, liability).
Length	3 characters
Edits	Must be valid on the Transaction Code Table (GA1093).

Appropriation Index (AS-APPR-INDX)

Description	A code identifying the appropriation index for the credit/debit memo.
Length	3 characters
Edits	Must be valid on the Fund/Appropriation Information Table (GA1090).

Program Index (AS-PRG-INDX)

Description	A code identifying the program index for the credit/debit memo.
Length	3 characters
Edits	Must be valid on the Program Information Table (GA1091).

Organization Index (AS-ORG-INDX)

Description	A code identifying the organization index for the credit/debit memo.
Length	4 characters
Edits	Must be valid on the Organization Information Table (GA1092).

Source of Revenue (AS-SRC-REV)

Description	A code identifying the source of revenue for the credit/debit memo.
Length	4 characters
Edits	Must be valid on the Major Source Table (GA1035).

Subsource (AS-SSRC)

Description	A code identifying the subsource for the credit/debit memo.
Length	2 characters
Edits	Must be valid on the Subsource Table (GA1036).

Bank Account

Description	In the event a college has more than one account with a bank, this code identifies which account is used for the credit/debit memo.
Length	2 characters
Edits	Must be valid on the Bank Account Code Table (GA1074).

Data Sets

Additions and changes made on this screen may update the following data sets:

- Credit Memo Master (AP-CM-M)
- District Information (DST-INFO-M)
- General Ledger Transaction Master (GL-TRNS-M)
- Ap Credit Memo/ID Number Cross Reference (AP-CM-ID-NUM-D)
- Credit Memo Account Detail (AP-CM-ACCT-D)
- General Ledger Transaction Detail (GL-TRNS-D)

Credit/Debit Memo Screen - Checks

Use the Credit/Debit Memo Screen - Checks to display checks against which a credit/debit memo has been applied.

User Function Keys

F1	REFRESH	Redisplays the screen and resets the fields to blanks.
F6	EXPEND	Displays the Credit/Debit Memo Screen - Accounts to Adjust Expenditure.
F8	MENU	Goes back to the FMS System Menu.

Data Fields

CHECK NUMBER	CR MEMO AMOUNT
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Check Number (CHK-KEY)

Description	The number of the check.
Length	9 characters (8 digits followed by an optional one-digit check stock code)

Credit/Debit Memo Amount (CM-AMT)

Description	The amount of the credit/debit memo that has been applied to the check.
Length	12 digits

Data Sets

Additions and changes made on this screen may update the following data sets:

- Credit Memo Master (AP-CM-M)
- District Information (DST-INFO-M)
- General Ledger Transaction Master (GL-TRNS-M)
- AP Credit Memo/ID Number Cross Reference (AP-CM-ID-NUM-D)
- Credit Memo Account Detail (AP-CM-ACCT-D)
- General Ledger Transaction Detail (GL-TRNS-D)

Credit/Debit Memo Screen - Accounts to Adjust Expenditure

Use the Credit/Debit Memo Screen - Accounts to Adjust Expenditure to record expenditure account structures.

User Function Keys

F1	REFRESH	Redisplays the most recently saved version of the record.
F2	DUP	Records the transaction. Copies the transaction to the next set of highlighted accounting fields.
F6	CM COMPLETE	Completes the credit/debit memo process and updates the data to the AP database, providing the credit/debit memo is in balance.
F8	MENU	Goes back to the FMS System Menu.

Data Fields

CREDIT MEMO NUMBER (display only)	SOBJ
NAME (display only)	SSOBJ
TRNS CD	REIM-CD
TRNS RVRS	SUBSID ACCT
APPR INDX	ACCOUNT AMT/PCT
PRG INDX	PCT IND
ORG INDX	

Credit Memo Number (CM-NUM)

Description	Displayed from the Credit/Debit Memo Screen. A unique, system-generated number assigned to each credit/debit memo.
Length	6 digits

Name (VNDR-NAME)

Description	Displayed from the Credit/Debit Memo Screen. A field displaying the name of the person or business.
Length	30 characters

Transaction Code (AS-TRNS-CD)

Description	A code identifying the type of transaction entered into the Accounts Payable module (for example, expenditure, revenue, liability).
Length	3 characters
Edits	Must be valid on the Transaction Code Table (GA1093).

Transaction Reverse (TRNS-RVRS)

Description	A code indicating that the normal debit/credit posting of the transaction code is to be reversed.
Length	1 character
Values	Defined by SBCTC-ITD as follows: R Reverse posting Blank Normal posting (default)

Appropriation Index (AS-APPR-INDX)

Description	A code identifying the appropriation index for the expenditure.
Length	3 characters
Edits	Must be valid on the Fund/Appropriation Information Table (GA1090).

Program Index (AS-PRG-INDX)

Description	A code identifying the program index for the expenditure.
Length	3 characters
Edits	Must be valid on the Program Information Table (GA1091).

Organization Index (AS-ORG-INDX)

Description	A code identifying the organization index for the expenditure.
Length	4 characters
Edits	Must be valid on the Organization Information Table (GA1092).

Subobject (AS-SOBJ)

Description	A code identifying the subobject for the expenditure.
Length	2 characters
Edits	Must be valid on the Subobject Table (GA1011).

Sub-subobject (AS-SSOBJ)

Description	A code identifying the sub-subobject for the expenditure.
Length	2 characters
Edits	Must be valid on the Sub-Subobject Table (GA1012).

Reimbursable Code (REIM-CD)

Description	The reimbursable code for the expenditure.
Length	2 characters
Edits	Must be valid on the Reimbursable Code Table (GA1075).

Subsidiary Account (SUBSID-ACCT)

Description	A code identifying the subsidiary account for the expenditure. The subsidiary account positions are: Position 1-6 AR-ID (accounts receivable identification number) Position 7 FA Source (financial aid source code) Position 8-10 Due To/From or FAPC (due to/from fund/ agency code or financial aid program code)
Length	10 characters

Account Amount/Percent (ACCT-AMT)

Description	The dollar amount or percentage associated with an account distribution.
Length	12 digits

Amount/Percent Indicator (AMT-PCT-IND)

Description	A code indicating whether the number in the Account Amt/Pct field is a dollar amount or a percentage.
Length	1 character
Values	Defined by SBCTC-ITD as follows: A Amount (default) P Percent

Data Sets

Additions and changes made on this screen may update the following data sets:

- Credit Memo Master (AP-CM-M)
- District Information (DST-INFO-M)
- General Ledger Transaction Master (GL-TRNS-M)
- Ap Credit Memo/ID Number Cross Reference (AP-CM-ID-NUM-D)
- Credit Memo Account Detail (AP-CM-ACCT-D)
- General Ledger Transaction Detail (GL-TRNS-D)

Credit/Debit Memo Subledger Screen

Use the Credit/Debit Memo Subledger Transactions (Subsidiary Ledger) Screen to display the status or activity that has occurred for a credit/debit memo.

User Function Keys

F1	REFRESH	Redisplays the most recently saved version of the record.
F6	CM SCREEN	Goes back to the main Credit/Debit Memo Screen.
F8	MENU	Goes back to the FMS System Menu.

Data Fields

CREDIT MEMO NUMBER (display only)	PRG INDX (display only)
NAME (display only)	ORG INDX (display only)
BATCH DATE (display only)	SRC REV (display only)
TRNS CD (display only)	SUB SRC (display only)
TRNS RVRS (display only)	CHECK NUMBER (display only)
APPR INDX (display only)	CR MEMO AMOUNT (display only)

Credit Memo Number (CM-NUM)

Description	Displayed from the AP-CM-M data set. A unique, system-generated number assigned to the credit/debit memo.
Length	6 digits

Name (VNDR-NAME)

Description	Displayed from the SLEDG-DETAIL-D data set. The name of the person or business who issued the credit/debit memo.
Length	30 characters

Batch Date (BN-BTCH-DATE)

Description	Displayed from the SLEDG-DETAIL-D data set. The activity date of the credit/debit memo.
Length	6 digits

Transaction Code (AS-TRNS-CD)

Description	Displayed from the SLEDG-DETAIL-D data set. A code indicating the type of transaction entered into the Accounts Payable module (for example, expenditure, revenue, liability).
Length	3 characters

Transaction Reverse (TRNS-RVRS)

Description	Displayed from the SLEDG-DETAIL-D data set. A code indicating that the normal debit/credit posting of the transaction code is to be reversed.
Length	1 character
Values	Defined by SBCTC-ITD as follows: R Reverse posting Blank Normal posting (default)

Appropriation Index (AS-APPR-INDX)

Description	Displayed from the SLEDG-DETAIL-D data set. A code identifying the appropriation index for the transaction.
Length	3 characters

Program Index (AS-PRG-INDX)

Description	Displayed from the SLEDG-DETAIL-D data set. A code identifying the program index for the transaction.
Length	3 characters

Organization Index (AS-ORG-INDX)

Description	Displayed from the SLEDG-DETAIL-D data set. A code identifying the organization index for the transaction.
Length	4 characters

Source of Revenue (AS-SRC-REV)

Description	Displayed from the SLEDG-DETAIL-D data set. A code identifying the source of revenue for the transaction.
Length	4 characters

Sub Source (AS-SSRC)

Description	Displayed from the SLEDG-DETAIL-D data set. A code identifying the subsource for the transaction.
Length	2 characters

Check Number (CHK-KEY)

Description	Displayed from the SLEDG-DETAIL-D data set. The number of the check.
Length	9 characters (8 digits followed by an optional one-digit check stock code)

Credit/Debit Memo Amount (TRNS-AMT)

Description	Displayed from the SLEDG-DETAIL-D data set. The amount of the credit memo.
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Data Sets

Additions and changes made on this screen may update the following data sets:

- Credit Memo Master (AP-CM-M)
- District Information (DST-INFO-M)
- General Ledger Transaction Master (GL-TRNS-M)
- Ap Credit Memo/ID Number Cross Reference (AP-CM-ID-NUM-D)
- Credit Memo Account Detail (AP-CM-ACCT-D)
- General Ledger Transaction Detail (GL-TRNS-D)