

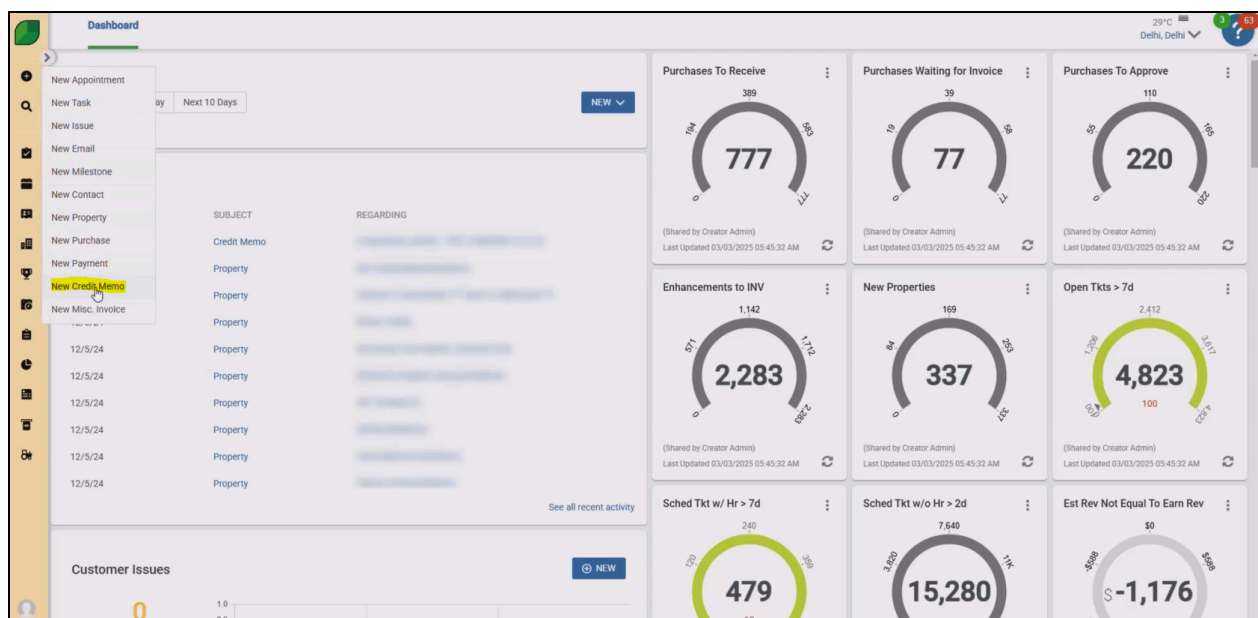
Invoicing - Creating and Applying Credit Memos

Effectively managing accounts receivable is essential for maintaining accurate financial records. Credit memos help adjust or correct invoices as needed. This job aid provides step-by-step instructions on how to create and apply a credit memo in Aspire.

Steps to Create and Apply a Credit Memo:

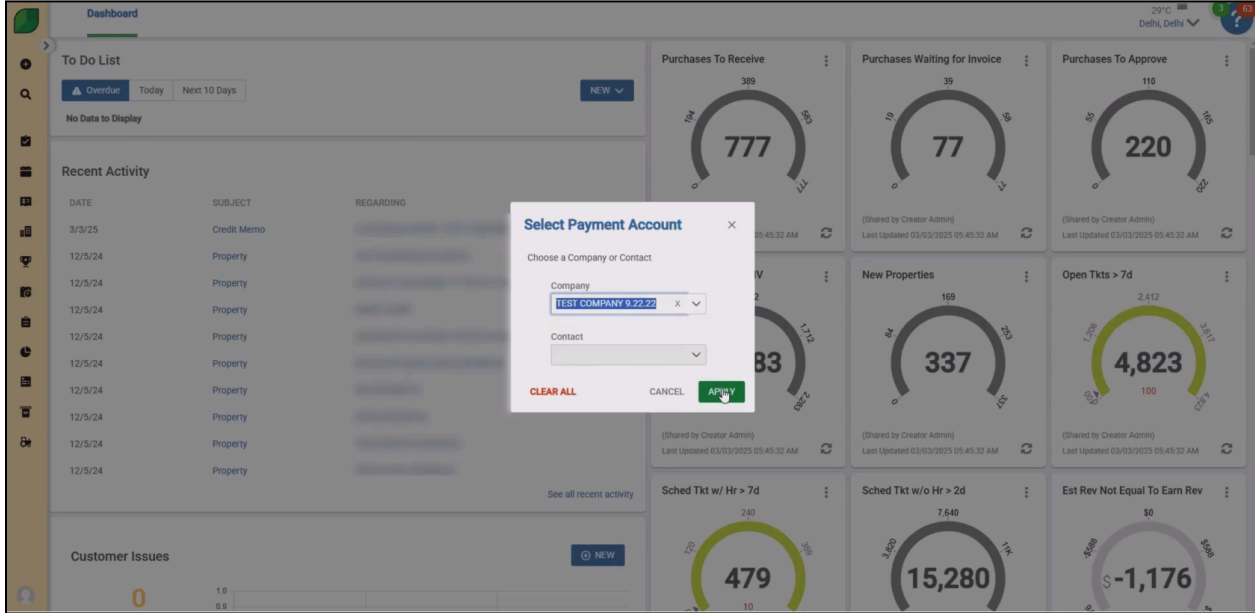
1. Access the Credit Memo Menu and Select "New Credit Memo"

- Log in to your Aspire account.
- Select "New Credit Memo" from the menu.



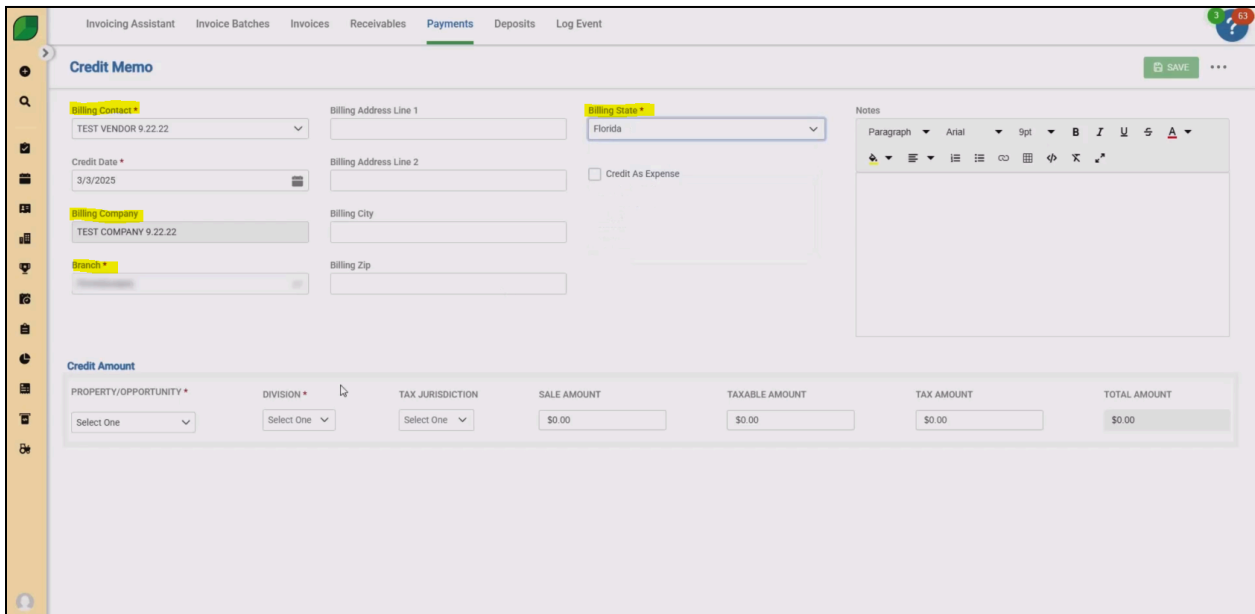
2. Select the Payment Account by Entering the Company Name and Apply

- Enter the company name associated with the credit memo.
- Click Apply to confirm the selection.



3. Enter Billing Information

- Enter the billing contact, branch, and billing state to ensure accurate processing.



4. Enter Credit Details

- Add the credit amount, division, sale amount, and taxable amount accurately to reflect the proper credit adjustments.

Credit Memo

Billing Contact *
TEST VENDOR 9.22.22

Billing Address Line 1

Billing State *
Florida

Credit Date *
3/3/2025

Billing Address Line 2

Credit As Expense

Billing Company
TEST COMPANY 9.22.22

Billing City

Branch *

Billing Zip

Credit Amount

PROPERTY/OPPORTUNITY *	DIVISION *	TAX JURISDICTION	SALE AMOUNT	TAXABLE AMOUNT	TAX AMOUNT	TOTAL AMOUNT
TEST Property -	4101 Lawncare	Florida	\$500.00	\$500.00	\$375.00	\$875.00

Notes

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SAVE

5. Save the Credit Memo

- Click Save to finalize and record the credit memo in the system.

Credit Memo

Billing Contact *
TEST VENDOR 9.22.22

Billing Address Line 1

Billing State *
Florida

Credit Date *
3/3/2025

Billing Address Line 2

Credit As Expense

Billing Company
TEST COMPANY 9.22.22

Billing City

Branch *

Billing Zip

Credit Amount

PROPERTY/OPPORTUNITY *	DIVISION *	TAX JURISDICTION	SALE AMOUNT	TAXABLE AMOUNT	TAX AMOUNT	TOTAL AMOUNT
TEST Property -	4101 Lawncare	Florida	\$500.00	\$500.00	\$375.00	\$875.00

Notes

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SAVE

Utilizing credit memos in Aspire enables precise invoice adjustments, ensuring accurate financial tracking. Following these steps streamlines the process for managing credits efficiently.