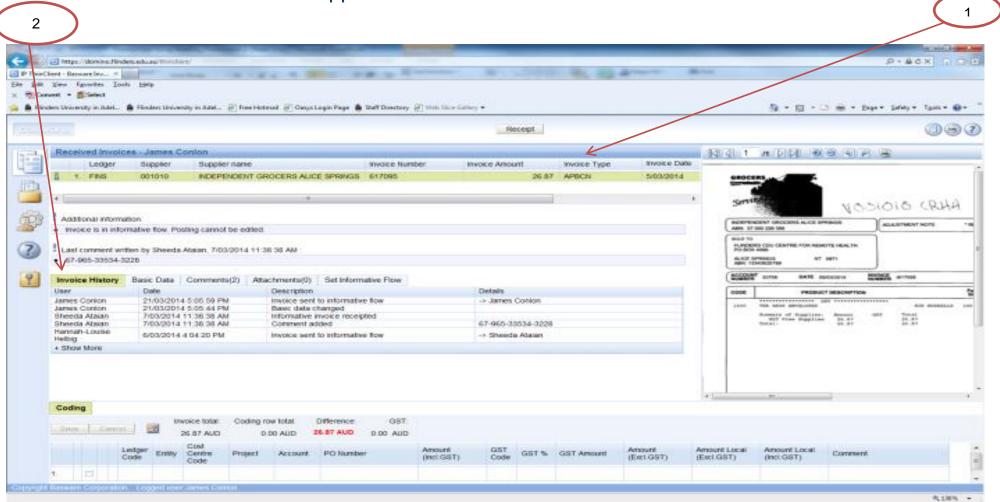
Basware -Credit Memo

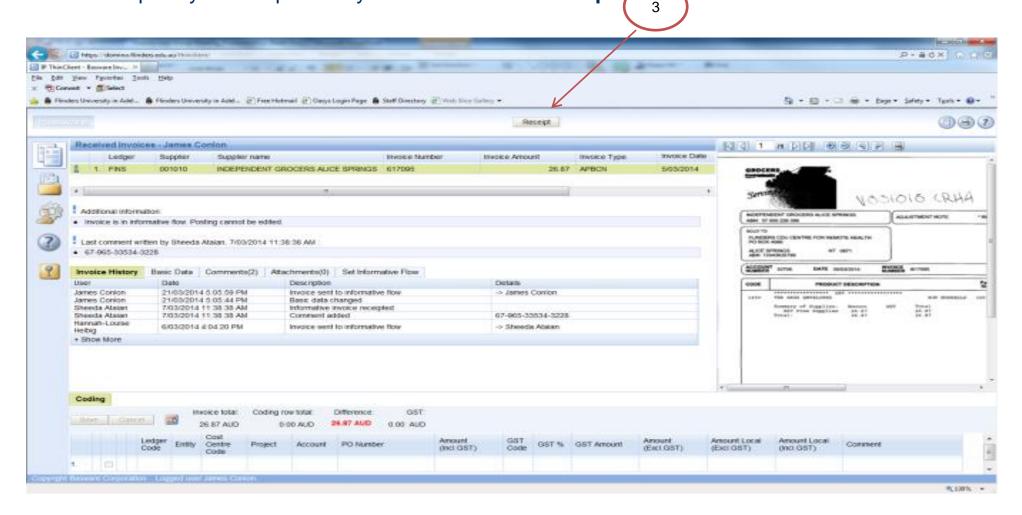
Credit memos are applied to invoices in Technology One Financials.

- 1. Credit memos can be identified by the invoice type. Please note that the value is a positive amount.
- 2. The credit memo is forwarded to the relevant Faculty/Portfolio that approved the original invoice to confirm the credit should be applied.



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.**



The following screen will appear

Basware Credit Memo

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

