

POSTING CREDIT MEMO'S FOR ONLINE PAYMENT TRANSACTIONS

Accounts Payable Shared Services in most instances is responsible for entering credit memo's for online payment vendors. Please use the following procedure to have an online payment credit memo posted in SAP:

Write the vendor number, cost center or internal order number and the G/L to be credited on the credit memo. Scan the credit memo and attach the PDF scanned imaged to an email and send it to APSSC@jhmi.edu. AP Shared Services will enter and post the credit memo in SAP.

Questions regarding this procedure please email apssc@jhmi.edu.