TRACELINK UNIVERSITY

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Supplier credit and debit adjustments

Credit and debit adjustments are bi-directional transactions that allows suppliers and customers to ensure the accuracy of financial records and reconcile discrepancies between invoices, payments, and inventory. Use the credit and debit adjustment transactions to correct errors or adjust previously recorded financial transactions. In both cases, adjustments are made to the accounts receivable or payable ledger to reflect the corrected balances.

Users can configure post-transformation logic to classify a sent credit and debit adjustment as a supplier credit and debit adjustment. For example, if the controlFileHeader/fileSenderNumber attribute in the TraceLink system matches the companyIdentifierType and companyIdentifierValue within the supplierBusinessInformation attribute in the TraceLink system and should create the transaction subtype as Customer Credit Debit Adjustment. If no match is found, the system should instead create the transaction subtype as Supplier Credit Debit Adjustment.

For more information about client credit and debit adjustment guidelines, see Credit and debit adjustment transactions.

Create and submit supplier credit and debit adjustments

Create and submit supplier credit and debit adjustments. Additionally, suppliers can begin work on a supplier credit and debit adjustment and save it for completion at a later time.

Create and submit a supplier credit and debit adjustment

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select Commerce - Supplier from the left menu.

   Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Supplier Credit Debit Adjustments.
8. Select the New [+ New] button.
9. Enter the credit debit memo number in the Memo Numberfield.
10. Select the Save [Save] button.

    The screen refreshes with the saved supplier credit debit adjustments in the draft state and with the required sections populated.
11. Select the Edit [Edit] button.

12. In the Transaction Information section, select Submitted from the Process Status drop drown.
13. In the Credit Debit Memo Information section fill in the following fields:
    a. Memo Number field – . The unique identifier for the credit debit memo. This field auto populates the value entered New Supplier Credit Debit Adjustment screen.
    b. Date of Adjustment field – The credit or debit adjustment start date.
    c. Adjustment Type drop-down – Identifies whether the transaction is credit or debit adjustment.
    d. Credit Debit Handling Code drop-down – An unique identifier that identifies action taken by all parties for credit or debit adjustment.
    e. Credit Debit Amount field – The value associated with a credit or debit transaction.
    f. Currency drop-down – The 3-letter ISO currency code that the line items included in the credit debit adjustment.
    g. Credit Debit Adjustment Identifier field – The unique identifier used to track and reconcile financial adjustments applied to an invoice or transaction.
    h. Action drop-down – A brief description stating the purpose of the transaction.
14. In the Reference Transaction section:
    a. Select the Add + icon.
    b. In the Add Transaction Reference panel, fill in the following fields under Reference Transaction Information:
        i. Transaction Type field – The type of transaction.
        ii. Transaction Value type-ahead field – The unique identifier of the transaction.

            If the value does not match the available options, the value must be entered manually.
        iii. Transaction Date field - The transaction date.

c. Select Apply.

   The new reference transaction line item is added to the transaction reference table.

15. In the Service, Promotion, Allowance, or Charge section fill in the following fields:
    i. Allowance, or Charge Indicator drop-down – Identifies credit or charges as discounts or additional charge.
    ii. Charge Type drop-down – The type of credit or charge.
    iii. Charge Quantity field - The quantity linked with a service, promotion, allowance, or charge.
    iv. Charge Unit of Measure drop-down - The unit in which the service, promotion, allowance, or charge is measured.
    v. Charge Amount field - The credit charge amount.
    vi. Charge Currency Code drop-down - The 3-letter ISO currency code that the line items included in the service, promotion, allowance, or charge.
    vii. Charge Description field - A brief description of a service, promotion, allowance, or charge.
16. In the Supplier and Customer section, fill in the following fields under Supplier group:
    a. Company type-ahead field – The name of the company sending the supplier credit and debit adjustment. This field pulls from the Owner's company and location master data.

       The remaining Supplier fields are auto populated with the values from the company or location's master data entry. If the name of the company is not present in the Owner's master data, the company name must be entered manually.

    b. Address 1 field – The address of the particular location.
    c. Address 2 field – Any additional address information.

d. Country drop-down – The two-letter country code with country name for this location.
e. State field – The state or region for this location.
f. City field – The city for this location.
g. Postal Code field – The postal code for this location's main address.
h. Contact Telephone Number field – The company or location's phone number.
i. Contact Fax Number field – The company or location's fax number
j. Party ID Type drop-down – The identifier type used for this company or location.
k. Party ID Value field – The value associated with the identifier type.

17. In the Supplier and Customer section, fill in the following fields under Customer group:
    a. Company type-ahead field – The name of the company receiving the supplier credit and debit adjustment. This field pulls from the Owner's company and location master data.

       The remaining Customer fields are auto populated with the values from the company or location's master data entry. If the name of the company is not present in the Owner's master data, the company name must be entered manually.

    b. Address 1 field – The address of the particular location.
    c. Address 2 field – Any additional address information.
    d. Country drop-down – The two-letter country code with country name for this location.
    e. State field – The state or region for this location.
    f. City field – The city for this location.
    g. Postal Code field – The postal code for this location's main address.
    h. Contact Telephone Number field – The company or location's phone number.

i. Contact Fax Number field – The company or location's fax number
j. Party ID Type drop-down – The identifier type used for this company or location.
k. Party ID Value field – The value associated with the identifier type.

18. In the Remit To Entity and Bill To Entity section, fill in the following fields under Remit To Entity group:
    a. Company type-ahead field – The name of the company receiving the payment for an invoice or financial obligation. This field pulls from the Owner's company and location master data.

       The remaining Remit to Entity fields are auto populated with the values from the company or location's master data entry. If the name of the company is not present in the Owner's master data, the company name must be entered manually.

    b. Address 1 field – The address of the particular location.
    c. Address 2 field – Any additional address information.
    d. Country drop-down – The two-letter country code with country name for this location.
    e. State field – The state or region for this location.
    f. City field – The city for this location.
    g. Postal Code field – The postal code for this location's main address.
    h. Contact Telephone Number field – The company or location's phone number.
    i. Contact Fax Number field – The company or location's fax number
    j. Party ID Type drop-down – The identifier type used for this company or location.
    k. Party ID Value field – The value associated with the identifier type.
19. In the Remit To Entity and Bill To Entity section, fill in the following fields under Bill To Entity group:
    a. Company type-ahead field – The name of the company responsible for

paying an invoice. This field pulls from the Owner's company and location master data.

The remaining Bill to Entity fields are auto populated with the values from the company or location's master data entry. If the name of the company is not present in the Owner's master data, the company name must be entered manually.

b. Address 1 field – The address of the particular location.
c. Address 2 field – Any additional address information.
d. Country drop-down – The two-letter country code with country name for this location.
e. State field – The state or region for this location.
f. City field – The city for this location.
g. Postal Code field – The postal code for this location's main address.
h. Contact Telephone Number field – The company or location's phone number.
i. Contact Fax Number field – The company or location's fax number
j. Party ID Type drop-down – The identifier type used for this company or location.
k. Party ID Value field – The value associated with the identifier type.

20. In the **Line Items** section:
    a. Select the Add + icon. At least one line item is required to submit a supplier credit debit adjustments.

    b. In the New Line Items panel, fill in the following fields under Item Information:

        i. Line field – The number to identify the line item by (e.g. 50).
        ii. Product/Service Type drop-down – The product or service code type (e.g. IN-Product Code). If the item code type is not present in the Owner's product master data then the item code type must be

entered manually.

iii. Product/Service Value field – The product or service code. If the item code number is not present in the Owner's product master data then the item code value must be entered manually.
iv. Adjustment Reason Code drop-down – The code indicating the reason for credit or debit adjustment.
v. Quantity field – The quantity related to credit or debit adjustment for a line item.
vi. Unit of Measure drop-down – The unit in which the line item is measured.
vii. Currency drop-down – The 3-letter ISO currency code that the line items included in the purchase order are priced with.
viii. Adjustment Amount field – The value associated with a credit or debit transaction.

c. In the New Line Items panel, fill in the following fields under Service, Promotion, Allowance, or Charge:

    a. Allowance, or Charge Indicator drop-down – Key identifies credit or charges as discounts or additional charge.
    b. Charge Type drop-down – The type of credit or charge.
    c. Charge Quantity field - The quantity linked with a service, promotion, allowance, or charge.
    d. Charge Unit of Measure drop-down - The unit in which the service, promotion, allowance, or charge is measured.
    e. Credit Charge Amount field - The credit charge amount.
    f. Credit Charge Currency Code drop-down - The 3-letter ISO currency code that the line items included in the service, promotion, allowance, or charge.
    g. Credit Charge Description field - A brief description of a service, promotion, allowance, or charge.

d. Select Apply.

   The new line item is added to the supplier credit debit adjustments.

e. Select the line item row drop down to view the item information and service, promotion, allowance, or charge information in a table.
f. Select a item line row and then select the branch icon and fill in the following fields under New Reference Information:
   i. Transaction Type drop-down – The type of transaction for the nested line item.
   ii. Transaction Value field – The value or any unique identifier of the transaction for the nested line item.
   iii. Transaction Date field - The transaction date for the nested line item.
g. Select Apply.

   The reference information is added to line item.

h. Select the line item row drop down to view the reference information in a table.

21. In the Notes section, select the Add + icon to enter any additional comments or instructions.
22. To submit the supplier credit debit adjustments:

    To save the supplier credit debit adjustments in a Draft state and finish it later, ensure the Move To button is not selected and then select the Save Save button in the draft state.

    a. Select the Move To button at the top of the screen.

       The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.

b. Select the Save button.

The supplier credit debit adjustments is submitted.

Tips

- Select the Add + icon, to add a new line item, where available.
- Select the Delete − icon, to remove an individual line item, where available.
- Select the branch icon, to add a new line item in the inserted table, where available.
- New supplier credit debit adjustmentss can also be created by selecting the New + New button on the Supplier Credit Debit Adjustments Details screen for an existing supplier credit debit adjustments.

Submit a draft supplier credit and debit adjustment

Complete and submit a saved supplier credit debit adjustments in the draft state.

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select Commerce - Supplier from the left menu.

   Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.

7. Select Supplier Credit Debit Adjustments.
8. Select the Filter [Filter] button to find the supplier credit and debit adjustments in Draft state.
9. Select the Memo Number link in the results table.
10. Select the Edit [Edit] button.
11. In the Transaction Information section, select Submitted from the Process Status drop drown.
12. Confirm the credit and debit adjustments details and select the Edit icon associated with that line item to modify the fields if required.
13. Select the Move To button at the top of the screen.

    The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.
14. Select the Save [Save] button.

    The supplier credit debit adjustments is submitted.

Tips

- Select the memo number row and then select the Delete icon on the top of the Search Supplier Credit Debit Adjustments screen, to delete a supplier credit and debit adjustment in the draft state.

A deleted transaction cannot be retrieved.

Search and view supplier credit and debit adjustments

Search for and view supplier credit and debit adjustments

Perform this task to search for and view the details of the supplier credit and debit adjustment sent or received by supplier or customers. Viewing the details of a supplier credit and debit adjustment enables supplier or customers to quickly access order information (e.g. the quantity for each line item in an order) in TraceLink without having to search through the actual B2B message.

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select Commerce - Customer or Commerce - Supplier from the left menu.
   Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Supplier Credit Debit Adjustments.
8. Select the Filter Filter button.
9. Fill in one or more of the following fields to filter the results:

   a. State drop-down – The state of the supplier credit debit adjustments:

      - Draft – The transaction is in the draft state.
      - Submit – The transaction has been created.
      - Processing – The application is getting ready to handle incoming transactions by doing some initial tasks, such as copying the files it receives.
      - Processed – The application changes the standard information into a

format that is easy to use and specific to your transaction.

        - Preparing to Send – The application is getting ready to send out a transaction and is doing some initial tasks, like copying the necessary information for the process.
        - Sending –The application sends out business transactions to the buyer or supplier.
        - Sent – The transaction is successfully completed and shared with the receiving party.

    b. Receiver type-ahead – Displays only if the menu item is Sent Supplier Credit Debit Adjustments The name of the company the supplier credit and debit adjustment was sent to.

       If the name of the company is not present in the Owner's master data then the company's name must be entered manually.

    c. Sender type-ahead – Displays only if the menu item is Received Supplier Credit Debit Adjustments The name of the company the supplier credit and debit adjustment was received from.

       If the name of the company is not present in the Owner's master data then the company's name must be entered manually.

    d. Last Modified drop-down – The period of time in which the client credit debit adjustment was last updated:

        - Today – The transaction was modified within the last few hours.
        - Yesterday – The transaction was updated within the past 24 hours.
        - Last Week – The transaction was modified in the last 7 days.
        - Last Month – The transaction was modified in the last 30 days.
        - Last 3 Months – The transaction was modified in the last 90 days.
        - Last 6 Months – The transaction was modified in the last 180 days.
        - Custom Range – Select a specific period of time that the transaction was modified in from the calendar.

    e. Memo Number field – . The unique identifier for the credit debit memo.

10. Select Apply.

A list of supplier credit debit adjustmentss displays based on the filter results.

11. Select the link for the supplier credit debit adjustments from the results table.

    The View Supplier Credit Debit Adjustments screen displays.

12. To view all fields for each line item, select the View icon on the Supplier Credit Debit Adjustments Details screen.

Reprocess and resubmit supplier credit and debit adjustments

Reprocess supplier credit and debit adjustments

Reprocess the return authorization request if the Processing Status is set to Paused with Error on the Search Business Transaction screen. Use the following procedure to resolve any error messages encountered while submitting supplier credit and debit adjustments.

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select Commerce - Supplier from the left menu.

   Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.

7. Select Supplier Credit Debit Adjustments.

8. Select the Filter Filter button to find the credit and debit adjustments in Processing, Processed, Preparing to Send, or Sending state.
9. Select the Memo Number link in the results table.
10. View the following fields for error in the Transaction Information section:
    - Process Status - Displays the status of the submitted transaction.
    - Last Transaction Error - Displays the error message.
11. Select the Edit Edit button..
12. In the Transaction Information section, select Submitted from the Process Status drop drown.
13. Select the Save Save button.
    The supplier credit and debit adjustment request is moved from Processing state to Sending state indicating that the supplier credit and debit adjustment is submitted successfully.

⚠ Do not select the Move To button, as it will cause the transaction to skip a workflow state, preventing successful delivery.

Resubmit supplier credit and debit adjustments

If a transaction is successfully sent to a partner but an issue occurs on the partner's side (e.g. in their ERP system), the sender can avoid re-entering all the details by rolling back to a previous workflow state and resending the transaction, thus saving time and effort for both parties.

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.

5. Select the Go button.
6. Select Commerce - Supplier from the left menu.

   Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Supplier Credit Debit Adjustments.
8. Select a Memo Number in Sent state.
9. Select the Edit  button.

   The state of the supplier credit and debit adjustment is automatically set to Sending state.
10. Select the Move To button at the top of the screen.

    The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.
11. Select the Save  button.

    The supplier credit debit adjustments is submitted.

The status of the supplier credit and debit adjustment moves to Sent state.

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Select the Help Center icon in the header to access the one-stop-shop help center for everything related to the network you are currently within (e.g.

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