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DEBIT MEMORANDUM

Discrepancy Correction

DEBITED TO

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DOCUMENT REFERENCE

Debit Memo No: _____
Date: _____
Original Invoice No: _____
Original Invoice Date: _____
Reconciliation ID: _____

DISCREPANCY DESCRIPTION / REASON CODE	ORIGINAL AMT	CORRECTED AMT	DIFFERENCE	DEBIT AMOUNT

Total Discrepancy: _____

Tax Adjustment: _____

Total Debit Memo: _____

RECONCILIATION NOTES & CORRECTION DETAILS

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PREPARED BY (ACCOUNTS RECEIVABLE)

AUTHORIZED APPROVAL / DATE