

Add a Credit

Last Modified on 10/07/2025 4:37 pm EDT

Credits can be created for items, parts or part kits. A credit can be created from a vendor record, by clicking on the Credits tab and then clicking the New Credit button. Credits can also be created from the Credits tab of the Bill List. If you are entering several credits for multiple vendors, entering the credits from the Bills list is faster than opening each vendor record and entering the credits.

Navigate to Accounts Payable > Bills. The Bills page opens. Click on the Credits tab, and then click the New Credit button.

Bills

Bills 70 Receipts 13 Credits 28

[+ New Credit](#) [Export to Excel](#) ☐ NO Show all Credits [Custom Grid Layout](#) Total Amount **\$180.00** Total Due **\$160.00**

Drag a column header and drop it here to group by that column

Reference Number	Vendor	Bill Date	Due Date	Total Amount	Unapplied
1033	ADI	Nov 17, 2017	Dec 2, 2017	\$10.00	\$10.00
1034	ADI	Nov 17, 2017	Dec 17, 2017	\$10.00	\$10.00
1036	ADI	Nov 17, 2017	Dec 17, 2017	\$10.00	\$10.00
1037	ADI	Nov 17, 2017	Dec 17, 2017	\$10.00	\$10.00
1054	ADI	Nov 22, 2017	Dec 22, 2017	\$10.00	\$10.00
1055	ADI	Nov 22, 2017	Dec 22, 2017	\$10.00	\$10.00
1056	ADI	Nov 22, 2017	Dec 22, 2017	\$10.00	\$10.00
1078	ADI	Dec 1, 2017	Dec 31, 2017	\$10.00	\$10.00
1079	ADI	Dec 1, 2017	Dec 31, 2017	\$10.00	\$10.00
1096	Perennial Software	Jun 6, 2021	Jul 6, 2021	\$40.00	\$20.00
CR41225	Tri-Ed	Apr 5, 2022	Apr 5, 2022	\$50.00	\$50.00

1 - 11 of 11 items [Refresh](#)

The New Credit page opens. This page has two panels at the top and four tabs in the lower area.

- **Upper Left Panel** — As items, parts, or part kits are added to the credit, these amounts are automatically updated.
- **Upper Right Panel** — This panel is considered the header of the credit. Each data entry field is described below.
- **Tabs Panel** — You can add any combination of items, parts or part kits to the credit. The memo field is for internal company information only.

New Credit Save Cancel

Total Amount
\$0.00

Remaining
\$0.00

Items Total
\$0.00

Parts Total
\$0.00

Vendor: Tri-Ed

Purchase Order: Please Select

Ref. Number: CM321458

Work Order: Please Select

Warehouse: Please Select

Direct Expense: ☐ NO

Term: Due Now

Credit Date: 04/26/2022

Due Date: 04/26/2022

Total Amount: 0.00 \$

Items: 0

Parts: 1

Part Kits: 0

Memo

+ Add Items

Included	Item Code	Description	Quantity	Rate	Amount	Action
No records available.						

0 - 0 of 0 items

Data Entry Fields

Credit Header Information

- **Vendor** — Select the Vendor from the drop-down list.
- **Purchase Order** — If the credit is associated with a purchase order, make a selection from the drop-down list.
- **Ref. Number** — This field is for the vendor's credit memo number.
- **Work Order** — If the credit is associated with a work order, make a selection from the drop-down list.
- **Warehouse** — This field is not used at this time.
- **Direct Expense** — If the items on the credit are being direct expensed, set the toggle button to Yes.
- **Term** — Select the payment terms for the credit, typically Due Now.
- **Credit Date** — This field defaults to today's date – enter the actual date from the vendor's credit memo.
- **Due Date** — The due date is automatically be calculated based upon the Term selected and the Credit Date entered. This date can be overridden if necessary.
- **Total Amount** — Once all items, parts, and part kits have been entered, enter the total amount of the credit with is displayed in the upper left panel of the credit page.

Once the header information has been entered, you can add items, parts, and part kits.

Add Items to the Credit

Click on the Items tab, and then click the Add Items button.

Add Items

Search Items

Items Selected: 1

+ Create Item

	Item Code	Name	Taxable	Recurring	Rate	Cost
<input type="checkbox"/>	Accounting Fees	Accounting Fees	<input type="radio"/> NO	<input type="radio"/> NO	\$0.00	\$0.00
<input checked="" type="checkbox"/>	Equipment & Supplies	Equipment & Supplies	<input type="radio"/> NO	<input type="radio"/> NO	\$0.00	\$0.00
<input type="checkbox"/>	Freight	Freight	<input type="radio"/> NO	<input type="radio"/> NO	\$0.00	\$0.00
<input type="checkbox"/>	Legal Fees	Legal Fees	<input type="radio"/> NO	<input type="radio"/> NO	\$0.00	\$0.00
<input type="checkbox"/>	Mailing	Mailing	<input type="radio"/> NO	<input type="radio"/> NO	\$0.00	\$0.00
<input type="checkbox"/>	Office Supplies	Office Supplies	<input type="radio"/> NO	<input type="radio"/> NO	\$0.00	\$0.00
<input type="checkbox"/>	Rent	Rent	<input type="radio"/> NO	<input type="radio"/> NO	\$1,500.00	\$0.00
<input type="checkbox"/>	Sales Tax	Sales Tax	<input type="radio"/> NO	<input type="radio"/> NO	\$0.00	\$0.00
<input type="checkbox"/>	Sub Labor	Subcontractor Labor	<input type="radio"/> NO	<input type="radio"/> NO	\$0.00	\$0.00
<input type="checkbox"/>	Travel - Lodging	Travel - Lodging	<input type="radio"/> NO	<input type="radio"/> NO	\$0.00	\$0.00
<input type="checkbox"/>	Travel - Meals	Travel - Meals	<input type="radio"/> NO	<input type="radio"/> NO	\$0.00	\$0.00
<input type="checkbox"/>	Utilities	Utilities	<input type="radio"/> NO	<input type="radio"/> NO	\$0.00	\$0.00

1

1 - 13 of 13 items

Refresh

+ Add Items

X Cancel

The Add Items page opens. Select the checkbox to the left of each item to add to the credit. When finished, click the Add Items button at the bottom of the page.

The selected item(s) are displayed in the grid area. The quantity defaults to 1, and the rate defaults to zero.

New Credit

Save

Cancel

Total Amount

\$0.00

Remaining

\$0.00

Items Total

\$0.00

Parts Total

\$0.00

Vendor

Tri-Ed

Purchase Order

Please Select

Ref. Number

CM321458

Work Order

Please Select

Warehouse

Please Select

Direct Expense

☐ NO

Term

Due Now

Credit Date

04/26/2022

Due Date

04/26/2022

Total Amount

0.00

\$

Items

0

Parts

1

Part Kits

0

Memo

+ Add Items

Included	Item Code	Description	Quantity	Rate	Amount	Action
<input checked="" type="checkbox"/>	Freight	In-Bound Freight	1	\$50.00	\$50.00	<div>Edit</div> <div>Delete</div>

0 - 0 of 0 items

Click the Edit button to open the Item Edit form. Fill in the three fields on this form, and then click the Save button when finished. The description field is optional.

Item Edit

Description

In-bound freight charge

Quantity

1

Rate

34.95

Save

Cancel

Add Parts to the Credit

Click on the Parts tab, and then click the Add Parts button.

New Credit

Save

Cancel

Total Amount

\$0.00

Remaining

\$0.00

Items Total

\$0.00

Parts Total

\$0.00

Vendor

Tri-Ed

Purchase Order

Please Select

Ref. Number

CM321458

Work Order

Please Select

Warehouse

Please Select

Direct Expense

NO

Term

Due Now

Credit Date

04/26/2022

Due Date

04/26/2022

Total Amount

0.00

Items

0

Parts

1

Part Kits

0

Memo

+ Add Parts

Included	Part Code	Description	Quantity	Rate	Amount	Kit	Action
No records available.							

0 - 0 of 0 items

The Add Parts page opens. Select the checkbox to the left of each part to add to the credit. When finished, click the Add Parts button at the bottom of the page.

Add Parts

Search Parts

Parts Selected: 1

+ Create Part

	Part Code ↑	Description	Cost
<input type="checkbox"/>	HW-GSMX	Honeywell GSMX Cell	\$0.00
<input type="checkbox"/>	HW-IGSMV	Honeywell Internet Cell	\$125.00
<input type="checkbox"/>	HW-IS2535	Honeywell Pet Immune Motion	\$15.00
<input checked="" type="checkbox"/>	IM-1270	12V Battery	\$9.99
<input type="checkbox"/>	IPD-BAT	IP Data Tel	\$40.00
<input type="checkbox"/>	New Part - sf	New Part - sf Description	\$20.00
<input type="checkbox"/>	OP-Cx702	Optec Motion	\$35.00
<input type="checkbox"/>	Part1-sf	Description for Part1-sf	\$3.00
<input type="checkbox"/>	REV-RSTIG-C	Revere Single Gang Flush Mount Strobe	\$0.00
<input type="checkbox"/>	ROK-RK315DT	Risco Outdoor Motion	\$102.00
<input type="checkbox"/>	ROK-RK315DT11	Risco Outdoor Motion	\$80.00
<input type="checkbox"/>	Vista 100	Vista 100 Control Panel	\$300.00
<input type="checkbox"/>	Vista128FBP	Fire/Burg Control Panel	\$401.00
<input type="checkbox"/>	Vista20P	8-zone control panel	\$109.00
<input type="checkbox"/>	WAVE2	Honeywell 2 Tone Siren	\$8.00

1

1 - 59 of 59 items

Refresh

+ Add Parts

X Cancel

The selected part(s) are displayed in the grid area. The quantity defaults to 1, and the rate auto-fills with the amount from the part setup.

New Credit

Save

Cancel

Total Amount

\$0.00

Remaining

\$0.00

Items Total

\$0.00

Parts Total

\$0.00

Vendor

Tri-Ed

Purchase Order

Please Select

Ref. Number

CM321458

Work Order

Please Select

Warehouse

Please Select

Direct Expense

NO

Term

Due Now

Credit Date

04/26/2022

Due Date

04/26/2022

Total Amount

0.00

Items 0

Parts 1

Part Kits 0

Memo

+ Add Parts

Included	Part Code	Description	Quantity	Rate	Amount	Kit	Action
<input checked="" type="checkbox"/>	IM-1270		1	\$9.99	\$9.99		<div>Edit</div> <div>Delete</div>

0 - 0 of 0 items

If the quantity or the rate are incorrect, click the Edit button to open the Part Edit form. Fill in the three fields on this form, and then click the Save button when finished. The Description field is optional.

Part Edit

Description

12 volt battery

Quantity

25

Rate

9.99

Save

Cancel

Add a Part Kit to the Credit

Click on the Part Kits tab, and then click the Add Part Kits button.

New Credit

Save

Cancel

Total Amount

\$0.00

Remaining

\$0.00

Items Total

\$0.00

Parts Total

\$0.00

Vendor

Tri-Ed

Purchase Order

Please Select

Ref. Number

CM321458

Work Order

Please Select

Warehouse

Please Select

Direct Expense

NO

Term

Due Now

Credit Date

04/26/2022

Due Date

04/26/2022

Total Amount

0.00

Items

0

Parts

1

Part Kits

0

Memo

+ Add Part Kits

Included	Code	Description	Quantity	Rate	Amount	Action
No records available.						

0 - 0 of 0 items

The Add Part Kits page opens. Select the checkbox to the left of each part kit to add to the credit. When finished, click the Add Part Kits button at the bottom of the page.

Add Part Kits

Search Part Kits

Part Kits Selected: 1

	Part Kit Code	Description	Rate	Total Parts
<input type="checkbox"/>	TZ-1	TZ Kit	\$10.00	3
<input type="checkbox"/>	FS-1	FS Kit	\$0.00	0
<input checked="" type="checkbox"/>	Vista20P-Kit	Panel, battery, PIR (2), keypad, door contact, keyfob	\$325.00	7
<input type="checkbox"/>	TZ-2	TZ Premium Kit	\$150.00	0
<input type="checkbox"/>	Vista128FBP-Kit	Vista128FBP Panel, 7940 WH contact (2), 5890 motion, 6160 Keypad.	\$450.00	5

1

1 - 5 of 5 items

Refresh

Cancel

Add Part Kits

The selected part kit(s) are displayed in the grid area. The quantity defaults to 1, and the rate defaults to the rate setup on the Part Kit setup.

New Credit

Save Cancel

Total Amount

\$0.00

Remaining

\$0.00

Items Total

\$0.00

Parts Total

\$0.00

Vendor

Tri-Ed

Purchase Order

Please Select

Ref. Number

CM321458

Work Order

Please Select

Warehouse

Please Select

Direct Expense

NO

Term

Due Now

Credit Date

04/26/2022

Due Date

04/26/2022

Total Amount

0.00

\$

Items

0

Parts

1

Part Kits

0

Memo

Add Part Kits

Included	Code	Description	Quantity	Rate	Amount	Action
<input checked="" type="checkbox"/>	Vista20P-Kit	Panel, battery, PIR (2), keypad, door contact, keyfob	1	\$325.00	\$325.00	<div>Edit</div> <div>Delete</div>

0 - 0 of 0 items

To edit the quantity or rate, click the Edit button. The Part Kit Edit form opens. Fill in the two fields on this form, and then click the Save button when finished.

Part-Kit Edit

Quantity

5

Rate

325

Save

Cancel

Add a Memo to the Credit

Clicking the Memo tab opens a large text field to enter information pertinent to the credit. The text entered is for internal company use. A maximum of 250 characters is allowed.

New Credit

Save

Cancel

Total Amount

\$0.00

Remaining

\$0.00

Items Total

\$0.00

Parts Total

\$0.00

Vendor

Tri-Ed

Purchase Order

Please Select

Ref. Number

CM321458

Work Order

Please Select

Warehouse

Please Select

Direct Expense

NO

Term

Due Now

Credit Date

04/26/2022

Due Date

04/26/2022

Total Amount

0.00

\$

Items

Parts

Part Kits

Memo

Credit for for over-shipment on PO 1065

0/250

When finished adding items, parts, and part kits to the credit, enter the total amount of the credit in the header area. In the upper left panel, the total credit amount is displayed. Click the Save button at the upper right of the page when finished.


Save Cancel


Parts Total
\$344.34




Vendor	Tri-Ed
Purchase Order	Please Select
Ref. Number	CM321458
Work Order	Please Select
Warehouse	Please Select

Direct Expense ☐ NO



Term Due Now ▼

Credit Date • 04/26/2022 

Due Date • 04/26/2022 

Total Amount • 394.34    \$

Memo

Included	Item Code	Description	Quantity	Rate	Amount	Action
<input checked="" type="checkbox"/>	Freight	In-Bound Freight	1	\$50.00	\$50.00	<div>  Edit <div>  Delete </div> </div>

◀

▶

0 - 0 of 0 items