

Add a Credit

Last Modified on 04/28/2022 8:32 am EDT

Credits may be created for Items, Parts or Part Kits. A credit may be created from a vendor record, by clicking on the Credits tab and then clicking on the New Credit button. Credits may 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 will be displayed. Click on the Credits tab, and then click on the New Credit button.

The screenshot shows the 'Bills' page with the 'Credits' tab selected. The page displays a table of bills with the following data:

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

The interface also includes a 'New Credit' button, an 'Export to Excel' button, a 'Show all Credits' toggle, and a 'Custom Grid Layout' button. Summary statistics show a Total Amount of \$180.00 and a Total Due of \$160.00. The page is currently displaying 1 of 11 items.

The New Credit page will be displayed. This page is comprised of 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 will be described below.
- **Tabs Panel** – Users may add any combination of Items, Parts or Part Kits to the credit. The memo field is for internal company information only.

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 will default to today’s date – enter the actual date from the vendor’s credit memo.
- **Due Date** – The due date will automatically be calculated based upon the Term selected and the Credit Date entered. This date may be overridden if necessary.
- **Total Amount** – Once all items, parts, and/or 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, the user may begin adding items, parts, and/or part kits.

Add Items to the Credit

Click on the Items tab, and then click on 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 - 13 of 13 Items Refresh

+ Add Items X Cancel

The Add Items page will be displayed. Check the box to the left of each item to add to the credit. When finished, click on the Add Items button at the bottom of the page.

The selected item(s) will be displayed in the grid area. The quantity will default to 1, and the rate will default to zero.

New Credit Save X Cancel

Total Amount \$0.00	Remaining \$0.00	Vendor: Tri-Ed	Direct Expense: <input type="radio"/> NO
Items Total \$0.00	Parts Total \$0.00	Purchase Order: Please Select	Term: Due Now
		Ref. Number: CM321458	Credit Date: 04/26/2022
		Work Order: Please Select	Due Date: 04/26/2022
		Warehouse: Please Select	Total Amount: 0.00

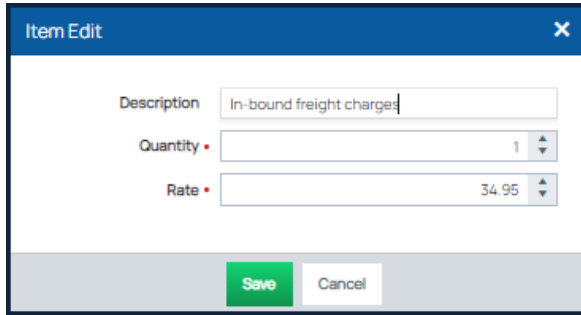
Items 0 Parts 1 Part Kits 0 Memo

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

0 - 0 of 0 Items

Click on the Edit button to open the Item Edit form. Fill in the three fields on this form, and then click on the Save

button when finished. The description field is optional.



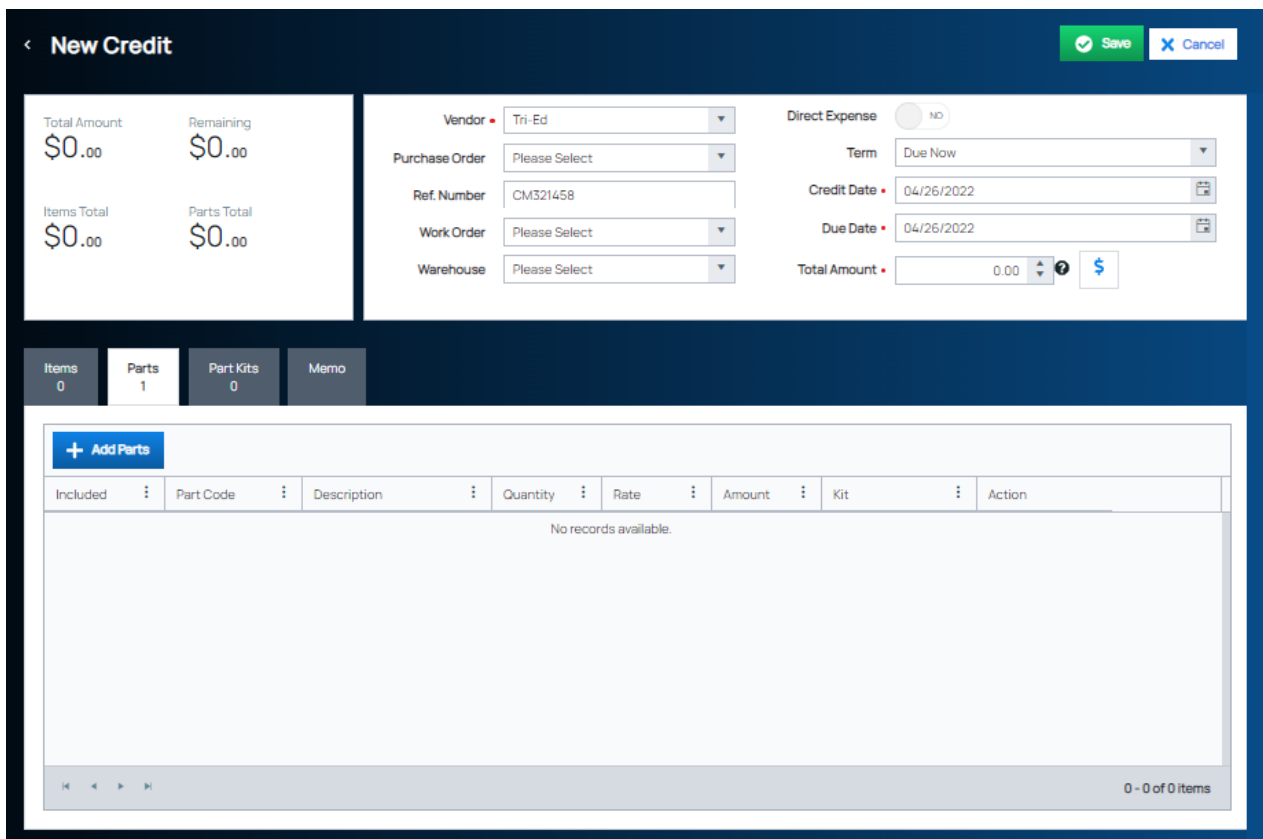
The 'Item Edit' dialog box contains the following fields:

- Description: In-bound freight charge
- Quantity: 1
- Rate: 34.95

Buttons: Save, Cancel

Add Parts to the Credit

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



The 'New Credit' form includes the following sections:

- Summary:** 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

Navigation tabs: 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 will be displayed. Check the box to the left of each part to add to the credit. When finished, click on the Add Parts button at the bottom of the page.

Add Parts - □ ×

Search Parts Parts Selected: 1 + Create Part

<input type="checkbox"/>	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 - 59 of 59 items Refresh

+ Add Parts X Cancel

The selected part(s) will be displayed in the grid area. The quantity will default to 1, and the rate will auto-fill with the amount from the part setup.

New Credit Save X Cancel

Total Amount \$0.00	Remaining \$0.00	Vendor: Tri-Ed	Direct Expense: <input type="radio"/> NO
Items Total \$0.00	Parts Total \$0.00	Purchase Order: Please Select	Term: Due Now
		Ref. Number: CM321458	Credit Date: 04/26/2022
		Work Order: Please Select	Due Date: 04/26/2022
		Warehouse: Please Select	Total Amount: 0.00

Items 0
 Parts 1
 Part Kits 0
 Memo

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

0 - 0 of 0 items

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

Part Edit
✕

Description

Quantity

Rate

Save
Cancel

Add a Part Kit to the Credit

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

< New Credit
Save
✕ Cancel

<p>Total Amount \$0.00</p> <p>Items Total \$0.00</p>	<p>Remaining \$0.00</p> <p>Parts Total \$0.00</p>	<p>Vendor <input style="width: 100%;" type="text" value="Tri-Ed"/></p> <p>Purchase Order <input style="width: 100%;" type="text" value="Please Select"/></p> <p>Ref. Number <input style="width: 100%;" type="text" value="CM321458"/></p> <p>Work Order <input style="width: 100%;" type="text" value="Please Select"/></p> <p>Warehouse <input style="width: 100%;" type="text" value="Please Select"/></p>	<p>Direct Expense <input type="radio"/> NO</p> <p>Term <input style="width: 100%;" type="text" value="Due Now"/></p> <p>Credit Date <input style="width: 100%;" type="text" value="04/26/2022"/></p> <p>Due Date <input style="width: 100%;" type="text" value="04/26/2022"/></p> <p>Total Amount <input style="width: 100%;" type="text" value="0.00"/> \$</p>
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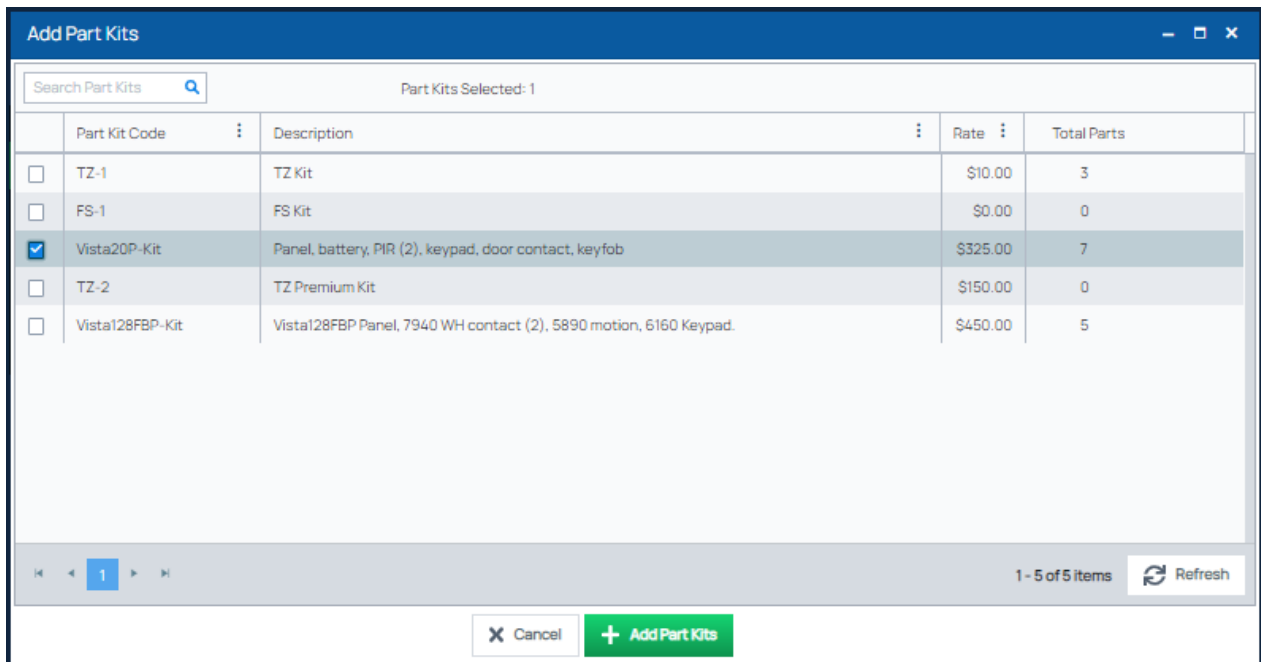
Items
0
Parts
1
Part Kits
0
Memo

+ Add Part Kits

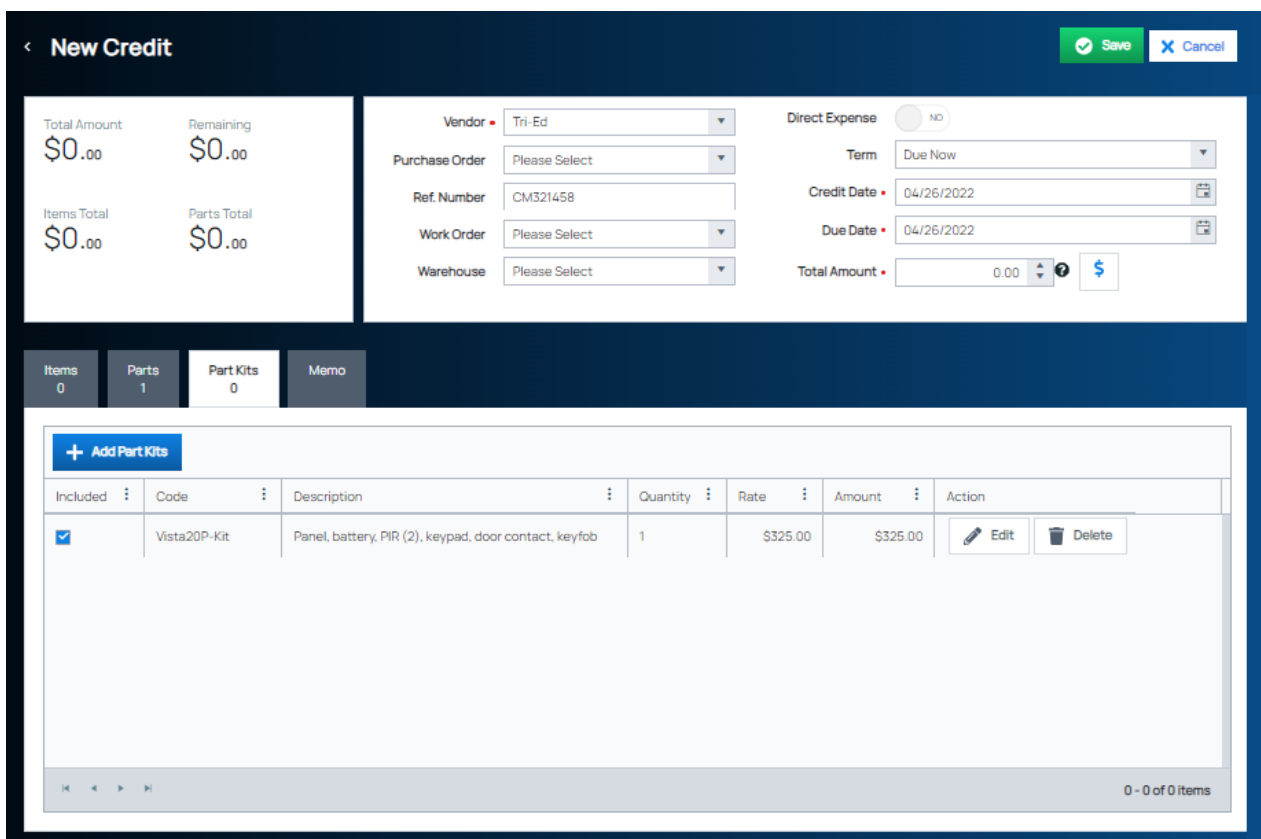
Included	Code	Description	Quantity	Rate	Amount	Action
No records available.						

0 - 0 of 0 items

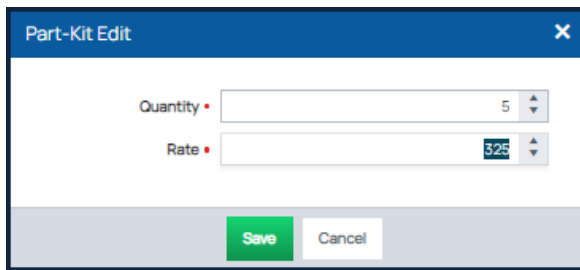
The Add Part Kits page will be displayed. Check the box to the left of each part kit to add to the credit. When finished, click on the Add Part Kits button at the bottom of the page.



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



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



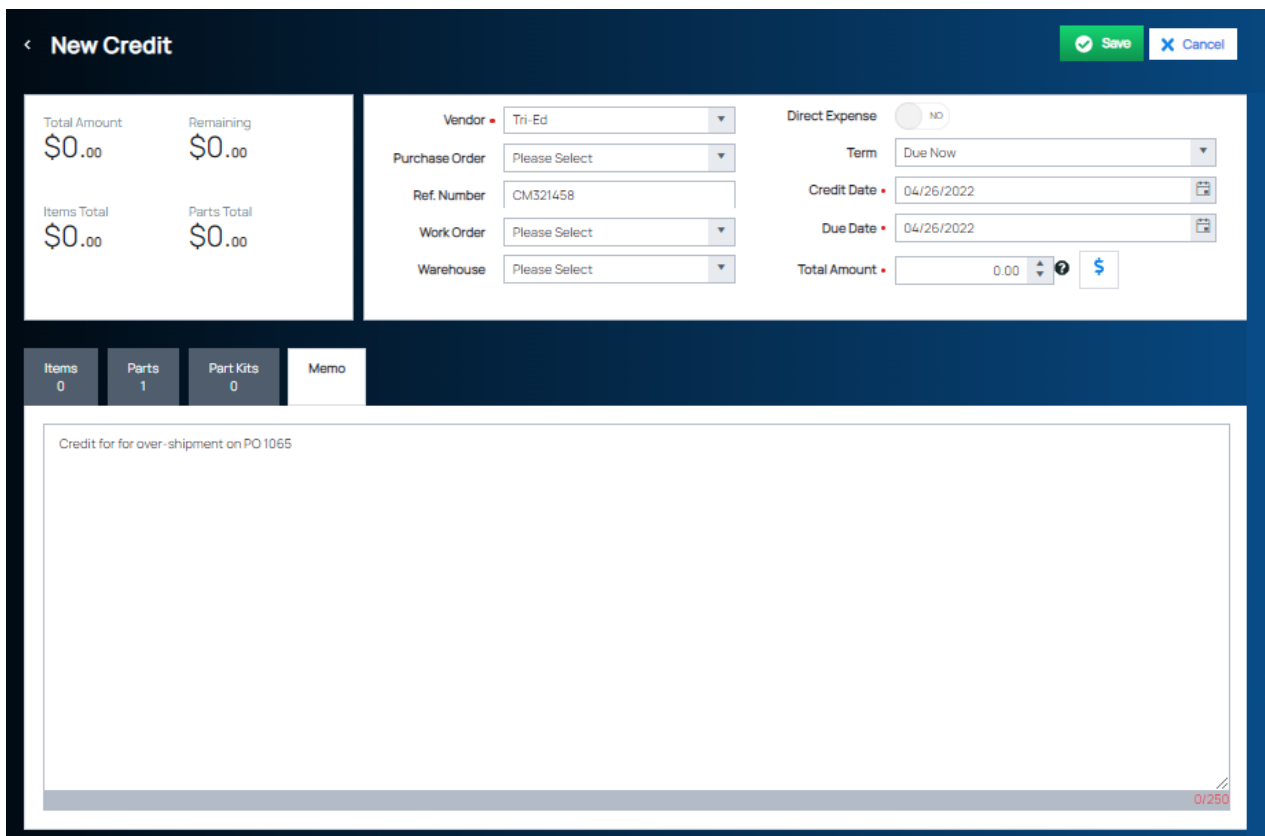
Part-Kit Edit

Quantity •

Rate •

Add a Memo to the Credit

Clicking on 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

Total Amount \$0.00	Remaining \$0.00	Vendor • Tri-Ed	Direct Expense <input type="radio"/> NO
Items Total \$0.00	Parts Total \$0.00	Purchase Order • Please Select	Term • Due Now
		Ref. Number • CM321458	Credit Date • 04/26/2022
		Work Order • Please Select	Due Date • 04/26/2022
		Warehouse • Please Select	Total Amount • 0.00

Items: 0 | Parts: 1 | Part Kits: 0 | **Memo**

Credit for for over-shipment on PO 1065

0/250

When finished adding items, parts, and/or 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.

< New Credit

Save Cancel

Total Amount **\$394.34** Remaining **\$0.00**
Items Total **\$50.00** 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 \$

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	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

0 - 0 of 0 items