

Edit a Credit

Last Modified on 04/27/2022 7:08 pm EDT

A credit may be edited only if the credit has not been partially or fully applied to bills.

To edit a credit, navigate to Accounts Payable > Vendors. The Vendors list will be displayed. Click on the hyperlink of the desired vendor.

Vendor # ↑	Name	Account #	Open Balance	Phone 1
1000	Perennial Software	1000	\$390.00	(440) 247-5602
1001	ADI		\$4,070.00	(888) 245-3653
1002	DCS	1456123	\$260.00	(905) 760-3000
1003	Bold Group Software	0123456789	\$0.00	
1004	Joseph & Joseph Attorneys	11222	\$0.00	
1005	Acme Alarm Services		\$0.00	
1234	Bosch		\$0.00	4405490304
1235	A1 Testing Labs		\$0.00	4405490304
1236	Ace Hardware		\$3,753.50	(888) 555-2222
2500	Bosch Security Systems	32558	\$0.00	
2501	Tri-Ed	FES10225	\$0.00	
2503	DMP	102245	\$0.00	2135551010
2504	Phillips Electric	123	\$0.00	(123) 455-1233

The Vendor record will be displayed. Click on the Credits tab, and then in the Reference Number column, click on the hyperlink of the credit to be edited.

Tri-ed - 2501 Edit Tasks History

Open Receipts **\$0.00** Open Bills **\$0.00** Open Credits **\$0.00** Open Balance **\$0.00**

Vendor Aging

Address: PO Box 3255 Los Angeles, CA 90025
 Phone:
 Email:
 1099 Eligible? **No**
 Remit To Address: -.
 Customer #: FES10225
 Term: Net 45

Purchase Orders: 1 Receipts: 0 Bills: 0 Payments: 0 **Credits: 0** Checks: 0 Parts: 1 Notes: 0 Docs: 0 Part Ledger: 0

[+ New Credit](#) [Export to Excel](#)

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

Reference Number	Bill Date	Due Date	Total Amount	Unapplied
CR41225	Apr 6, 2022	Apr 6, 2022	\$394.34	\$394.34

0 - 0 of 0 items Refresh

The credit record will be displayed. Click on the Edit button at the upper right of the page.

Credit #1108 Edit Delete More..

Total Amount **\$394.34** Amount Due **\$394.34**

Items Total **\$50.00** Parts Total **\$344.34**

Vendor Name: Tri-Ed Direct Expense: No
 Bill Number: CR41225 Bill Date: Apr 6, 2022
 Shipping Address: PO Box 3255 Los Angeles, CA 90025 Due Date: Apr 6, 2022
 Purchase Order: -
 Term Code: -

Items: 1 Parts: 7 Part Kits: 1 Applied To: 0 Memo: Utilities:

Item Code	Description	Quantity	Rate	Amount
Freight	In-Bound Freight	1	\$50.00	\$50.00

1 - 1 of 1 items

The credit will be displayed in edit mode. Make the necessary changes, and then click on the Save button at the upper right of the page when finished.

< Credit #1108 Save Cancel

Total Amount	Remaining	Vendor	Direct Expense
\$394.34	\$0.00	Tri-Ed	NO
Items Total	Parts Total	Purchase Order	Term
\$50.00	\$344.34	Please Select	Due Now
		Ref. Number	Credit Date
		CM321458	04/26/2022
		Work Order	Due Date
		Please Select	04/26/2022
		Warehouse	Total Amount
		Please Select	394.34

Items 0Parts 1Part Kits 0Memo

+ 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