

# Edit a Credit

Last Modified on 10/07/2025 4:43 pm EDT

A credit can 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 opens. Click on the hyperlink of the desired vendor.

## Vendors

[+ New Vendor](#)[Export to Excel](#)[Custom Grid Layout](#)

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

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

1

1 - 13 of 13 items

[Refresh](#)

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



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  
\$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	<div>EditDelete</div>

0 - 0 of 0 items