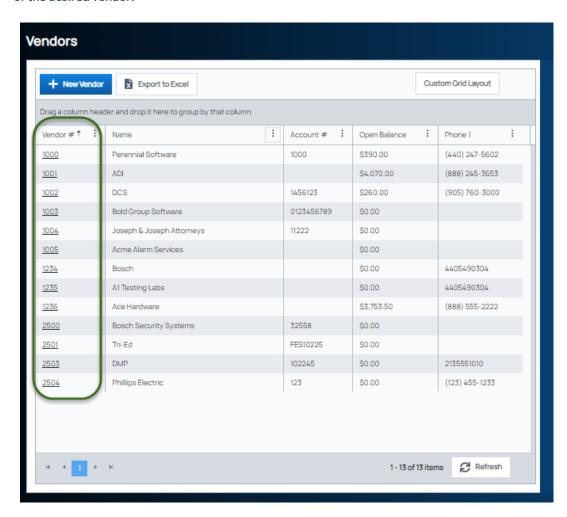
Edit a Credit

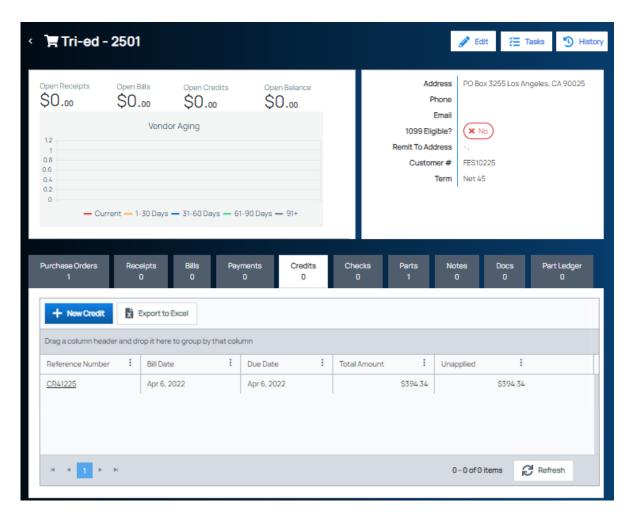
Last Modified on 04/27/2022 7:08 pm EDT

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

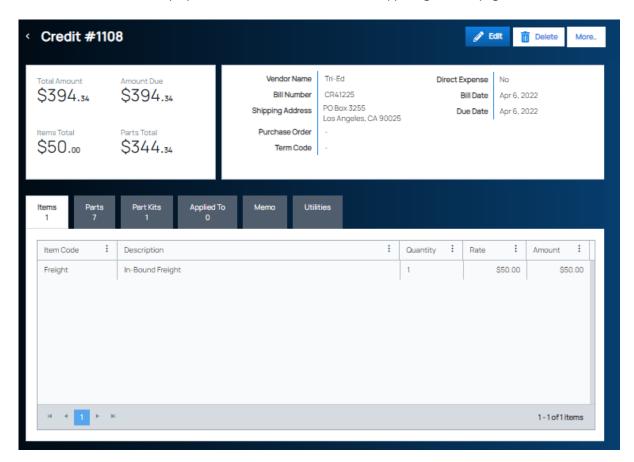
To edit a credit, navigate to Accounts Payable > Vendors. The Vendors list will be displayed. Click on the hyperlink of the desired vendor.



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.



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



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.

