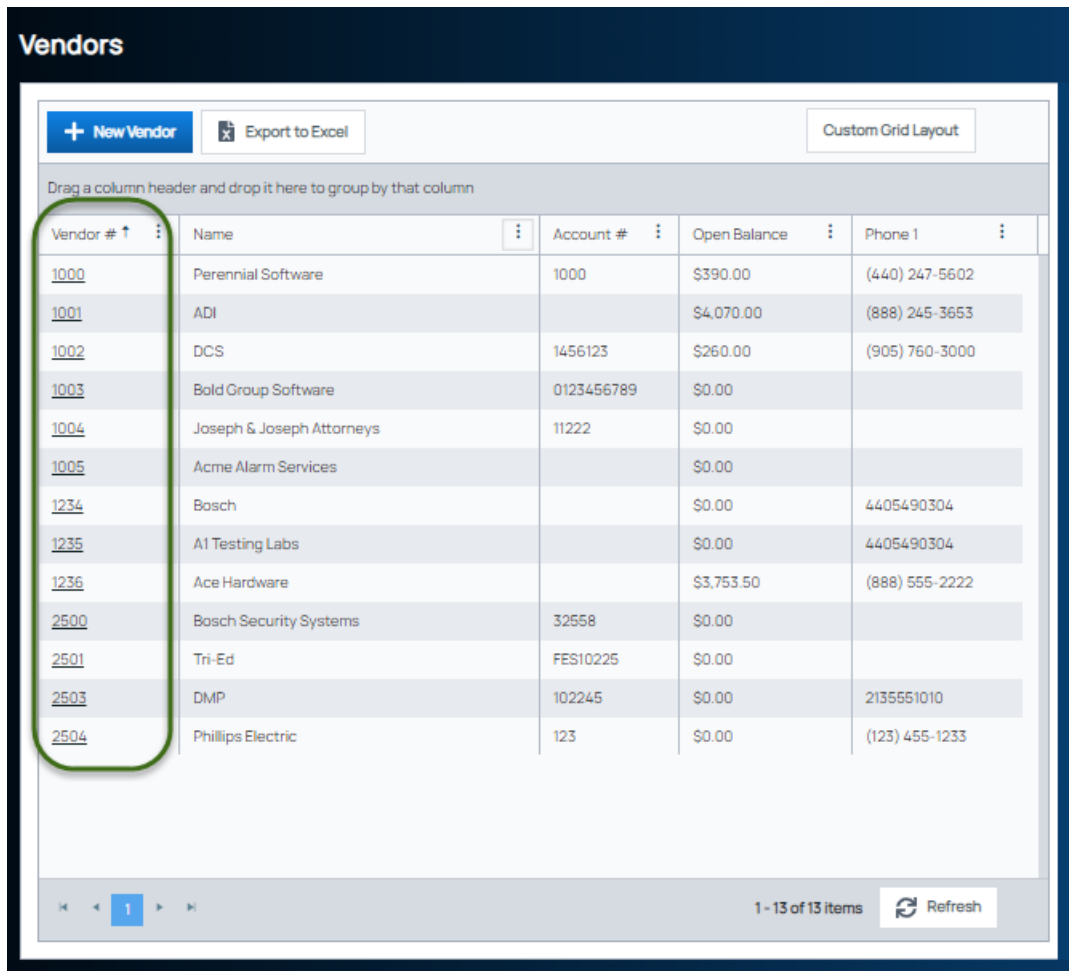


Delete a Credit

Last Modified on 10/07/2025 4:41 pm EDT

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

To delete a credit, navigate to Accounts Payable > Vendors. The Vendors list opens. 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 opens. Click on the Credits tab, and then in the Reference Number column, click on the hyperlink of the credit to be deleted.

A confirmation message will be displayed. Click on the Yes button to proceed with deleting the credit.

