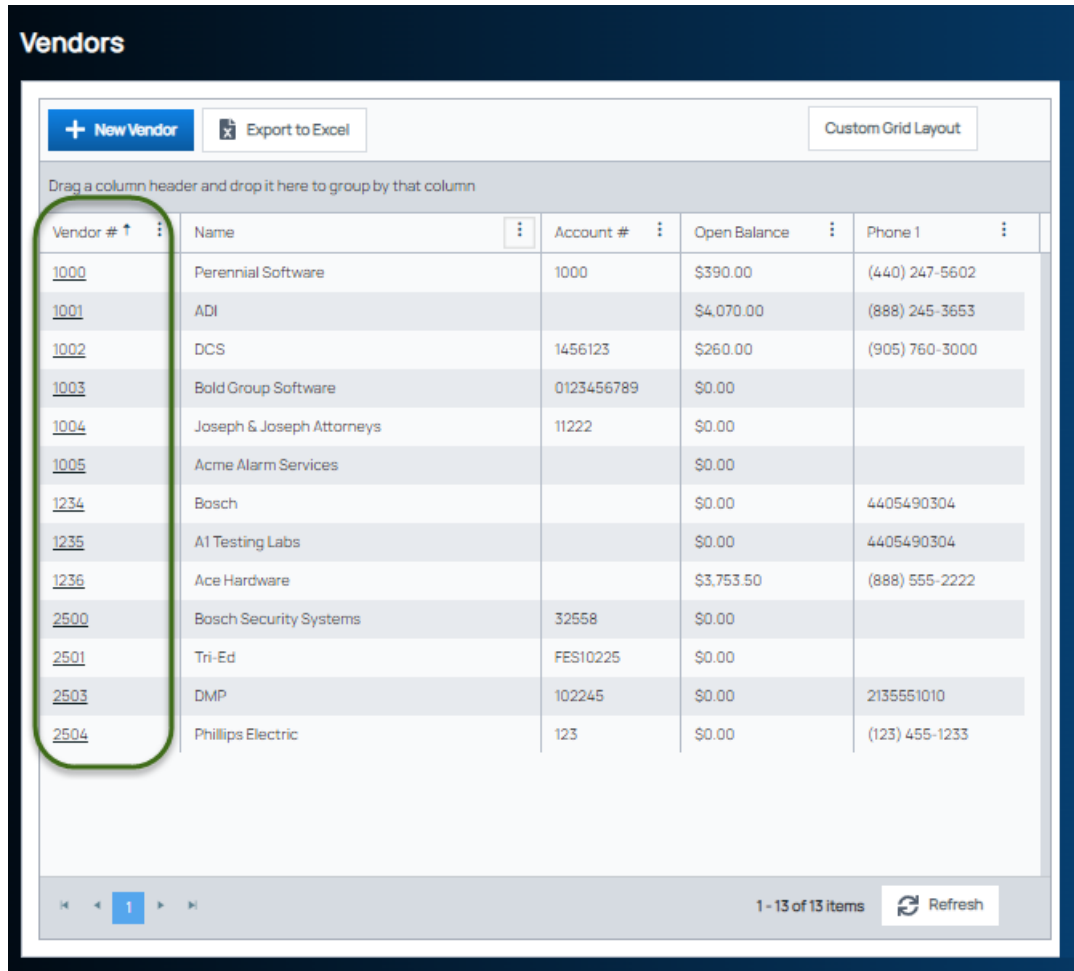


Delete a Credit

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

A credit may 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 will be displayed. 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
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

1 - 13 of 13 items [Refresh](#)

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 deleted.

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 Delete 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

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

