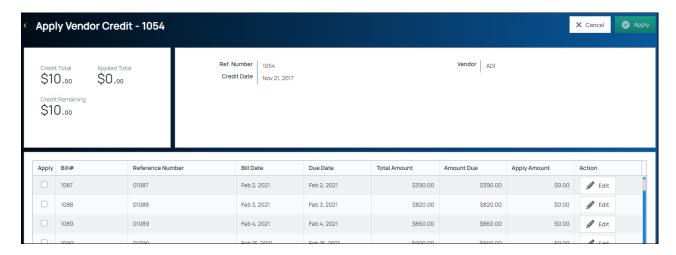
Applying a Credit

Last Modified on 10/13/2025 8:03 pm EDT

- 1. Open the Bills page. Accounts Payable > Bills
- 2. Click the Credit tab.
- 3. Click a Reference Number hyperlink.
- 4. Click the More button (top right) and click Apply Credit. This opens the Apply Vendor Credit page.



- 5. Select the checkbox in the Apply column to apply credit to that row.
- 6. Click the Apply button (top right).