

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.

Apply Vendor Credit - 1054

Cancel

Apply

Credit Total

\$10.00

Applied Total

\$0.00

Credit Remaining

\$10.00

Ref. Number

1054

Credit Date

Nov 21, 2017

Vendor

ADI

Apply	Bill #	Reference Number	Bill Date	Due Date	Total Amount	Amount Due	Apply Amount	Action
<input type="checkbox"/>	1087	01087	Feb 2, 2021	Feb 2, 2021	\$390.00	\$390.00	\$0.00	<div>Edit</div>
<input type="checkbox"/>	1088	01088	Feb 3, 2021	Feb 3, 2021	\$820.00	\$820.00	\$0.00	<div>Edit</div>
<input type="checkbox"/>	1089	01089	Feb 4, 2021	Feb 4, 2021	\$860.00	\$860.00	\$0.00	<div>Edit</div>
<input type="checkbox"/>	1090	01090	Feb 15, 2021	Feb 15, 2021	\$900.00	\$900.00	\$0.00	<div>Edit</div>

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