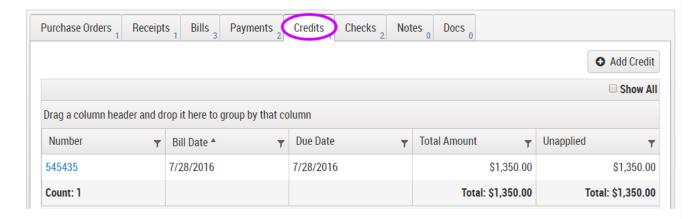
Credits

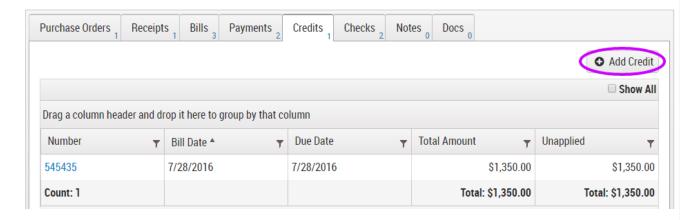
Last Modified on 11/07/2016 12:59 pm EST

This tab provides information on credits from this vendor.



Add Credit

To record a credit from this vendor click "Add Credit" on the right side of the page.



Complete Fields

Complete the fields in the Add Credits Page that appears

Vendor

Select the vendor linked to the credit from the dropdown box.

Purchase Order

Select the purchase order linked to the credit from the dropdown box if applicable.

Resolve PO

Check "Resolve PO" if you would like to mark the purchase order as resolved after creating this credit. You will no longer be able to edit the purchase order if you check this box.

Ref. Number

Enter the credit number.

Term

Select when the credit is due relative to the credit date. (hyperlink to adding terms setup)

Credit Date

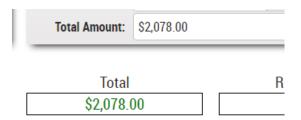
Enter the date listed on the credit

Due Date

Enter when the credit is due. This field will be prepopulated based on what you entered in the "Term" field.

Total Amount

Enter the credit's total amount. This amount must equal the green number listed in the "Total" box below.



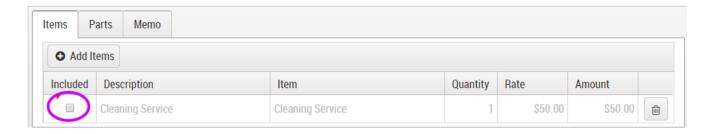
Items & Parts Tabs

Add which Items and Parts you are getting credit for in the corresponding tabs. If this credit is linked to a purchase order, these tabs will be pre-populated by the items and parts that were added to the PO. The same steps apply for items and parts.



a. Include

Only applicable is receipt is linked to a purchase order. Uncheck the box to the left of any items you would like to exclude from the credit



b. Add Items

Click "Add items".



An "Add Items" page will appear. Check the boxes to the left of the items you would like add to the credit. When you are done adding items, click "Add Items" in the bottom right corner.

*Note: If you need to add new items are parts go to (hyperlink to items and parts setup table).

c. Edit Fields

Once you have added items, edit fields by clicking the space beneath each heading. You can edit all fields aside from "Item Code". hyperlink to items/parts field meanings).



Memo Tab

If you would like to add a memo to the credit, enter one here.



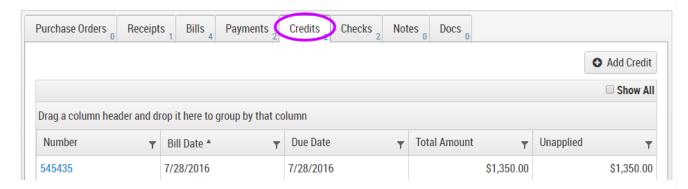
Save

Click "Save" in the upper right corner to continue.

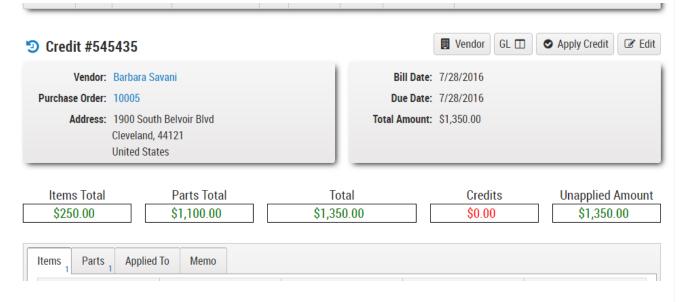


Credit Details Page

Use the credit details page to view and edit credit information. Access this page by clicking the blue "Number" hyperlink to the right of the credit.



The Credit Details Page will appear.



Edit

If you would like to edit credit dashboard fields, items, and/or parts click "Edit" in the upper right corner and follow the Add creditt fields hyperlink).



GL

Click "GL" to view the general ledger entry linked to this credit. (hyperlink to gl)



Apply Credit

Click "Apply Credit" to apply this credit to a bill. A list of open bills from the vendor will appear.



Apply Amount

Select which bill(s) you are applying the credit to by entering the dollar amount(s) in the blue box(es) to the right of the bill(s). You can apply the credit to multiple bills.

Apply	Bill #	Bill Date	Due Date	Total Amount	Amount Due	Apply Amount
Yes	341224	07/26/2016	08/26/2016	\$169.00	\$19.00	\$19.00
Yes	656456	07/26/2016	08/26/2016	\$2,078.00	\$2,078.00	\$1,331.00
No	6789	07/27/2016	08/27/2016	\$1,350.00	\$1,350.00	\$0.00

Apply

Click "Apply" in the upper right corner. After you apply the credit it can no longer be edited.



Applied To Tab

The "Applied To" tab show a list of bills the credit has been applied (and unapplied) to. Access the Bills Details Page by clicking the blue "Number" hyperlink to the left of the of the bill. Click "Unapply" to the right of the credit to unapply it.

Items Parts 1	Applied To Memo				
Number	Applied Date	Applied	Unapplied	User	
341224	07/29/2016	\$19.00		Savanib12	
656456	07/29/2016	\$1,331.00		Savanib12	Unapply
341224	07/29/2016		(\$19.00)	Savanib12	