

# Credits

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

This tab provides information on credits from this vendor.

Purchase Orders	Receipts	Bills	Payments	Credits	Checks	Notes	Docs
1	1	3	2	1	2	0	0
<a href="#">+ Add Credit</a>							
<input type="checkbox"/> Show All							
Drag a column header and drop it here to group by that column							
Number	Bill Date	Due Date	Total Amount	Unapplied			
545435	7/28/2016	7/28/2016	\$1,350.00	\$1,350.00			
Count: 1			Total: \$1,350.00	Total: \$1,350.00			

## Add Credit

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

Purchase Orders	Receipts	Bills	Payments	Credits	Checks	Notes	Docs
1	1	3	2	1	2	0	0
<a href="#">+ Add Credit</a>							
<input type="checkbox"/> Show All							
Drag a column header and drop it here to group by that column							
Number	Bill Date	Due Date	Total Amount	Unapplied			
545435	7/28/2016	7/28/2016	\$1,350.00	\$1,350.00			
Count: 1			Total: \$1,350.00	Total: \$1,350.00			

## 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.

**Total Amount:**

Total	R
\$2,078.00	<input type="text"/>

## 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.

Add Items						
Included	Description	Item	Quantity	Rate	Amount	
<input type="checkbox"/>	Cleaning Service	Cleaning Service	1	950.00	950.00	

#### 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

Items						
Included	Description	Item	Quantity	Rate	Amount	
<input checked="" type="checkbox"/>	Cleaning Service	Cleaning Service	1	\$50.00	\$50.00	

## b. Add Items

Click "Add items".

Items						
+ Add Items						
Item Code	Item Description	Quantity	Rate	Amount		

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". [\(hyperlink to items/parts field meanings\)](#).

Item Code	Item Description	Quantity	Rate	Amount	
Cleaning Service	Cleaning Service	4	50.00	\$200.00	

## Memo Tab

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

Items	Parts	Memo
<p><b>Memo</b></p> <p>Enter memo here.</p>		

## Save

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

## Add Credit

[Cancel](#) [Save](#)

Vendor: Barbara Savani

Term: Please Select

The Credit Details Page Will Appear.

## 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.

Purchase Orders	Receipts	Bills	Payments	Credits	Checks	Notes	Docs
0	1	4	2	2	2	0	0

Number	Bill Date	Due Date	Total Amount	Unapplied
<a href="#">545435</a>	7/28/2016	7/28/2016	\$1,350.00	\$1,350.00

The Credit Details Page will appear.

### Credit #545435

[Vendor](#) [GL](#) [Apply Credit](#) [Edit](#)

Vendor: [Barbara Savani](#)

Purchase Order: 10005

Address: 1900 South Belvoir Blvd  
Cleveland, 44121  
United States

Bill Date: 7/28/2016

Due Date: 7/28/2016

Total Amount: \$1,350.00

Items Total

\$250.00

Parts Total

\$1,100.00

Total

\$1,350.00

Credits

\$0.00

Unapplied Amount

\$1,350.00

Items 1 Parts 1 Applied To Memo

## 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 credit fields [hyperlink](#).

### Credit #545435


[Vendor](#) [GL](#) [Apply Credit](#) [Edit](#)

Vendor: [Barbara Savani](#)

Bill Date: 7/28/2016


## GL

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

 **Credit #545435**

 Vendor

 GL

 Apply Credit

 Edit

Vendor: [Barbara Savani](#)

Bill Date: 7/28/2016


## Apply Credit

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

 **Credit #545435**

 Vendor

 GL

 Apply Credit

 Edit

Vendor: [Barbara Savani](#)

Bill Date: 7/28/2016

## 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
<input checked="" type="checkbox"/> Yes	341224	07/26/2016	08/26/2016	\$169.00	\$19.00	\$19.00
<input checked="" type="checkbox"/> Yes	656456	07/26/2016	08/26/2016	\$2,078.00	\$2,078.00	\$1,331.00
<input type="checkbox"/> 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.

**Apply Vendor Credit: [Barbara Savani](#)**

Ref. Number: 545435 Vendor: [Barbara Savani](#)

## 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	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		