

# How to Manually Add, Edit or Delete a Vendor Credit

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This documentation will go through how to manually add, edit, or delete a vendor credit.

## Overview

There are certain steps or limitations when doing any of the steps shown below. You may want to make some of these changes in your Sandbox before creating them in your Production database.

## Add Vendor Credit

Manually adding a Vendor Credit may only be created for expense items. You must perform a Vendor Return to be able to create a Vendor Credit for Parts.

To generate a manual Vendor Credit, follow the instructions below.

1. A new Vendor Credit may be entered either from Accounts Payable/Credits or from the Vendor Explorer by right-clicking on the Credits tree option and selecting New Credit.
2. The Credit form will be displayed. Fill in the appropriate information in the Header area, and the Expenses tab.

The screenshot shows a 'Credit' form with the following details:

- Vendor: ADR
- Address: 225 West 42nd St, New York, NY 10024
- Reference #: [blank]
- Branch: [blank]
- Amount: [blank]
- Credit Date: 1/26/2012
- Costing: [blank]

Part #	Expense	Description	General Ledger	Amount	Category
582113	20.00	EOS - Freight on Parts	14	20.00	14.Com

Balance Due Total: \$20.00

3. The Total field at the bottom of the Credit form keeps track of all amounts entered on the parts or expense tab; you will not be able to save the Credit if the Amount in the Header is not equal to the Total field.
4. If a document needs to be attached to the Vendor Credit, press the Apply button then navigate to the Documents tab and either scan in and attach a document or add an existing saved document. If no documents are being attached, proceed to step number 5.

5. Press the Save button when finished. The Vendor Credit is now posted to the Vendor account and is available for applying to Bills during the Pay Bills process.

## Delete a Vendor Credit

*A Vendor Credit may be deleted with some limitations.*

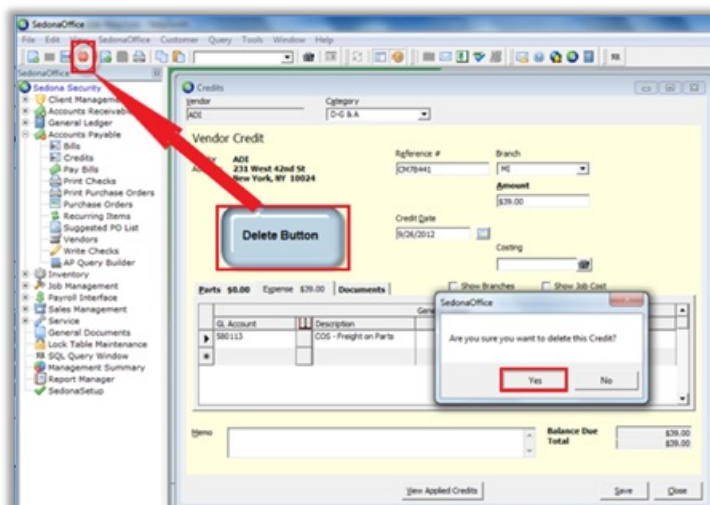
1. **All Vendor Credits** - The only Credits that may be deleted are those where the Credit has not been fully or partially applied to Bills and where the Credit Date is in an open accounting period or the accounting period is in the Re-Opened status and the User has permissions to modify data in Re-Opened Accounting Periods.
2. **Vendor Credits for Parts** - If a Vendor Credit that contained Parts is deleted, there is no effect on your inventory balances. Deleting this type of Credit will re-open the Part Return record.



Deleting a Vendor Credit is permanent! Make certain this is what you want to do.

To delete Vendor Credit, follow the instructions below.

1. Navigate to the Main Application Menu and select Accounts Payable/Vendors. Open the desired Vendor Explorer record.
2. From the Vendor Explorer double-click on the Credit to be deleted listed under the Vendor Open Credits section.
3. Once the Vendor Credit is displayed, from the Main Application Function Button Toolbar click the Delete button.
4. A confirmation message will be displayed asking the User if they are certain they want to delete the Vendor Credit; click the Yes button to proceed with the deletion.



# Edit Vendor Credit

**A Vendor Credit may be edited with some limitations.**

1. Vendor Credits for Parts Only or Parts & Expense Items - In the Parts section of the Credit form, only the unit cost may be changed. Additional parts may not be added nor may the part numbers or quantities contained within the Credit be changed. This is to ensure consistency with the data from the Vendor Return record.
2. Expense Items may be added, modified, or deleted if needed.
3. Vendor Credits for Expense Items - Any of the information on the Expense tab may be modified including deleting an expense line and entering another.
4. All Vendor Credits - The only Credits that may be edited are those where the Credit has not been fully or partially applied to Bills and where the Credit Date is in an open accounting period or the accounting period is in the Re-Opened status and the User has permissions to modify data in Re-Opened Accounting Periods.

**To edit a Vendor Credit, follow the instructions below.**

1. You may edit a Vendor Credit either from Accounts Payable/Credits or from the Vendor Explorer and right-clicking on the Credits tree option and selecting New Credit.
2. The Credit form will be displayed. Fill in the appropriate information in the Header area, and the Expense tab.
3. The Total field at the bottom of the Credit form keeps track of all amounts entered on the Parts or Expense tab; you will not be able to save the Credit if the Amount in the Header is not equal to the Total field at the bottom.
4. Click the Save button when finished.