

How to Apply Vendor Credit

03/03/2026 3:06 pm EST

Follow these steps to apply vendor credits on a vendor. The steps cover SedonaOffice version 6.2.0.14 and higher.

Overview

The steps below assume the correct permissions are given to perform all the steps. The vendor example is one that uses Comdata; however, the steps can also be used for other vendors as well.

Steps

1. Open the Vendor that the credit is to be applied.
2. Right click on the credit to be applied. Select Apply Credits.

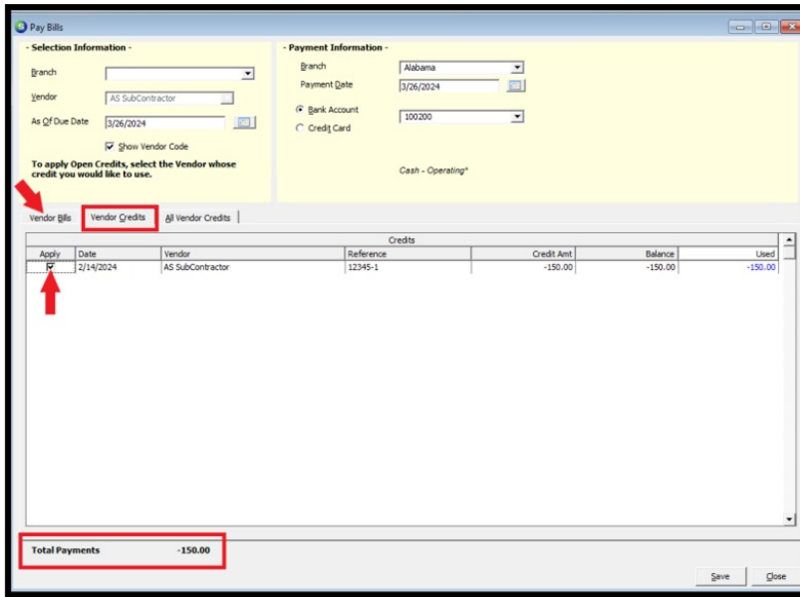
The screenshot shows the 'AS SubContractor' vendor record. The left sidebar contains a tree view with 'Credits' expanded. The main area displays the following information:

Open Bills	\$1,500.00			
Invoice #	Date	Due	Amount	Net Due
12345	2/5/2024	3/6/2024	250.00	250.00
5678	2/15/2024	3/16/2024	500.00	500.00
8754	2/22/2024	3/23/2024	750.00	750.00

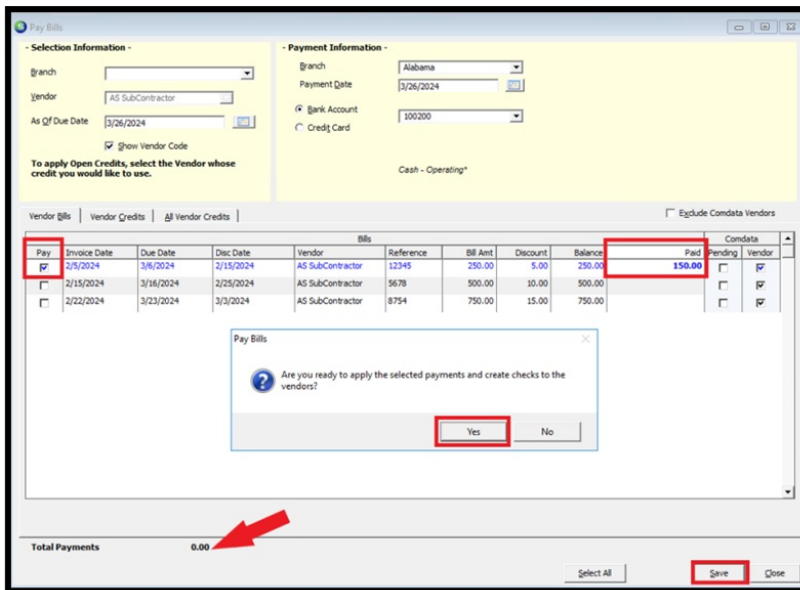
Open Credits	\$150.00		
Credit #	Date	Amount	Balance
12345	2/14/2024		

The context menu is open over the credit entry, showing options: New Credit, Edit Credit, **Apply Credits**, and Remittance Advice.

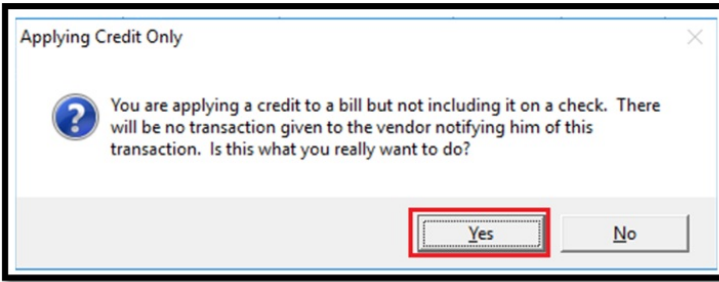
3. When the Pay Bills window opens, click on the Vendor Credits Tab.
4. Click in the Apply box for the credit to use. You should see the total Payments amount at the bottom of screen.
5. Click on the Vendor Bills Tab.



6. Click on the box to Pay the bill.
7. Change the Paid amount to the amount of the Credit being applied. The Total Payments should now be \$0.00.
8. Click **Save**.
9. Click the Yes button to apply.



10. When the Applying Credit Only window pops up, click Yes to apply and no check included.



11. In Pay Bill window, the bill that had the credit applied will still show in the list with the new balance after the credit:

Pay	Invoice Date	Due Date	Disc Date	Vendor	Reference	Bill Amt	Discount	Balance	Paid	Comdata
<input type="checkbox"/>	2/5/2024	3/6/2024	2/15/2024	AS SubContractor	12345	250.00	5.00	100.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2/15/2024	3/16/2024	2/25/2024	AS SubContractor	5678	500.00	10.00	500.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2/22/2024	3/23/2024	3/3/2024	AS SubContractor	8754	750.00	15.00	750.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

12. Open the vendor and the Open Bills show the new Net Due after credit:

Open Bills	\$1,500.00				
Invoice #	Date	Due	Amount	Net Due	
12345	2/5/2024	3/6/2024	250.00	100.00	
5678	2/15/2024	3/16/2024	500.00	500.00	
8754	2/22/2024	3/23/2024	750.00	750.00	

13. Reopen Comdata and the vendor bill shows the balance that is due after the credit is applied. You can pay the bill via Comdata.

Upload	Pending	Reconciled	Void	Failed					
Vendor	Invoice Number	Invoice Date	Due Date	Invoice Amount	Current Due Amount	Terms	Discount Date	Discount Amount	
<input type="checkbox"/>	AS SubContractor 12345	02/05/2024	03/06/2024	\$250.00	\$100.00	1-10 Days Net...	02/15/2024	\$5.00	
<input type="checkbox"/>	AS SubContractor 5678	02/15/2024	03/16/2024	\$500.00	\$500.00	2-10 Days Net...	02/25/2024	\$10.00	
<input type="checkbox"/>	AS SubContractor 8754	02/22/2024	03/23/2024	\$750.00	\$750.00	2-10 Days Net...	03/03/2024	\$15.00	