Enter a Credit Received from a Vendor

Document #:	3315	Product:	CenterPoint® Accounting

This topic will explain how to enter a credit received from a vendor that corrects a previous invoice.

Enter a Credit Received from a Vendor

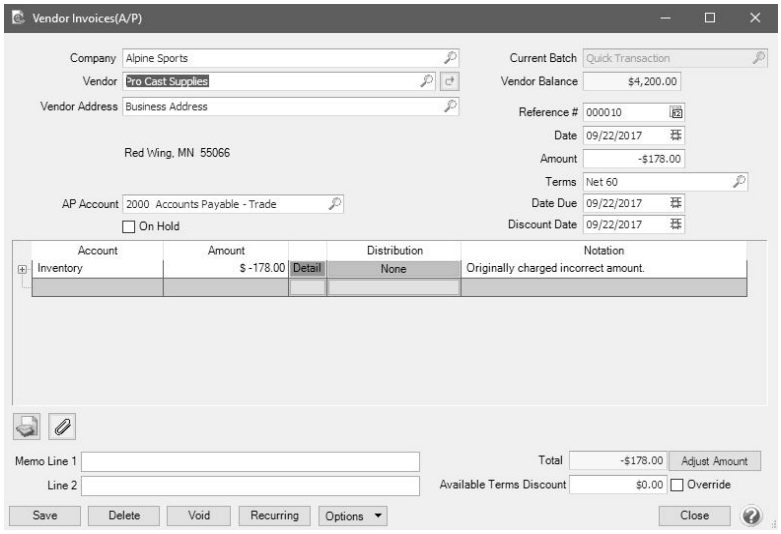
Apply a Credit Received from a Vendor to an Invoice

or

Apply a Credit Received from the Payment Screen

Enter a Credit Received from a Vendor

1. Select **Processes** > **Purchases** > **Vendor Invoices (A/P)**.
2. In the **Company**/**Fund** box, select the company/fund name that the credit is being entered for.
3. In the **Vendor** box, select the vendor that you are receiving the credit from.
4. Verify/change the **AP Account**.
5. Verify/change the **Date Due** (the date should be changed to a more current date if you want it to display on the Pay Invoices Due screen so it can be applied to an outstanding invoice if need be).
6. Select the **Account** that should be credited by the amount of the credit.
7. In the **Amount** box, enter the amount as a **negative**.
8. If you need to adjust the quantity the credit applies to, enter the quantity as a **negative**.
9. In the **Notation** box, optionally enter why the credit is being entered.

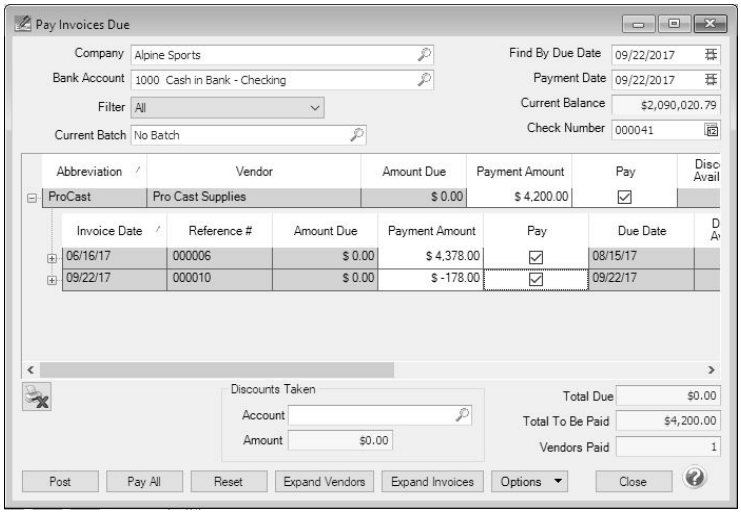


10. Click **Save.**

This documentation is for informational purposes only. For specific accounting guidance, please contact your accountant.

Apply a Credit Received from a Vendor to an Invoice

1. Select **Processes** > **Purchases** > **Pay Invoices Due**.
2. Select the **Company/Fund**.
3. Click the **Expand Invoices** button.
4. Select the **Pay** check box for the invoice(s) and the credit to be applied.

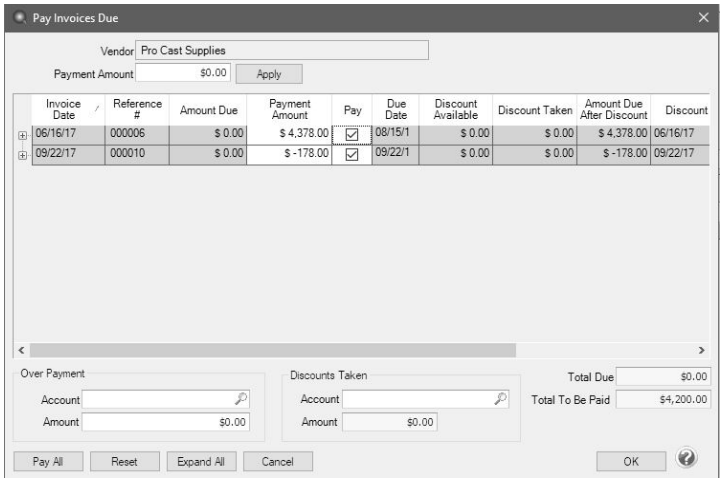


5. Click **Post**.

or

Apply a Credit Received from a Vendor on the Payment Screen

1. Select **Processes** > **Purchases** > **Payments**.
2. Select the **Company/Fund** and **Bank Account.**
3. Select the **Vendor** the credit was entered for.
4. Leave the **Amount** at 0.00.
5. Click the yellow **Apply to Open Invoices** button.
6. Select the invoice and the credit that should be applied to the invoice. Click **OK**.



7. On the Payment Entry screen, click **Save**.
8. At the displayed message, click **Yes**.