

Enter a Credit Received from a Vendor

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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](#)

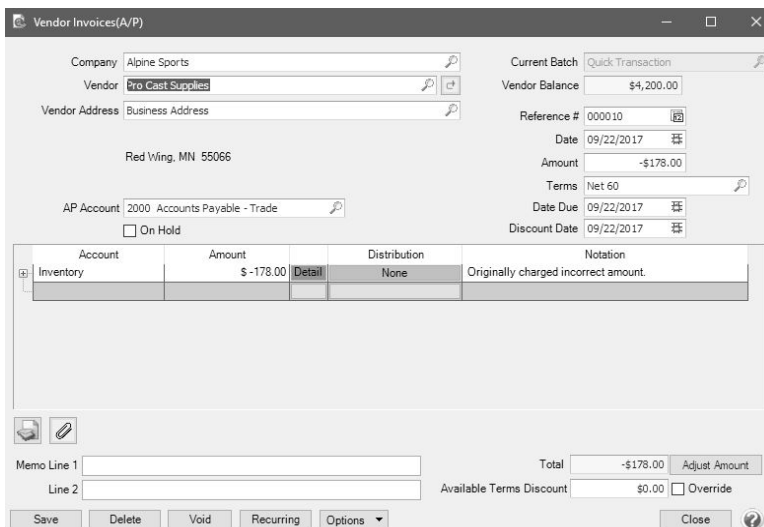
[Apply a Credit Received from a Vendor to an Invoice](#)

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.



The screenshot shows the 'Vendor Invoices(A/P)' window with the following details:

- Company:** Alpine Sports
- Vendor:** Pro Cast Supplies
- Vendor Address:** Business Address, Red Wing, MN 55066
- AP Account:** 2000 Accounts Payable - Trade
- On Hold:**
- Current Batch:** Quick Transaction
- Vendor Balance:** \$4,200.00
- Reference #:** 000010
- Date:** 09/22/2017
- Amount:** -\$178.00
- Terms:** Net 60
- Date Due:** 09/22/2017
- Discount Date:** 09/22/2017

Account	Amount	Distribution	Notation
Inventory	\$ -178.00	None	Originally charged incorrect amount.

At the bottom, there are fields for Memo Line 1 and Line 2, a Total of -\$178.00, and an Available Terms Discount of \$0.00. Buttons for Save, Delete, Void, Recurring, Options, and Close are visible.

10. Click **Save**.

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.

The screenshot shows the 'Pay Invoices Due' window with the following details:

- Company: Alpine Sports
- Bank Account: 1000 Cash in Bank - Checking
- Filter: All
- Current Batch: No Batch
- Find By Due Date: 09/22/2017
- Payment Date: 09/22/2017
- Current Balance: \$2,090,020.79
- Check Number: 000041

Abbreviation	Vendor	Amount Due	Payment Amount	Pay	Disc Avail
ProCast	Pro Cast Supplies	\$ 0.00	\$ 4,200.00	<input checked="" type="checkbox"/>	

Invoice Date	Reference #	Amount Due	Payment Amount	Pay	Due Date	D A
06/16/17	000006	\$ 0.00	\$ 4,378.00	<input checked="" type="checkbox"/>	08/15/17	
09/22/17	000010	\$ 0.00	\$ -178.00	<input checked="" type="checkbox"/>	09/22/17	

Discounts Taken: Account: Amount: \$0.00

Total Due: \$0.00
Total To Be Paid: \$4,200.00
Vendors Paid: 1

Buttons: Post, Pay All, Reset, Expand Vendors, Expand Invoices, Options, Close

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**.

The screenshot shows the 'Pay Invoices Due' window with the following details:

- Vendor: Pro Cast Supplies
- Payment Amount: \$0.00

Invoice Date	Reference #	Amount Due	Payment Amount	Pay	Due Date	Discount Available	Discount Taken	Amount Due After Discount	Discount
06/16/17	000006	\$ 0.00	\$ 4,378.00	<input checked="" type="checkbox"/>	08/15/17	\$ 0.00	\$ 0.00	\$ 4,378.00	06/16/17
09/22/17	000010	\$ 0.00	\$ -178.00	<input checked="" type="checkbox"/>	09/22/17	\$ 0.00	\$ 0.00	\$ -178.00	09/22/17

Over Payment: Account: Amount: \$0.00

Discounts Taken: Account: Amount: \$0.00

Total Due: \$0.00
Total To Be Paid: \$4,200.00

Buttons: Pay All, Reset, Expand All, Cancel, OK

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