Edit a Vendor Credit

A Vendor Credit can be edited with some limitations: **Vendor Credits for Parts Only or Parts & Expense Items**

In the Parts section of the Credit form, you can only change the unit cost. You cannot add parts or change the part numbers or quantities contained within the credit. This is to ensure consistency with the data from the vendor return record. You can add, change, or delete expense items if needed.

Vendor Credits for Expense Items

You can modify any of the information on the Expense tab, including deleting an expense line and entering another.

All Vendor Credits

You can only edit these credits:

- The credit has not been fully or partially applied to bills.
- The Credit Date is in an open accounting period or the accounting period is in the Re-Opened status and you have the permissions to modify data in Re-Opened Accounting Periods.

To edit a Vendor Credit, follow the instructions below.

1. You can edit a Vendor Credit either from Accounts Payable/Credits or from the Vendor Explorer. Locate the Credit and double-click to open in edit mode.
2. The Credit form opens. Make the necessary changes.
   The Total field at the bottom of the Credit form keeps track of all amounts entered on the Parts or Expense tab; you cannot save the Credit if the Amount in the Header is not equal to the Total field at the bottom.
3. Click the **Save** button when finished.