Edit a Vendor Credit

A Vendor Credit may be edited with some limitations. **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.   Expense Items may be added, modified or deleted if needed.

Vendor Credits for Expense Items

Any of the information on the Expense tab may be modified including deleting an expense line and entering another.

All Vendor Credits
The only Credits which may be edited are those where:

- The Credit has not been fully or partially applied to Bills
- 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. Locate the Credit and double-click to open in edit mode.

2. The Credit form will be displayed. 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 will not be able to 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.