How to Apply Vendor Credit

Last Modified on 07/11/2024 12:07 pm EDT

Applying vendor credits on a vendor will be shown in the steps below. The steps cover SedonaOffice version 6.2.0.14 and above.

Overview

The steps below are assuming the correct permissions are given to perform all the steps. The vendor example being used 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



3. When the Pay Bills window opens – Click on Vendor Credits Tab – Click in the Apply box for the credit to use – Should see the total Payments amount at the bottom of screen – Click on Vendor Bills Tab

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

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	ion Information	-		- Payment Informatio	- m						
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endor	LASS	abContractor		Payment Date	3/26/2024						
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F	2/15/2024	3/16/2024	2/25/2024	AS SubContractor	5678	500.00	10.00	500.00		E	R
	2/22/2024	3/23/2024	3/3/2024	AS SubContractor	8754	750.00	15.00	750.00		E L	R
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5. When the Applying Credit Only window pops up - Click on Yes to apply and no check included



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

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_	Bőr									Comdata	
Pay	Invoice Date	Due Date	Disc Date	Vendor	Reference	Bill Amt	Discount	Balance	Paid	ending	Vendor
	2/5/2024	3/6/2024	2/15/2024	AS SubContractor	12345	250.00	5.00	100.00			•
	2/15/2024	3/16/2024	2/25/2024	AS SubContractor	5678	500.00	10.00	500.00			9
Π.	2/22/2024	3/23/2024	3/3/2024	AS SubContractor	8754	750.00	15.00	750.00			3

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

Open Bills	\$1,500.00	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

8. Reopen Comdata and now the vendor bill is showing the balance that is due after the credit is applied – The bill can now be paid via Comdata

Co	mdata H	telp									
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-		(K)	INVOICE NUMBER	Invoice Date	Due Date	Invoice Amount	Current Due Amount	i erms	Discourie Date	DISCOURE AMOUNE	
		AL Colt Contractor	12245		-	-		AL Dave Net		-	-
1		AS SUBCOntractor	12545	02/05/2024	03/06/2024	323000	5100.00	2%-10 Days ret.	02/15/2024	33.00	1
		AS SubContractor	5678	02/15/2024	03/16/2024	5500.00	220000	2%-10 Days net	02/25/2024	510.00	1
		AS SubContractor	8754	02/22/2024	03/23/2024	\$750.00	\$750.00	2%-10 Days Net	03/03/2024	\$15.00	