

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

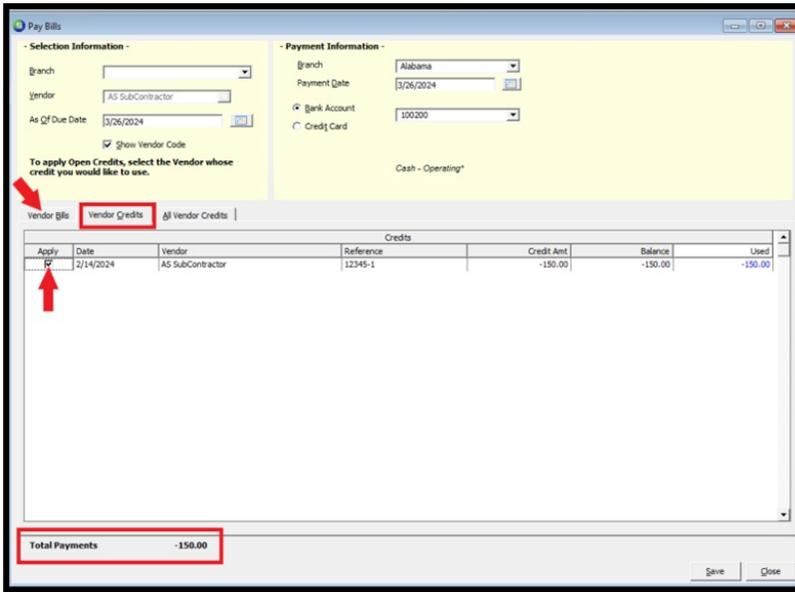
1. Open the Vendor that the credit is to be applied
2. Right click on the credit to be applied – Select Apply Credits

The screenshot displays the 'AS SubContractor' window. On the left is a navigation tree with categories like 'Bills', 'Credits', 'Payments', and 'Comdata'. The main area is split into two panes. The top pane shows vendor details for 'AS SubContractor', including Vendor Code, Vendor Type, Branch, Category, Terms, and various financial metrics like Open Bills (\$1,500.00), YTD Payments (\$0.00), Open Credits (\$150.00), Net Due to Vendor (\$1,350.00), and Credit Limit (\$0.00). The bottom pane shows a table of 'Open Bills' and 'Open Credits'. A context menu is open over a credit entry with ID 12541, listing options: 'New Credit', 'Edit Credit', 'Apply Credits' (highlighted with a red box), and 'Remittance Advice'.

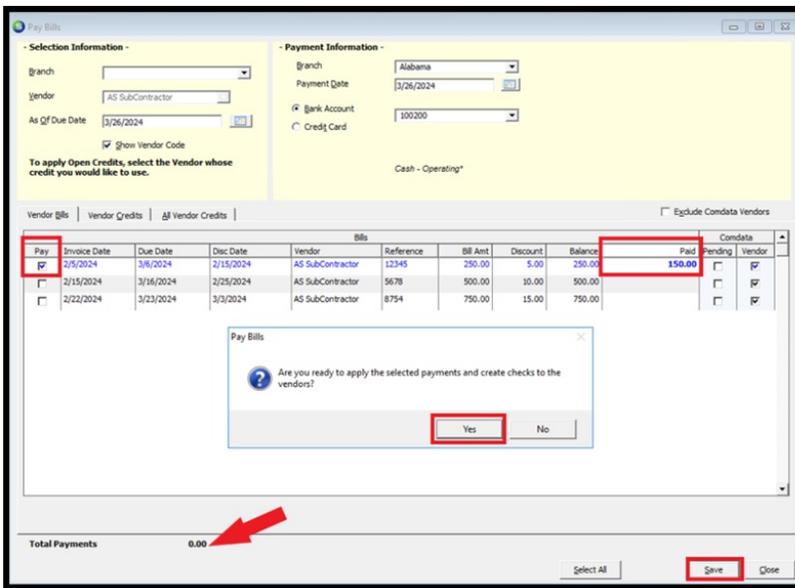
Invoice #	Date	Due	Amount	Net Due
12345	2/5/2024	3/6/2024	250.00	250.00
5678	2/15/2024	3/16/2024	500.00	500.00
8754	2/22/2024	3/23/2024	750.00	750.00

Open Credits	Amount	Balance
Credit # 12541		
2/14/2024		

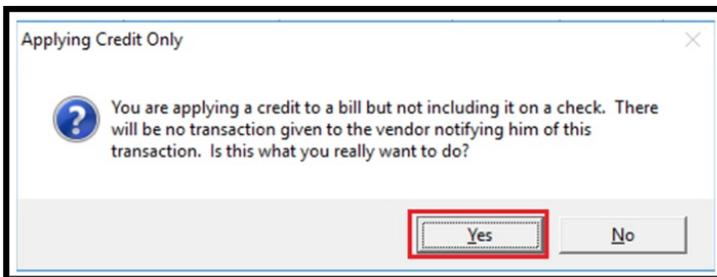
3. When the Pay Bills window opens – Click on Vendor Credits Tab – Click in the Apply box for the credit to use – Should see the total Payments amount at the bottom of screen – Click on Vendor Bills Tab



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



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

Pay	Invoice Date	Due Date	Disc Date	Vendor	Reference	Bill Amt	Discount	Balance	Paid	Comdata
<input type="checkbox"/>	2/5/2024	3/6/2024	2/15/2024	AS SubContractor	12345	250.00	\$5.00	100.00		<input type="checkbox"/>
<input type="checkbox"/>	2/15/2024	3/16/2024	2/23/2024	AS SubContractor	5678	500.00	10.00	500.00		<input type="checkbox"/>
<input type="checkbox"/>	2/22/2024	3/23/2024	3/3/2024	AS SubContractor	8754	750.00	15.00	750.00		<input type="checkbox"/>

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

Open Bills		\$1,500.00			
Invoice #	Date	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

Upload	Pending	Reconciled	Void	Failed					
Vendor	Invoice Number	Invoice Date	Due Date	Invoice Amount	Current Due Amount	Terms	Discount Date	Discount Amount	
<input type="checkbox"/>	AS SubContractor 12345	02/05/2024	03/06/2024	\$250.00	\$100.00	24-10 Days Net...	02/15/2024	\$5.00	
<input type="checkbox"/>	AS SubContractor 5678	02/15/2024	03/16/2024	\$500.00	\$500.00	24-10 Days Net...	02/25/2024	\$10.00	
<input type="checkbox"/>	AS SubContractor 8754	02/22/2024	03/23/2024	\$750.00	\$750.00	24-10 Days Net...	03/03/2024	\$15.00	