How to Undo an Incorrectly Applied Vendor Credit

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Vendor credits sometimes get posted incorrectly. The steps listed below are how to reverse those and add back correctly. This process was completed in SedonaOffice version 6.2.0.14.

OVERVIEW

When the need arises to remove a credit off of the vendor because applied incorrectly, a few steps are needed to make correct.

Steps:

1.Will need to open the Vendor Credit to verify how the transaction was applied and where applied.

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2.In our example, there are two different bills that were paid using the $3000 credit. Will need to copy how each one was applied to re-create the bills.

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3.After information is copied, recreate both invoices to put back on the vendor account using the same information

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4.The credit amount needs to be re-created for $3000 that was applied wrong to add back onto the account

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5.Open the vendor – the Open Credits will now show the re-added credit so it can be used correctly

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