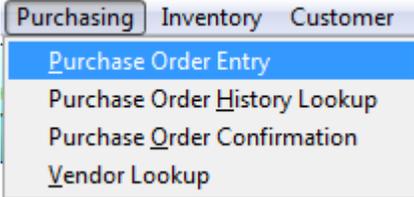


Creating Vendor Credits

Creating the Credit



Go into the Purchase Order screen and choose the specific vendor that needs to be credited. Enter in the item. At Order Qty, enter in a **NEGATIVE** quantity amount. Choose the Unit of Measure and enter the Price of the item you paid hit the ENTER key through the rest of the screen. Notice that the line price is a **POSITIVE AMOUNT** but the Extension price and Total price at the TOP of the screen are **NEGATIVE** amounts.



When the user chooses the **Receive** button, the system will prompt the user for SU quantity and BU quantity. The Total Weight needs to be entered in as a **NEGATIVE** number. The system may prompt the user to choose a Lot number.



When the user has completed all the entries, choose the **Accept** Button at the side of the screen to save the entries.

Click the **Update** button to transfer the credit to QuickBooks.