Vendor Credit Memo Applications

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Purpose and when to use this record

Apply part or all of a vendor credit memo to a specific vendor invoice without losing the original credit trail.

At a glance

- **Identify it by: Source Credit Memo**, **Vendor Invoice**, **Applied Amount**, and **Memo**.
- **Check its business context: Source Credit Memo**, and **Vendor Invoice**.
- **Why care:** Dates, accounts, amounts, posting state, and period locks can change financial reports. Verify them against the source document before finalizing the record.

Before you begin

You need the Brisk permission for the action you are taking on vendor credit memo applications. If a Create, Edit, or Delete control is absent, do not work around it with another user’s account; ask an administrator to review your role.

Have valid **Source Credit Memo**, and **Vendor Invoice** records ready first. Those selections determine where this Vendor Credit Memo Application belongs and which later screens can find it.

Delete a Vendor Credit Memo Application

Delete this Vendor Credit Memo Application only when it was entered by mistake and no downstream history depends on it. Use a reversal, void, credit, counter-adjustment, or status correction for a real event that later changed.

On the confirmation page, verify **Source Credit Memo**, **Vendor Invoice**, **Applied Amount**, and **Memo**. After confirmation, return to the Vendor Credit Memo Applications list and make sure only the intended Vendor Credit Memo Application was removed.

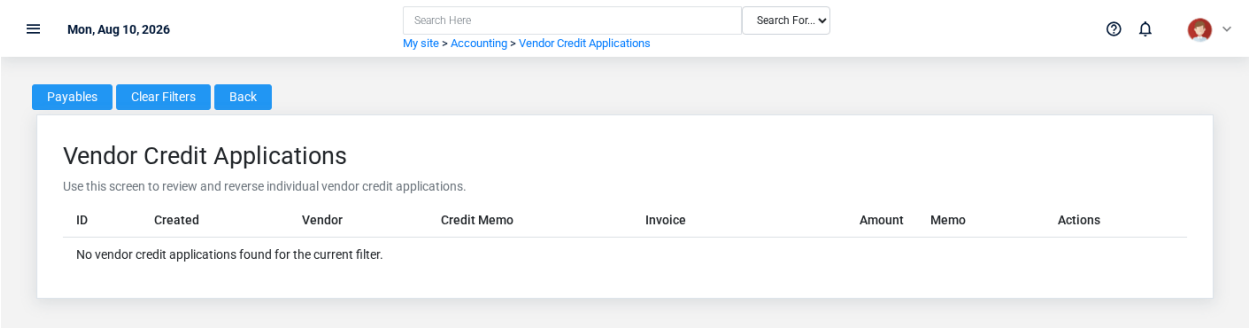
Review Vendor Credit Memo Application details

Use the detail page as the shared record of what this Vendor Credit Memo Application currently means. Verify **Applied Amount** before relying on it for a decision.

Follow **Source Credit Memo**, and **Vendor Invoice** to determine whether the issue is on this Vendor Credit Memo Application or on one of those linked records.

Next check: Recheck the vendor invoice balance and the remaining unapplied credit so neither amount is overstated.

Find and review vendor credit memo applications



The Vendor Credit Memo Applications list screen in the Brisk documentation demo.

Use the Vendor Credit Memo Applications list to find the correct record before opening or changing it. Compare **Source Credit Memo**, **Vendor Invoice**, **Applied Amount**, and **Memo**. Records with similar names or numbers can still belong to different **Source Credit Memo**, and **Vendor Invoice** .

- The initial order emphasizes **Created At**, and **Id**. Select a column heading when you need a different comparison.

Open the Vendor Credit Memo Application whose **Source Credit Memo**, **Vendor Invoice**, **Applied Amount**, and **Memo** match the task. If it is missing, clear the list filters and recheck the identifying information shown on the screen rather than creating a replacement immediately.

Fields and business rules

Brisk stores 4 user-relevant fields for this Vendor Credit Memo Application, including 2 linked-record selections and 0 controlled-choice fields. Create and edit screens may hide calculated or workflow-managed values from this full reference.

Field	Required	What it controls
Source Credit Memo	Yes	The source credit memo associated with this vendor credit memo application.
Vendor Invoice	Yes	The vendor invoice associated with this vendor credit memo application.
Applied Amount	Yes	The applied amount value recorded for this vendor credit memo application.
Memo	No	The memo recorded for this vendor credit memo application.

What happens next

Recheck the vendor invoice balance and the remaining unapplied credit so neither amount is overstated.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Source Credit Memo**, **Vendor Invoice**, and **Applied Amount** and any message beside the field. A required related record may also be inactive or unavailable to your role.
- **The values look right but the result is wrong:** Open **Source Credit Memo**, and **Vendor Invoice** from the detail page. Correct the specific relationship that is wrong instead of forcing a total or status to compensate for it.

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