Vendor Credit Memos

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Purpose and when to use this record

Record a vendor-issued credit for returned goods, pricing corrections, or other reductions to payables.

At a glance

- **Identify it by: Status**, **Credit Memo / Invoice #**, and **Date Created**.
- **Check its business context: Vendor**, and **Warehouse**.
- **Why care:** Warehouse, item, unit, quantity, and cost must describe the same physical movement. A wrong warehouse or unit can make availability and valuation misleading.
- **Why care:** Treat posted, processed, paid, reversed, and edit-locked states as controls—not ordinary descriptive fields. Confirm the source transaction before changing any state that the screen permits you to change.
- **Why care:** Status communicates workflow progress to other staff. Change it only when the underlying work, approval, payment, or handoff has actually occurred.

Before you begin

You need the Brisk permission for the action you are taking on vendor credit memos. 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.

Create a Vendor Credit Memo

Create a Vendor Credit Memo only after confirming that the source document or operational event has not already been entered.

1. Select the business context first: **Vendor**, and **Warehouse**.
2. Enter the required identifying and operational values: **Inventory Returned**.

3. Review **Status**, **Inventory Returned**, **Edit Locked**, and **Processed** deliberately; these choices control availability or workflow rather than merely describing the record.
4. Save the Vendor Credit Memo, then confirm **Status**, **Credit Memo / Invoice #**, and **Date Created** on its detail page before continuing.

After saving: Apply the credit to the appropriate vendor invoice or payable balance and retain the connection to the returned or corrected purchase.

Delete a Vendor Credit Memo

Delete this Vendor Credit Memo 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.

Before confirming, check for related **Expense Rows**, **Inventory Items Credited**, **Inventory Records**, **Transactions**, and **Vendor Credit Memo Applications**, plus the remaining screen fields. Brisk may refuse deletion when another record depends on this one; resolve the duplicate or use the supported correction workflow instead of breaking the trail.

On the confirmation page, verify **Status**, **Credit Memo / Invoice #**, and **Date Created**. After confirmation, return to the Vendor Credit Memos list and make sure only the intended Vendor Credit Memo was removed.

Review Vendor Credit Memo details

Use the detail page as the shared record of what this Vendor Credit Memo currently means. Verify **Status**, **Date Created**, **Edit Locked**, **Subtotal**, **Total**, and **Processed** before relying on it for a decision.

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

Next check: Apply the credit to the appropriate vendor invoice or payable balance and retain the connection to the returned or corrected purchase.

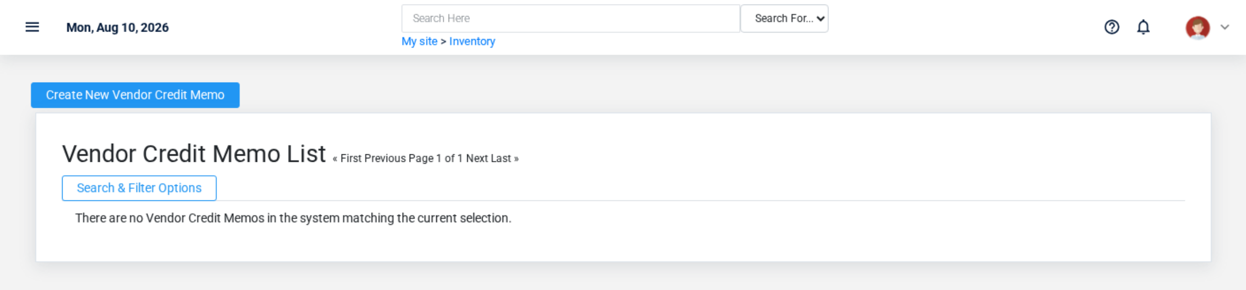
Edit an existing Vendor Credit Memo

Edit this Vendor Credit Memo to correct or complete the same source document or operational event; use the supported reversal or follow-up workflow when the business event itself changed.

1. Open the detail page. Compare **Vendor**, and **Warehouse** with the supporting document or approved request.
2. Recheck **Status**, **Vendor**, **Warehouse**, **Date Created**, **Edit Locked**, and **Subtotal**, plus the remaining screen fields. These values are most likely to change warehouse availability, replenishment, quantities, and valuation.
3. Save the change, return to the list, and confirm that the Vendor Credit Memo now appears under the expected **Status**, **Edit Locked**, and **Processed**.

After the change: Apply the credit to the appropriate vendor invoice or payable balance and retain the connection to the returned or corrected purchase.

Find and review vendor credit memos



The Vendor Credit Memos list screen in the Brisk documentation demo.

Use the Vendor Credit Memos list to find the correct record before opening or changing it. Compare **Status**, **Credit Memo / Invoice #**, and **Date Created**. Records with similar names or numbers can still belong to different **Vendor**, and **Warehouse**.

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

Open the Vendor Credit Memo whose **Status**, **Credit Memo / Invoice #**, and **Date Created** match the task. If it is missing, clear the list filters and recheck **Status**, **Edit Locked**, and **Processed** rather than creating a replacement immediately.

Fields and business rules

Brisk stores 12 user-relevant fields for this Vendor Credit Memo, including 2 linked-record selections and 1 controlled-choice field. Create and edit screens may hide calculated or workflow-managed values from this full reference.

Field	Required	What it controls

Status	No	Indicates whether or not this document is complete;. if required informaiion is missing, it will be in draft status. Available values: Draft, Complete.
Vendor	No	The vendor associated with this vendor credit memo.
Credit Memo / Invoice #	No	Vendor-provided credit memo or invoice reference number.
Inventory Returned	Yes	This required field is used to determine whether this credit memo involves returning inventory to the vendor. If checked, items will be pulled from inventory, if unchecked, inventory levels will remain unchanged.
Warehouse	No	Indicates which warehouse from which this credit memo will remove inventory.
Date Created	No	Date and time recorded for date created on this vendor credit memo.
Memo	No	A free-text field that can be used to record any notes or additional information.
Edit Locked	No	Whether the edit locked option applies to this vendor credit memo.
Subtotal	No	The dollar amount of inventory returned on this receipt before restocking fees and other adjustments.
Adjustments	No	The dollar amount of any restocking fees or other adjustments charged by the vendor.
Total	No	The total dollar amount for this inventory receipt.
Processed	No	A non-editable field that is used by the accounting system to indicate when accounting transactions have posted for this credit memo.

What happens next

Apply the credit to the appropriate vendor invoice or payable balance and retain the connection to the returned or corrected purchase.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Inventory Returned** and any message beside the field. A required related record may also be inactive or unavailable to your role.
- **The record saved but is not available where expected:** Recheck **Status**, **Edit Locked**, and **Processed**, then clear the filters on the destination list. A saved record can still be inactive, unpublished, locked, unapproved, or in the wrong workflow state.
- **The values look right but the result is wrong:** Open **Vendor**, and **Warehouse** 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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