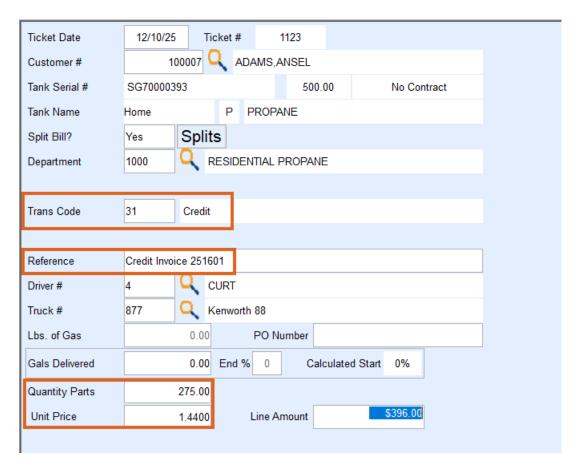
## Credit and Rebill to Correct Price

Last Modified on 12/10/2025 1:18 pm EST

If a delivery billed in a prior month was entered with the wrong price, correct it by issuing a credit for the original invoice and rebilling at the correct price. Do not change the gallons—the delivery was correct. Only the price is being adjusted.

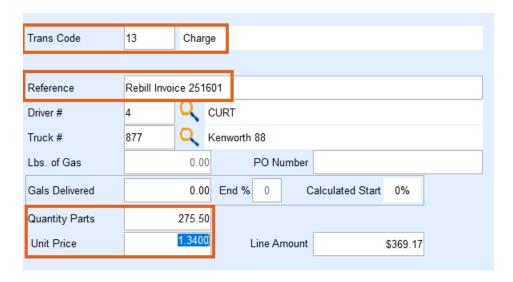
## Credit Invoice

- 1. In Sales Journal, use today's date as the correction date.
- 2. Set Trans Code to 31 (Credit).
- 3. In Reference, enter Credit Invoice XXXXX (This format is recommended for easier tracking).
- 4. Enter the original delivered gallons in Quantity Parts.
- 5. Enter the original delivered price in *Unit Price*.



## Rebill Invoice

- 1. In Sales Journal, use today's date as the correction date.
- 2. Set Trans Code to 13 (Charge).
- ${\it 3. \ In \, Reference, enter \, Rebill \, Invoice \, XXXXX \, or \, Price \, Correction \, Invoice \, XXXXX.}$
- 4. Enter the original delivered gallons in Quantity Parts.
- 5. Enter the correct price in *Unit Price*.



Sample view of customer's History showing a rebill and credit.

