

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*.

Ticket Date	12/10/25	Ticket #	1123
Customer #	100007	ADAMS,ANSEL	
Tank Serial #	SG70000393	500.00	No Contract
Tank Name	Home	P	PROPANE
Split Bill?	Yes	Splits	
Department	1000	RESIDENTIAL PROPANE	
Trans Code	31	Credit	
Reference	Credit Invoice 251601		
Driver #	4	CURT	
Truck #	877	Kenworth 88	
Lbs. of Gas	0.00	PO Number	
Gals Delivered	0.00	End %	0
		Calculated Start	0%
Quantity Parts	275.00		
Unit Price	1.4400	Line Amount	\$396.00

Rebill Invoice

1. In Sales Journal, use today's date as the correction date.
2. Set *Trans Code* to 13 (*Charge*).
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*.

Trans Code	13	Charge
Reference	Rebill Invoice 251601	
Driver #	4	CURT
Truck #	877	Kenworth 88
Lbs. of Gas	0.00	PO Number
Gals Delivered	0.00	End % 0 Calculated Start 0%
Quantity Parts	275.50	
Unit Price	1.3400	Line Amount \$369.17

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

PlayData--> Main Menu --> Customer Menu --> Customer Maintenance --> Customer Number 17827

File Edit Options Master Menu Help Utilities

Tank S/N 123736 Tank Name HOUSE Tank Size 1000

Date	Truck#	Dnr	Jml	Ticket#	Code	Dept	Posting Reference	Quantity	Gallons	Unit Price	Line Amt	Sales Tax	Debit Amt	Credit Amt
09/10/25	261 1022	139	402399	13	17020		Rebill Invoice 251601	275.50	0.00	1.3490	\$371.65	\$3.72	\$375.37	
09/10/25	261 1028	139	402398	31	17020		Credit Invoice 251601	275.50	0.00		(399.20)	(3.99)		(403.19)
05/09/25	719 1028	89408	251601	14	99999		RESIDENTIAL PROPANE	0.00	275.50	1.4490	\$399.20	\$3.99	\$403.19	