

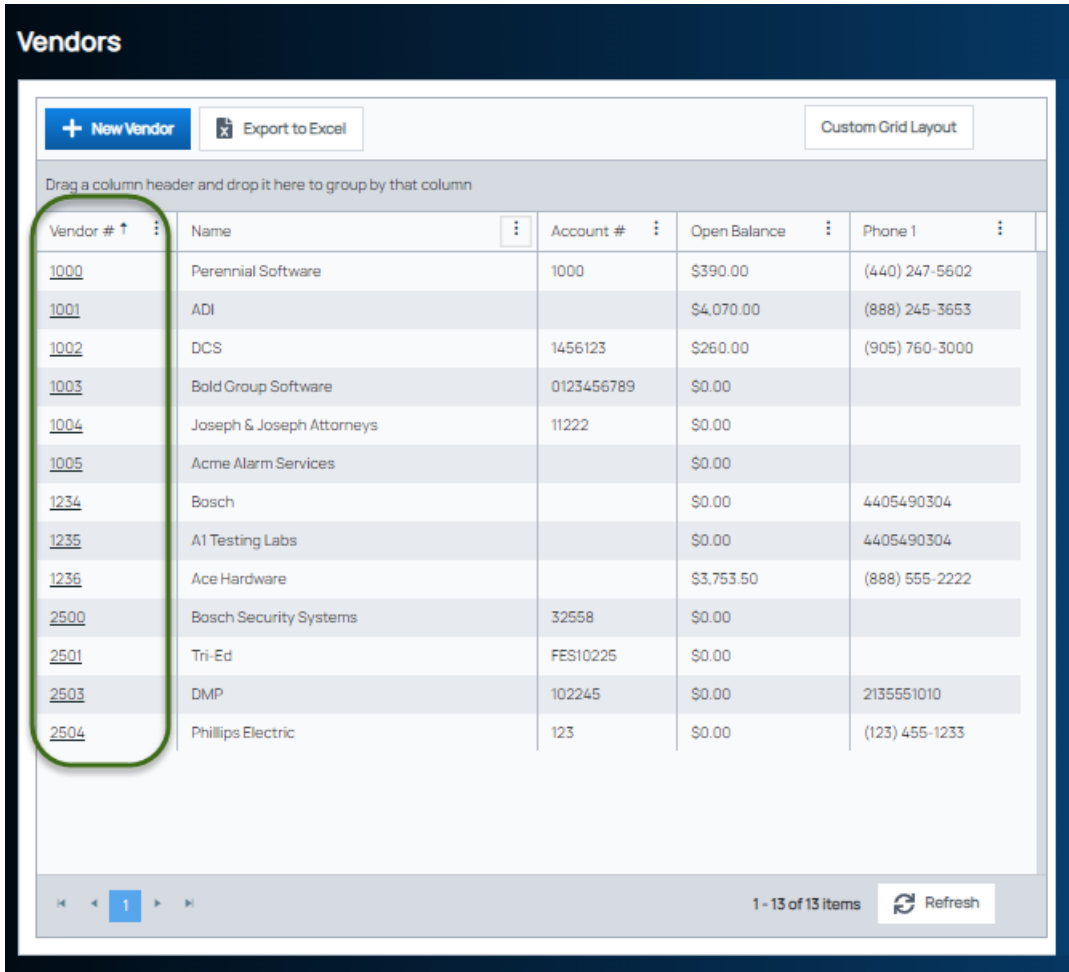
# Edit a Vendor

Last Modified on 09/16/2024 8:58 pm EDT

Vendor information can be edited at anytime if the user has vendor edit permissions.

To edit a Vendor, navigate to Accounts Payable > Vendors.

The Vendor list is displayed. Locate the vendor you need to edit, and then click the hyperlink of the vendor in the Vendor # column.



The screenshot shows the 'Vendors' page interface. At the top, there are buttons for '+ New Vendor', 'Export to Excel', and 'Custom Grid Layout'. Below these is a header for a table with columns: Vendor #, Name, Account #, Open Balance, and Phone 1. The Vendor # column is circled in green. The table contains 13 rows of vendor data. At the bottom, there is a pagination control showing '1' of 13 items and a 'Refresh' button.

Vendor #	Name	Account #	Open Balance	Phone 1
<a href="#">1000</a>	Perennial Software	1000	\$390.00	(440) 247-5602
<a href="#">1001</a>	ADI		\$4,070.00	(888) 245-3653
<a href="#">1002</a>	DCS	1456123	\$260.00	(905) 760-3000
<a href="#">1003</a>	Bold Group Software	0123456789	\$0.00	
<a href="#">1004</a>	Joseph & Joseph Attorneys	11222	\$0.00	
<a href="#">1005</a>	Acme Alarm Services		\$0.00	
<a href="#">1234</a>	Bosch		\$0.00	4405490304
<a href="#">1235</a>	A1 Testing Labs		\$0.00	4405490304
<a href="#">1236</a>	Ace Hardware		\$3,753.50	(888) 555-2222
<a href="#">2500</a>	Bosch Security Systems	32558	\$0.00	
<a href="#">2501</a>	Tri-Ed	FES10225	\$0.00	
<a href="#">2503</a>	DMP	102245	\$0.00	2135551010
<a href="#">2504</a>	Phillips Electric	123	\$0.00	(123) 455-1233

The Vendor page is displayed. Click the **Edit** button at the upper right of the page.

Tri-ed - 2501 Edit Tasks History Delete

Open Receipts \$1,157.14    Open Bills \$266.36    Open Credits \$18.00    Open Balance \$1,405.50

Vendor Aging

Address Po Box 3255  
Los Angeles, CA 90025

Phone -

Email carolynj@boldgroup.com

1099 Eligible?  No

Remit To Address -

Customer # FES10225

Term Net 45

Branch Wisc.

Purchase Orders 9    Receipts 10    Bills 6    Recurring Bills 0    Payments 3    Credits 1    Checks 5    Parts 13    Notes 1    Documents 1    Part Ledger 9

+ New Purchase Order    Suggested Purchase Order    Export to Excel    Custom Grid Layout    NO Show all POs

Drag a column header and drop it here to group by that column

PO #	Order Date	Memo
1059	Apr 7, 2022	
1060	Apr 6, 2022	
1061	Apr 6, 2022	Expedite fee of \$50.00 approved is shipped overnight and received by 04/06/2022.
1069	Apr 26, 2022	
1076	May 12, 2022	
1083	Jun 6, 2022	

The Vendor is displayed in edit mode. Make the necessary changes, and then click the **Save** button at the upper right of the page.

Tri-ed - 2501 Save Cancel

Vendor Number 2501

Name Tri-Ed

Payable To Tri-Ed International

Memo Memo

Mailing Address PO Box 3255

Address 2

Los Angeles California 90025 Plus 4

Primary Phone ( ) - - Ext

Other Phone ( ) - - Ext

Fax Number ( ) - -

Email carolynj@boldgroup.com

Branch Wisc.

Default Payment

AP GL Account 55100 - COGS - Service Parts

1099 Eligible?  NO

Tax Agency  NO

Customer Number FES10225

Web Page Web Page

Term Net 45

Taxpayer ID Number 566084491

Remittance Address Address 1

Address 2

City Zip Code Plus 4

Sales Phone ( ) - - Ext

Sales Email Sales Email

Support Phone ( ) - - Ext

Support Email Support Email

Comments