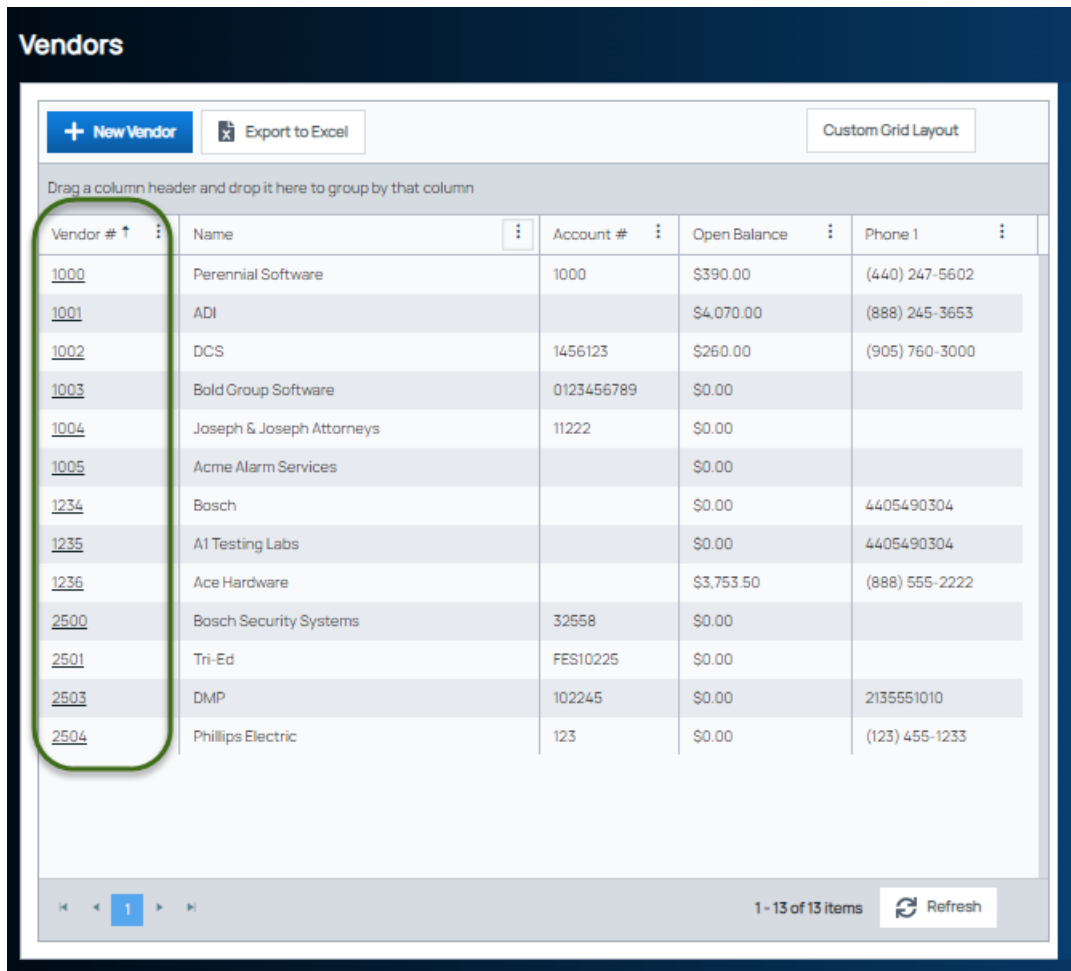


Add Vendor Notes

Last Modified on 08/07/2025 4:05 pm EDT

To add a Vendor Note, navigate to Accounts Payable > Vendors.

The Vendor list opens. Locate the desired vendor, and then click on 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 the table with a sorting instruction: 'Drag a column header and drop it here to group by that column'. The table has five columns: 'Vendor #', 'Name', 'Account #', 'Open Balance', and 'Phone 1'. The 'Vendor #' column contains 13 entries, each with a blue hyperlink. A green circle highlights this column. At the bottom, there is a pagination bar showing '1' of 13 items and a 'Refresh' button.

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

The Vendor page opens. Click on the Notes tab, and then click the **Add Note** button.

Tri-ed - 2501

Edit
Tasks
History

Open Receipts \$0.00 Open Bills \$0.00 Open Credits \$0.00 Open Balance \$0.00

Vendor Aging

Address PO Box 3255 Los Angeles, CA 90025
 Phone
 Email
 1099 Eligible? **No**
 Remit To Address -.
 Customer # FES10225
 Term Net 45

Purchase Orders 1 Receipts 0 Bills 0 Payments 0 Credits 0 Checks 0 Parts 1 Notes 0 Docs 0 Part Ledger 0

+ Add Note

Note	Modified	Modified By	Type	Expiration
No records available.				

0 - 0 of 0 items Refresh

The Note Edit form opens. Type in the note. In the **Type** field, there are two choices: Critical and Standard. If the note is saved with the Critical type, each time the vendor record is opened, this note will be displayed. If saving the note with the Critical type, you have the option of entering an expiration date for the note.

When finished, click the **Save** button.

Note Edit

Note • Company does not pay freight charges; included in part pricing 63/500

Type • Standard

Expiration Date • Expiration Date

Save
Cancel