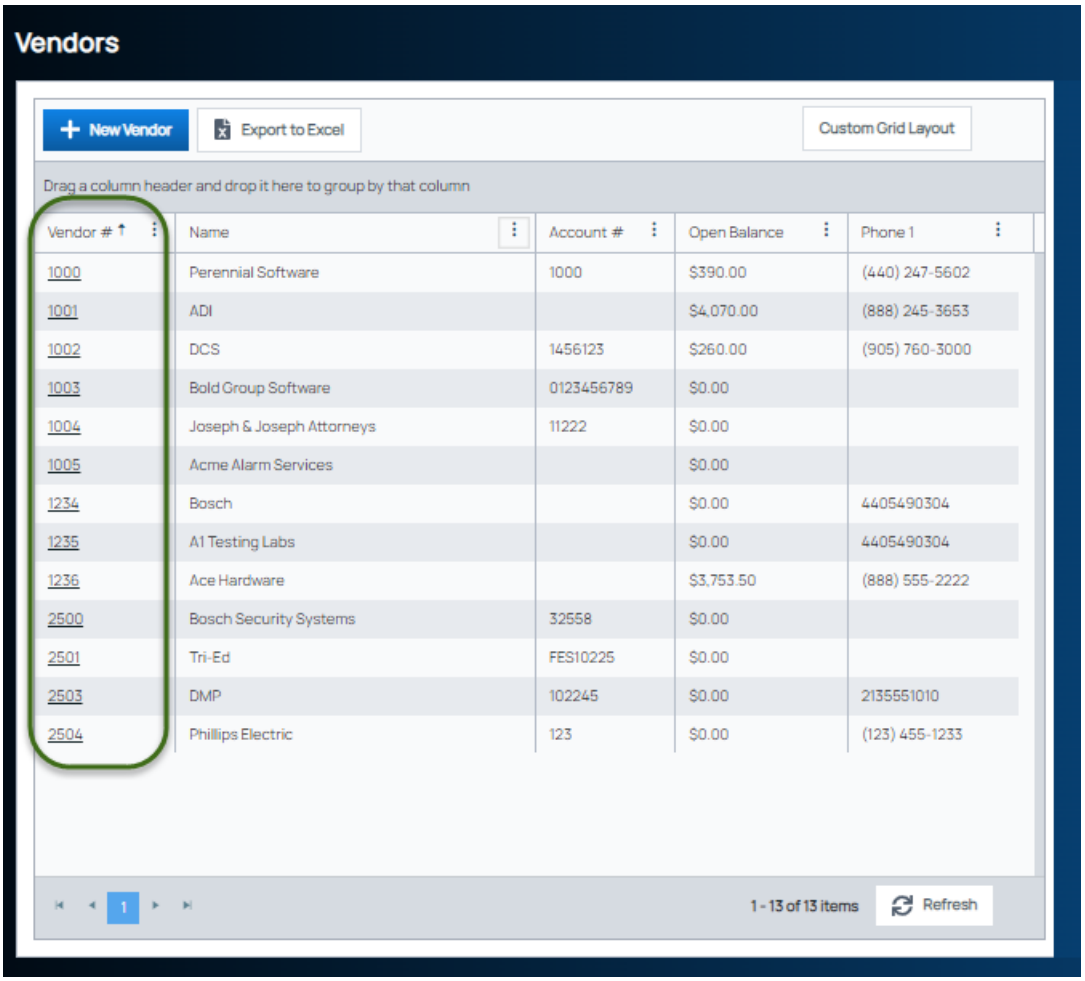
Edit Vendor Notes

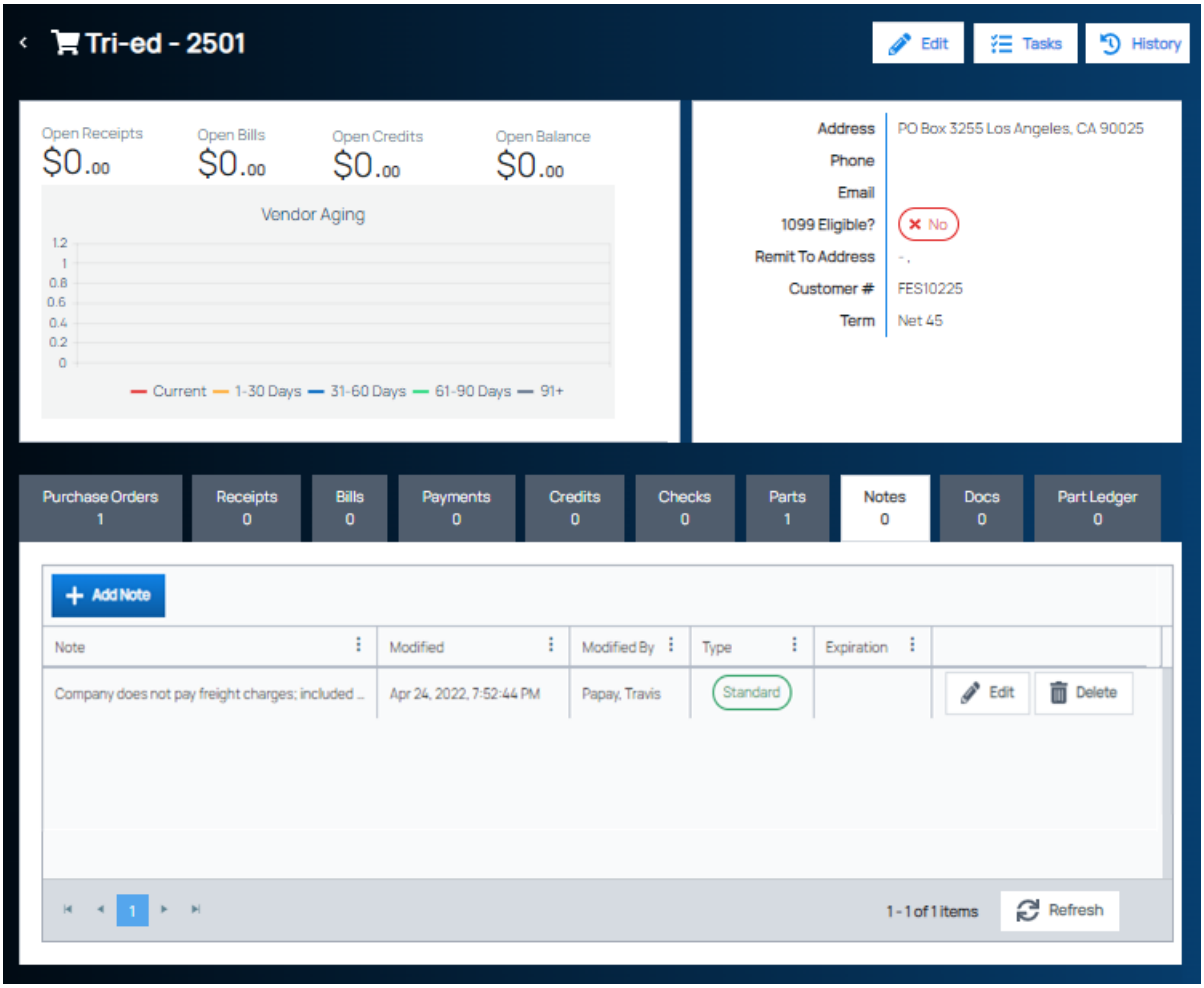
Last Modified on 08/07/2025 4:08 pm EDT

To edit 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 Vendor page opens. Click on the Notes tab. Locate the desired document in the grid area, and then click the **Edit** button.



The Note Edit form opens. Make the necessary changes, and then click the **Save** button when finished.

