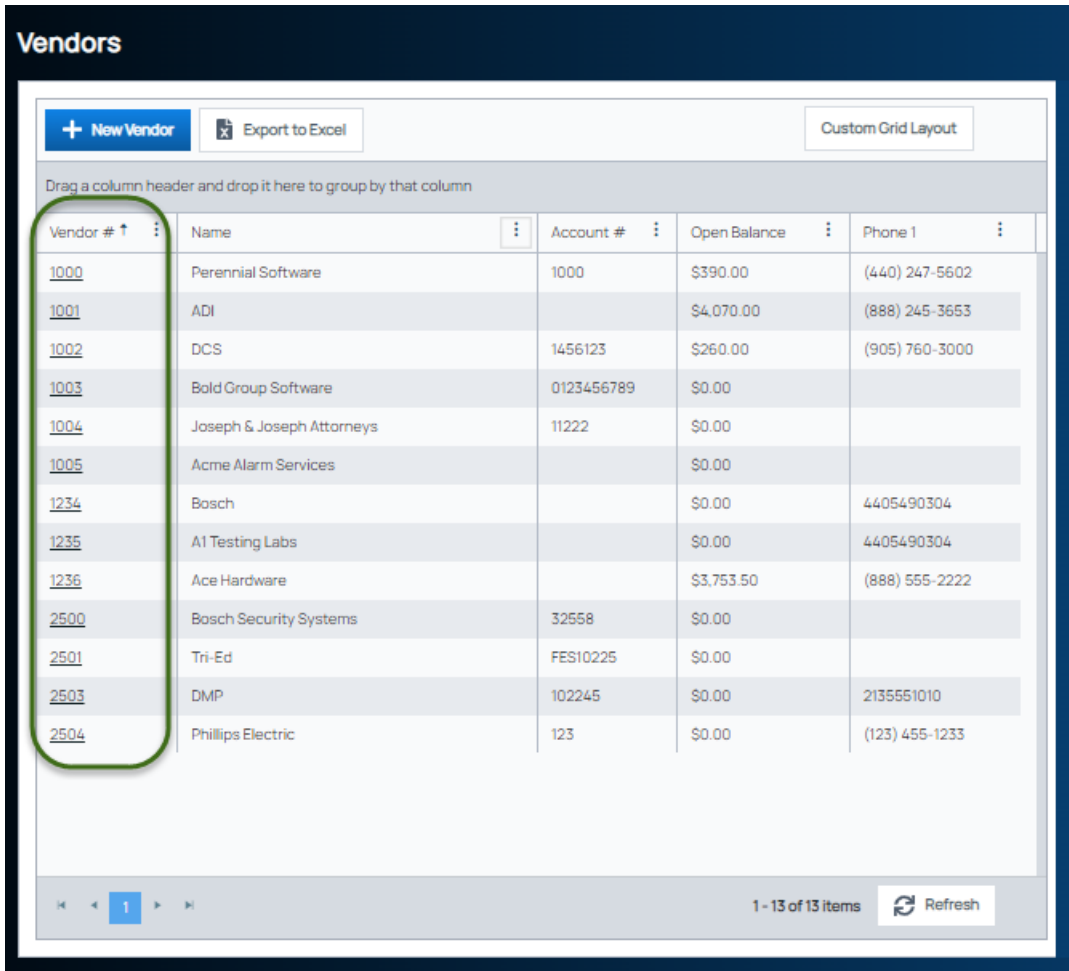


Edit Vendor Notes

Last Modified on 03/28/2025 5:04 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 screenshot shows the 'Vendors' page with a table of vendor information. The 'Vendor #' column is highlighted with a green circle. The table has the following data:

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. Locate the desired document in the grid area, and then click the Edit 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	
Company does not pay freight charges; included ...	Apr 24, 2022, 7:52:44 PM	Papay, Travis	Standard		Edit Delete

1 - 1 of 1 items Refresh

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

Note Edit ✕

Note • 63/500

Type •

Expiration Date 📅

Save Cancel