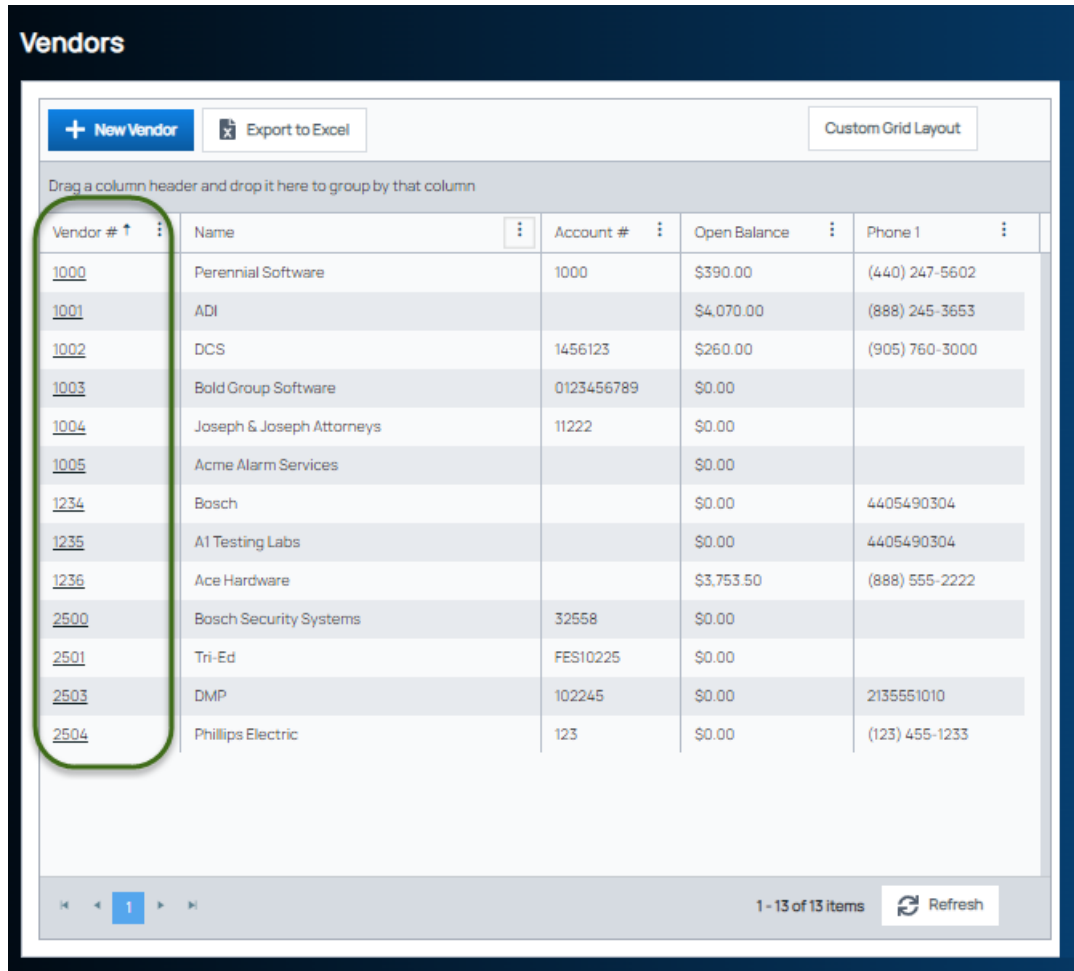


# Edit Vendor Notes

Last Modified on 04/27/2022 5:41 pm EDT

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

The Vendor list will be displayed. 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 the 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 is highlighted with a green circle. The table contains 13 rows of vendor data. At the bottom, there is a pagination bar showing '1 - 13 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 will be displayed. 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		<a href="#">Edit</a> <a href="#">Delete</a>

1 - 1 of 1 items [Refresh](#)

The Note Edit form will be displayed. Make the necessary changes, and then click on the Save button when finished.

Note Edit

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

Type • Standard

Expiration Date • Expiration Date

[Save](#)
[Cancel](#)