## **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.

		/endors						
+ New Vendo	C.	Custom Grid Layout						
Drag a column header and drop it here to group by that column								
Vendor # † :	Name	Account # :	Open Balance	Phone 1 :				
<u>1000</u>	Perennial Software	1000	\$390.00	(440) 247-5602				
<u>1001</u>	ADI		\$4,070.00	(888) 245-3653				
1002	DCS	1456123	\$260.00	(905) 760-3000				
<u>1003</u>	Bold Group Software	0123456789	\$0.00					
1004	Joseph & Joseph Attorneys	11222	\$0.00					
<u>1005</u>	Acme Alarm Services		\$0.00					
1234	Bosch		\$0.00	4405490304				
<u>1235</u>	A1 Testing Labs		\$0.00	4405490304				
<u>1236</u>	Ace Hardware		\$3,753.50	(888) 555-2222				
<u>2500</u>	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				
H < 1 → H 1-13 of 13 items 2 Refresh								

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

< `Ħ Tri-ed -	2501							🖋 Edit	¥≣ T	asks	5 History
Open Receipts	Open Bills	Open Cre \$0.0	edits Open Bala	nce		,	Address Phone	PO Box 3	3255 Los An	geles, C	A 90025
12 1 0.8 0.6 0.4 0.2 0	Vendor.	Aging				1099 E Remit To A Cust	Email Eligible? Address omer # Term	 FES1022 Net 45	) 15		
— Cur	rent — 1-30 Days —	31-60 Da	ıys — 61-90 Days — 91+								
Purchase Orders 1	Receipts 0	Bills O	Payments Cr 0	adits Che 0 (	ecks )	Parts 1	Not	tes )	Docs O	Part	t Ledger 0
+ Add Note											
Note		: 1	Modified	Modified By	Туре	÷	Expiration	÷			
Company does not p	ay freight charges; incl	luded	Apr 24, 2022, 7:52:44 PM	Papay, Travis	Star	ndard			🖋 Edit		elete
× × 1	ы							1 - 1 of 1 ite	ems R	Refre	rsh

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

Note Edit		×
Note •	Company does not pay freight charges; included in part pricing	
Type •	Standard	√500 ▼
Expiration pare	Expiration Date	
	Save Cancel	