

Edit a Bill

Last Modified on 04/28/2022 8:30 am EDT

A bill may be edited only if:

- The bill has not been completely or partially paid.
- No credits have been applied to the bill.

To edit a bill, navigate to Accounts Payable > Vendors. The Vendors list will be displayed. Click on the hyperlink of the desired vendor for the bill.

Vendors

[+ New Vendor](#) [Export to Excel](#) [Custom Grid Layout](#)

Drag a column header and drop it here to group by that column

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	AI 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

1 - 13 of 13 items [Refresh](#)

The Vendor record will be displayed. Click on the Bills tab, and then in the Reference Number column, click on the hyperlink of the bill to be edited.

Tri-ed - 2501 Edit Tasks History

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

Vendor Aging

12
1
0.8
0.6
0.4
0.2
0

— Current — 1-30 Days — 31-60 Days — 61-90 Days — 91+

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

+ New Bill Export to Excel Custom Grid Layout NO Show all Bills

Drag a column header and drop it here to group by that column

Reference Number	Bill Date	Due Date	Total Amount	Amount Due
CQ20225	Apr 5, 2022	May 20, 2022	\$173.81	\$173.81
921140	Apr 25, 2022	May 25, 2022	\$519.05	\$519.05

0 - 0 of 0 items Refresh

The Bill will be displayed. Click on the Edit button at the upper right of the page.

Bill #CQ20225 Edit Delete More..

Total **\$173.81** Amount Due **\$173.81**
Items Total **\$18.50** Parts Total **\$155.31**

Vendor Tri-Ed Direct Expense NO
Purchase Order - Bill Date 04/05/2022
Branch - Due Date 05/20/2022
Address PO Box 3255
Los Angeles, CA 90025

Items 1 Parts 3 Part Kits 0 Applied Payments 0 Applied Credits 0 Memo Utilities

Item Code	Description	Quantity	Rate	Amount
Freight	Freight	1	\$18.50	\$18.50

1 - 1 of 1 items

The Bill will be displayed in edit mode. Make the necessary changes, and then click on the Save button at the upper

right of the page.

Bill #CQ20225 Save Cancel

Total \$173.81	Remaining \$0.00	Vendor: <u>Tri-Ed</u>	Direct Expense: <input type="radio"/> NO
Items Total \$18.50	Parts Total \$155.31	Purchase Order: <input type="text" value="Please Select"/>	Term: <input type="text" value="Net 45"/>
		Ref. Number: <input type="text" value="CQ20225"/>	Bill Date: <input type="text" value="4/5/2022"/>
		Resolved Po?: <input type="radio"/> NO	Due Date: <input type="text" value="5/20/2022"/>
		Work Order: <input type="text" value="Please Select"/>	Total Amount: <input type="text" value="173.81"/> <input type="button" value="\$"/>
		Warehouse: <input type="text" value="Please Select"/>	

Items: 1 | Parts: 3 | Part Kits: 0 | Memo

[+ Add Items](#)

Included	Item Code	Description	Quant...	Rate	Amount	Action
<input checked="" type="checkbox"/>	Freight	Freight	1	\$18.50	\$18.50	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

1 - 1 of 1 items