

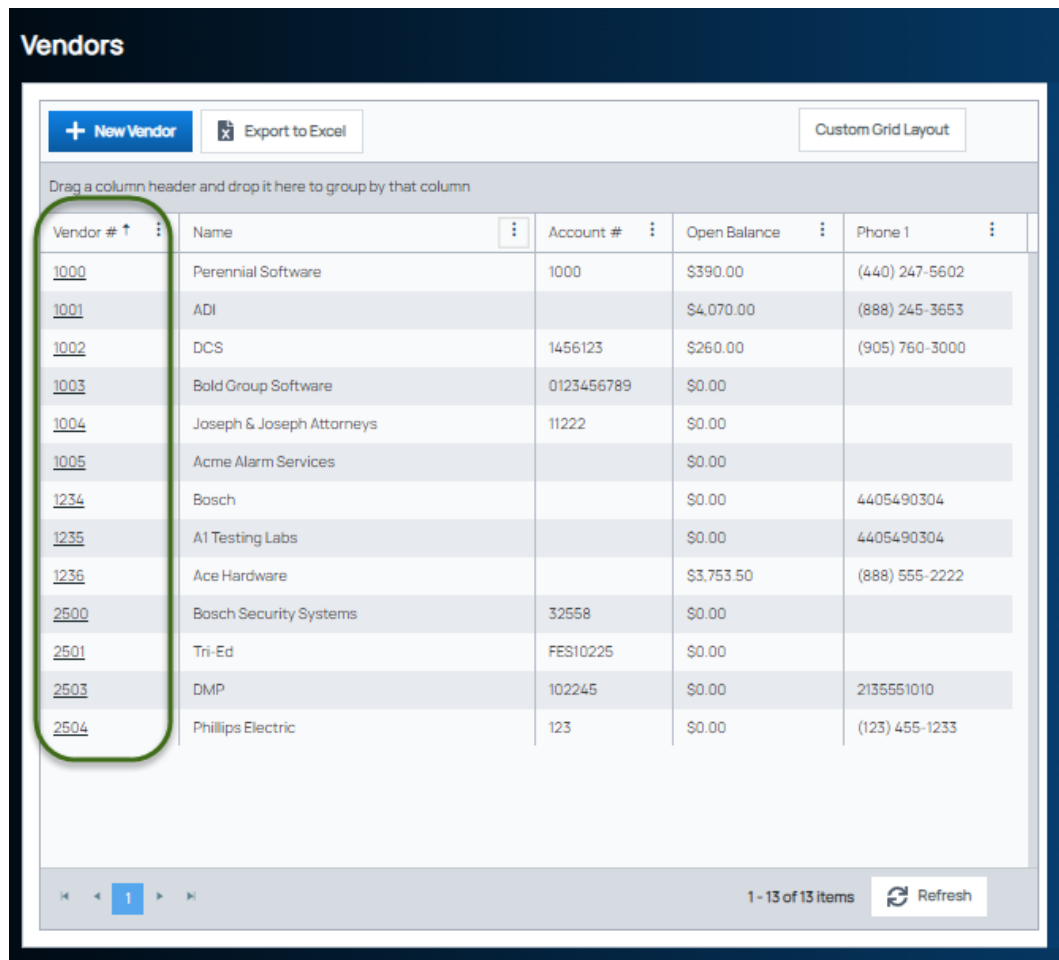
Edit a Bill

Last Modified on 12/02/2025 1:33 pm EST

A bill can 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 opens. Click on the hyperlink of the desired vendor for the bill.



+ 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	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

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

The Vendor record opens. Click the Bills tab, and then in the Reference Number column, click 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

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 opens. Click 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

Purchase Order -

Branch -

Address PO Box 3255
Los Angeles, CA 90025

Direct Expense NO

Bill Date 04/05/2022

Due Date 05/20/2022

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 is displayed in edit mode. Make the necessary changes, and then click the Save button at the upper right of

the page.

< Bill #CQ20225

✓ Save

✕ Cancel

Total
\$173.81

Remaining
\$0.00

Items Total
\$18.50

Parts Total
\$155.31

Vendor
Tri-Ed

Purchase Order
Please Select

Ref. Number
CQ20225

Resolved Po?
NO

Work Order
Please Select

Warehouse
Please Select

Direct Expense
NO

Term
Net 45

Bill Date
4/5/2022

Due Date
5/20/2022

Total Amount
173.81

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	<div>EditDelete</div>

1 - 1 of 1 items