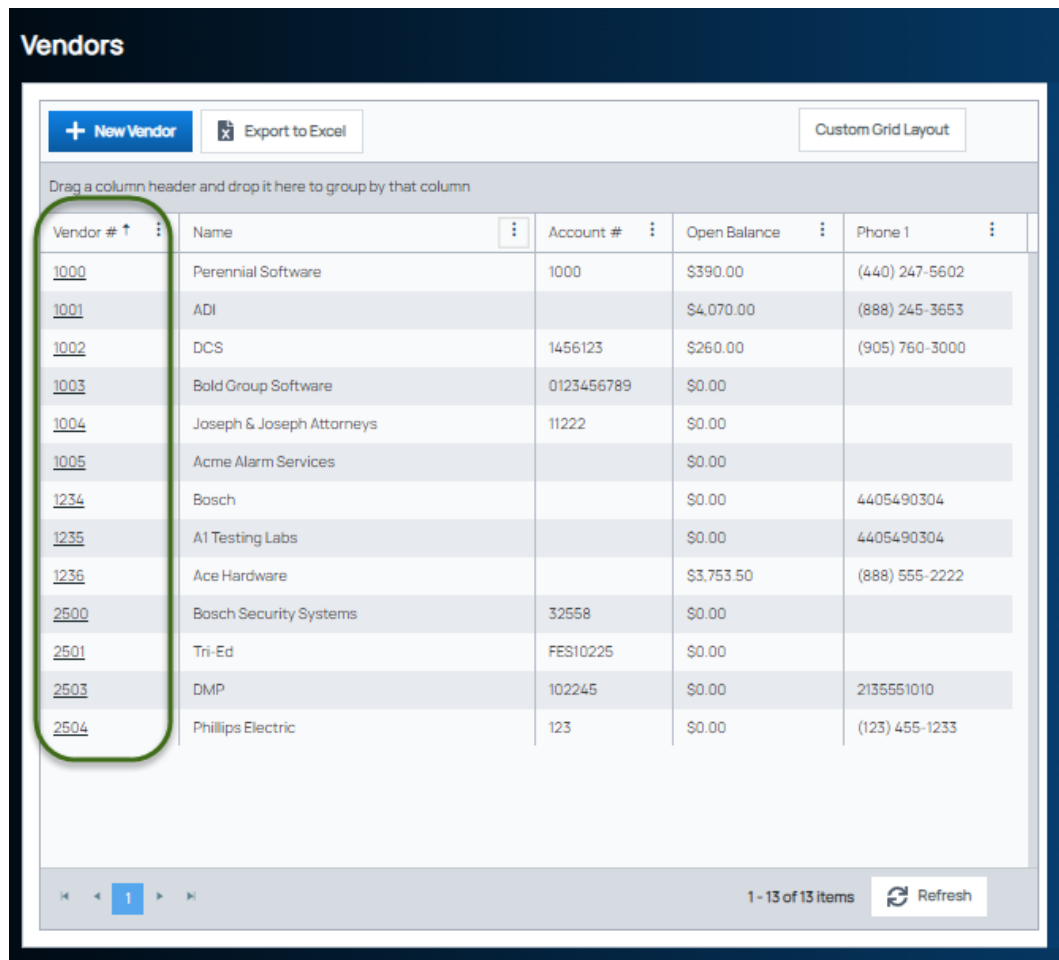# Edit a Bill

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.

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

The bill opens. Click the Edit button at the upper right of the page.

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

the page.