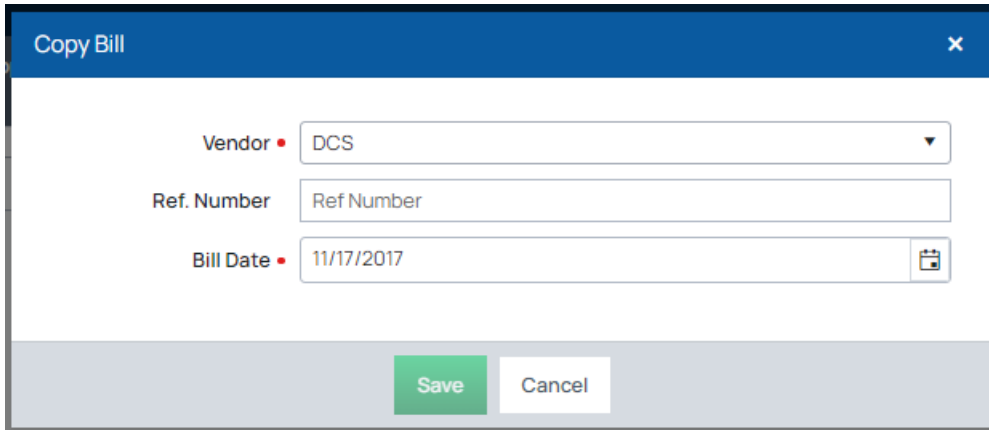


Copying a Bill to the Originating Vendor

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When you copy a bill (Accounts Payable > Bills > Reference Number hyperlink > More button > Copy) to the same vendor, you can change the date and reference number of the bill. This is to help save time copying recurring bills each month. On the Copy Bill popup, there are two new fields: Ref Number and Bill Date:



The screenshot shows a 'Copy Bill' popup window with a blue header and a close button (X) in the top right corner. The form contains three input fields: 'Vendor' is a dropdown menu with 'DCS' selected; 'Ref. Number' is a text input field containing 'Ref Number'; and 'Bill Date' is a date input field containing '11/17/2017' with a calendar icon to its right. At the bottom of the form, there are two buttons: a green 'Save' button and a white 'Cancel' button with a grey border.