

# Vendor Bill & Vendor Credit Documents

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Existing Documents and Scanned Documents may be attached when entering an Accounts Payable Bill or Vendor Credit. To add a document to a Bill, follow the instructions below.

1. While in the [A/P] Bills form, once all information has been entered for the bill, click on the Apply button at the lower right of the Bills form.

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2. Navigate to the Documents tab on the Bills form; click on the New button at the lower right of the form. You may then click on either the Add or Scan [Document] button.

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3. Depending on which option is selected [Add or Scan], follow the link below for further instructions.

[Add Existing Document](#) [Scan New Document](#)