Editing Vendor Information

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Once a Vendor record has been created, any of the data entry fields on a Vendor may be modified. Follow the instructions below to edit a Vendor.

A Vendor may be accessed in edit mode by using one of two methods:

- Navigate to the Main Application Menu and select Accounts Payable/Vendors. From the Vendor list, highlight the Vendor to be edited, then click the Edit button located at the lower right.

or

- Navigate to the Main Application Menu and select Accounts Payable/Vendors. From the Vendor list, double-click on the Vendor to be edited. Once the Vendor Explorer record is displayed, highlight the Vendor Information tree option, right-click and select Edit Vendor.

Once the Vendor record is open in Edit Mode, make the necessary changes, then click the Save button located at the lower right of the form.