

Edit a Bill

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Once a Bill has been saved, changes or additions may be made to the Bill if the User has the appropriate security permissions. Follow the instructions below to edit an existing bill.

The only Bills which may be edited are those where payments have not been applied and where the Bill Date is in an open accounting period or the accounting period is in the Re-Opened status and the User has permissions to modify data in Re-Opened Accounting Periods.

On Bills containing Inventory Parts, you may only edit the Unit Cost field. Changes to the Quantity field are not allowed for Bills that were created by matching to a Parts Receipt.

1. Navigate to the Main Application Menu and select Accounts Payable/Vendors. Open the desired Vendor Explorer record.
2. From the Vendor Explorer double-click on the Bill to be edited listed under the Vendor Open Bills section.
3. Once the Bill form is displayed, make the necessary changes, then press the Save button located at the lower right of the Bill form.

The screenshot displays the ADI Vendor Explorer interface. On the left is a navigation tree with categories like Vendor Information, Bills, Credits, Payments, etc. The main area shows details for Vendor Code ADI, including address and contact info. To the right, summary statistics are listed: Open Bills (\$16,908.60), Open Credits (\$7,524.33), Net Due to Vendor (\$9,384.27), and Credit Limit (\$0.00). The 'Open Bills' section is highlighted with a red box and contains a table of bill details.

Invoice #	Date	Due	Amount	Net Due
165869	5/1/2012	5/31/2012	1998.00	1998.00
5165165	5/1/2012	6/30/2012	8477.77	8477.77
19589	5/4/2012	5/4/2012	137.74	137.74
16519658	5/17/2012	7/16/2012	4643.00	4643.00
19659455	6/1/2012	7/31/2012	137.74	137.74
12695469	6/2/2012	8/1/2012	100.87	100.87
79841651	6/9/2012	8/8/2012	729.87	729.87
1651652	6/9/2012	8/8/2012	165.87	165.87
465651	6/9/2012	8/8/2012	350.00	350.00
145555	6/12/2012	8/11/2012	137.74	137.74
36325	8/16/2012	10/15/2012	30.00	30.00

Below the table, other sections are visible: Open Credits (\$7,524.33), Open POs (\$2,100.00), and Open Receipts (\$3,429.85).