

# 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.

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