

How do I edit a bill or payment?

You can edit any of the bill or payment transactions that appear in your accounts payable register. This is useful if you were interrupted and forgot to add a line item or if you discover an error when you're ready to pay the bill. If you reduce the amount due, Quicken creates a credit to the vendor. If you increase the amount due, Quicken considers the bill not fully paid until you pay the additional amount.

1. [Open the account](#) that you use to track this vendor's transactions.
2. In the accounts payable register, select the bill you want to change, and then double-click the word **--Form--** in the **Category** field.
3. Make changes where necessary.
4. Click **Save** and **Done**.
Quicken records the changes in the accounts payable register.

This feature requires **Quicken Business & Personal**. Learn how you can [upgrade Quicken](#) in minutes.