

# Edit a Purchase Order

Last Modified on 04/27/2022 7:37 pm EDT

Both open and resolved purchase orders may be edited. A purchase order may be edited from the vendor record, or from the Open Purchase Order list.

Once the purchase order is displayed, click on the Edit button at the upper right of the page.

**Purchase Order - 1060**

Resolve Edit Delete Copy Tasks Deliver...

Items Total: \$150.00  
Parts Total: \$1,796.00  
Total Amount: \$1,946.00

Vendor: Tri-Ed  
Order Date: 4/5/2022  
PO #: 1060  
Category: T & M Service  
Work Order:   
Direct Expense:  NO

Warehouse: Main Warehouse  
Courier: UPS  
Shipping Date: 4/6/2022  
Tracking #:   
Ship To Address: 415 N Main, Plymouth, MI 48170

Items: 1 | Parts: 3 | Part Kits: 0 | Memo: 0

Export to Excel

| Item Code            | Item Description     | Quantity | Rate     | Amount   | Received |
|----------------------|----------------------|----------|----------|----------|----------|
| Equipment & Supplies | Equipment & Supplies | 1        | \$150.00 | \$150.00 | 0        |

1 - 1 of 1 items Refresh

The Purchase Order is now in edit mode. Users may change information on parts or items, add new items or parts, or delete items or parts. When finished making changes, click the Save button at the upper right of the Purchase Order page.

< Purchase Order - 1060

Save Cancel

Items Total  
**\$150.00**  
Parts Total  
**\$1,796.00**  
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Items 1 Parts 3 Part Kits 0 Memo

+ Add Items Export to Excel

|   | Item Code            | Item Description     | Quantity | Rate   | Amount | Received |  |
|---|----------------------|----------------------|----------|--------|--------|----------|--|
| = | Equipment & Supplies | Equipment & Supplies | 1        | \$0.00 | \$0.00 | 0        |  |

1 - 1 of 1 items Refresh