

Copy a Purchase Order

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Users are able to copy a purchase order within the same vendor or to different vendor. When using this feature, the software will create a new purchase order with all the same items, parts, and part kits as on the original PO.

A Purchase Order is copied by opening the PO record. This may be done from the Purchase Orders List (Accounts Payable > Purchase Orders) or from a vendor record (Accounts Payable > Vendors > Vendor records > Purchase Orders tab).

Once the purchase order is opened, click on the Copy button located at the upper right of the page.

The screenshot shows the 'Purchase Order - 1060' form. At the top right, there are buttons for 'Resolve', 'Edit', 'Delete', 'Copy', 'Tasks', and 'Deliver...'. The form is divided into several sections:

- Summary:** Items Total \$150.00, Parts Total \$1,796.00, Total Amount \$1,946.00.
- Vendor Information:** Vendor: Tri-Ed, Order Date: 4/5/2022, PO #: 1060, Category: T & M Service, Work Order: (empty), Direct Expense: NO.
- Shipping Information:** Warehouse: Main Warehouse, Courier: UPS, Shipping Date: 4/6/2022, Tracking #: (empty), Ship To Address: 415 N Main, Plymouth, MI 48170.

Below the form, there are tabs for 'Items', 'Parts', 'Part Kits', and 'Memo'. The 'Items' tab is active, showing a table with one item:

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

At the bottom of the items table, there is a pagination bar showing '1' of 1 items and a 'Refresh' button.

A dialog box will be displayed. Click on the drop-down arrow to select the vendor to which the purchase order will be copied, and then click on the save button.

The screenshot shows a 'Copy Purchase Order' dialog box. It has a title bar with a close button (X). The main content area contains the text 'Select the Vendor to copy the Purchase Order to' and a dropdown menu for 'Vendor' with 'Tri-Ed' selected. At the bottom, there are two buttons: 'Cancel' and 'Save'.