

Edit a Vendor Purchase Item

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To edit a Vendor Purchase Item, from the main menu, arrive at the Vendor Purchase Items setup with this path: Setup > Items & Parts > Items > Vendor Purchase Items.

The Vendor Purchase Items list will be displayed. Locate the Item you want to edit, and then click on the Edit button (pencil icon).

The screenshot shows the 'Items' application interface. At the top, there are two tabs: 'Invoice Items' and 'Vendor Purchase Items', with the latter being selected and circled in green. Below the tabs is a '+ Add Item' button and a toggle switch for 'Show inactive vendor purchase items' (currently set to 'NO'). A table lists various items with columns for 'Item Code', 'Name', 'GL Account', and 'Default Rate'. The 'Rent' item is highlighted in blue, and its 'Edit' button (pencil icon) is circled in green. Other items include 'Sub Labor', 'Vehicle Maint', 'Travel-Meals', 'Travel-Lodging', and 'Equipment & Supplies'. At the bottom of the table, there are navigation arrows, a page indicator '1 - 11 of 11 items', and a 'Refresh' button.

Item Code	Name	GL Account	Default Rate	
Sub Labor	Subcontractor Labor	63050 - Outsourcing	\$0.00	Edit Delete
Vehicle Maint	Vehicle Maintenance & Repair	63150 - Vehicle maintenance, repair, rental	\$0.00	Edit Delete
Travel-Meals	Travel - Meals	63200 - Travel, Meals, Lodging	\$0.00	Edit Delete
Travel-Lodging	Travel - Lodging	63200 - Travel, Meals, Lodging	\$0.00	Edit Delete
Equipment & Supplies	Equipment & Supplies	63300 - Equipment & Supplies	\$0.00	Edit Delete
Rent	Rent	63400 - Rent	\$0.00	Edit Delete

The Vendor Purchase Item form will be displayed. Make the necessary changes, and then click the Save button when finished.

The screenshot shows the 'Vendor Purchase Item' form. It has a blue header with a close button (X). The form contains the following fields:

- Item Code: Rent
- Name: Rent
- GL Account: 63400-Rent (dropdown menu)
- Default Rate: \$1,500.00 (spin button)

At the bottom, there are two buttons: 'Save' (green) and 'Cancel' (white).