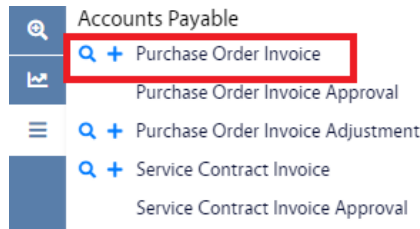
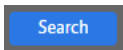



Edit a Purchase Order Invoice

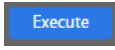
The details of a Purchase Order Invoice can be edited if the Status Flag of the Status it is in is set to Open. (The Status of a Purchase Order Invoice can be edited as long as the Status Flag is not set to Closed or Canceled.)

- From the menu, under **Accounts Payable – Purchase Order Invoice**



- Click Purchase Order Invoice hyperlink and then click 

a. Alternatively, you can click  from the menu.

- Enter the criteria needed to find the Purchase Order Invoice and click 

AiM Purchase Order Invoice

A screenshot of the 'AiM Purchase Order Invoice' search interface. It shows a search bar with 'Purchase Order' and an equals sign operator. Below the search bar are two sections: 'Notes Log' and 'Status History', each with a dropdown menu and an 'Operator' section containing various filter fields like Sequence, Record ID, Note Type, Notes, Edit Date, Editor, Date Created, Created By, Status, Status Date, and Editor.

- You will get a list of Purchase Order Invoice that meet your criteria, select the one you want and click the

AiM Purchase Order Invoice

Action	Transaction	Invoice Number	Description	Status	Invoice Date	Contractor	Address Code	PO Code	Editor	Edit Date
Export	1001	JB12343		RELEASED	Oct 3, 2022	0000000266	NA	1028	MIKE2659	Oct 3, 2022 9:23 AM
View	1002	JB456		OPEN	Oct 3, 2022	0000000266	NA	1029	MIKE2659	Oct 3, 2022 9:30 AM
	1003	12356		RELEASED	Oct 12, 2022	20487	NA	1033	MCDONNE	Oct 12, 2022 10:53 AM
	1006	05057417		OPEN	Oct 20, 2022	0000000137	NA	1042	SCLL4113	Oct 20, 2022 1:24 PM

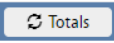
5. Click the Transaction hyperlink to select the Purchase Order Invoice.

6. Click: 

7. Only a few of the fields on the Purchase Order Invoice can be edited.

- Description
- Invoice Number
- Invoice Date
- Status

8. To edit a Line Item, click the Line hyperlink.

- Edit the fields as necessary. You can click  to recalculate the Totals in that column.
- You can click the Disbursement Sequence hyperlink to view that disbursement line.

a. To finish editing the Disbursement, click

b. To finish editing the Purchase Order Invoice Line Item, click

9. To remove a Line Item, click the checkbox and then click

10. To add a Line Item click . This is something that should only be done in rare cases.

a. To finish adding the Purchase Order Invoice Line Item, click

11. When done editing the Purchase Order Invoice, review and

AiM Purchase Order Invoice

SCOTT ⓘ Ⓜ ↻

Save Cancel

1006 Last Edited by SCOTT LLOYD On 10/20/22 1:24 PM

Status:

Type: NON-STOCK PO
Purchase Order: [A001042](#)
AUTO-GENERATED PO

Currency Code: USD

Subtotal: \$115.84
Discount: \$0.00
Tax: \$0.00
Shipping: \$0.00
Line Total: \$115.84
Markup: \$0.00
Grand Total: \$115.84

Contractor: 0000000137
DWYER INSTRUMENTS
Address Code: NA
Blanket Number:
Contact:
Term Code:

Invoice Number:

Invoice Date:

Line Items **Remove** **Add**

Line	Vendor Part	Description	Quantity	Accepted Quantity	Invoice Cost	Accepted Cost	Line Total	Allow	Voided
<input type="checkbox"/> 1	2010	DIFFERENTIAL PRESSURE GAUGE, INCH OF WATER, 0-10" RANGE, +/-2%, 2000 SERIES	1.0000	1.0000	\$75.5900	\$90.8400	\$90.84	Yes	No
<input type="checkbox"/> 2	MISC CHARGE	UPGRADED GASKET FOR GAUGE	1.0000	1.0000	\$25.0000	\$25.0000	\$25.00	Yes	No

click **Save**