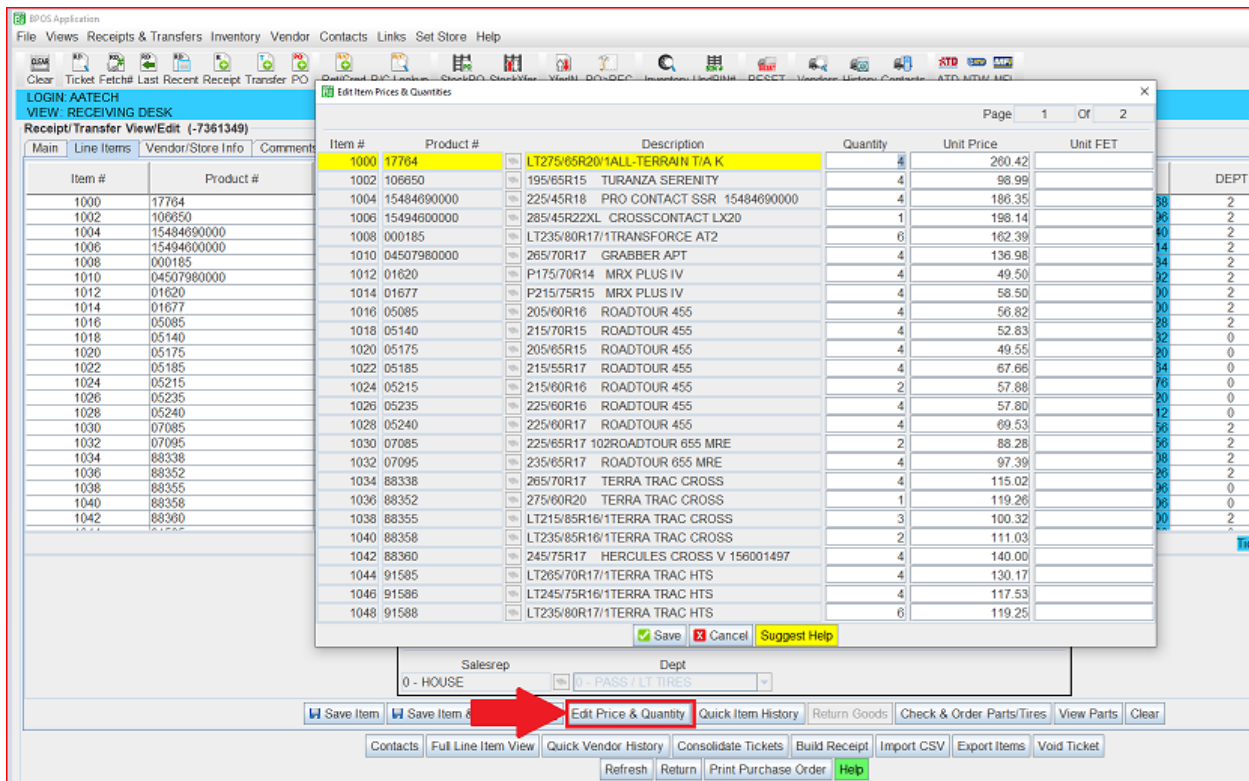# Quickly Edit Cost & Quantity on Purchase Orders and Receipts

When you are receiving in your inventory items on a Purchase Order or a Receipt, updating your information in a timely manner is usually a factor. BPOS provides a way to do this all on one screen without having to edit each line item individually.

To Edit Your Cost & Quantities:

1. Access your PO or Receipt

2. Click on the **Line Items** tab

3. Click on the **Edit Price & Quantity** button

4. Make your edits and click **Save** at the bottom

5. Close as normal: