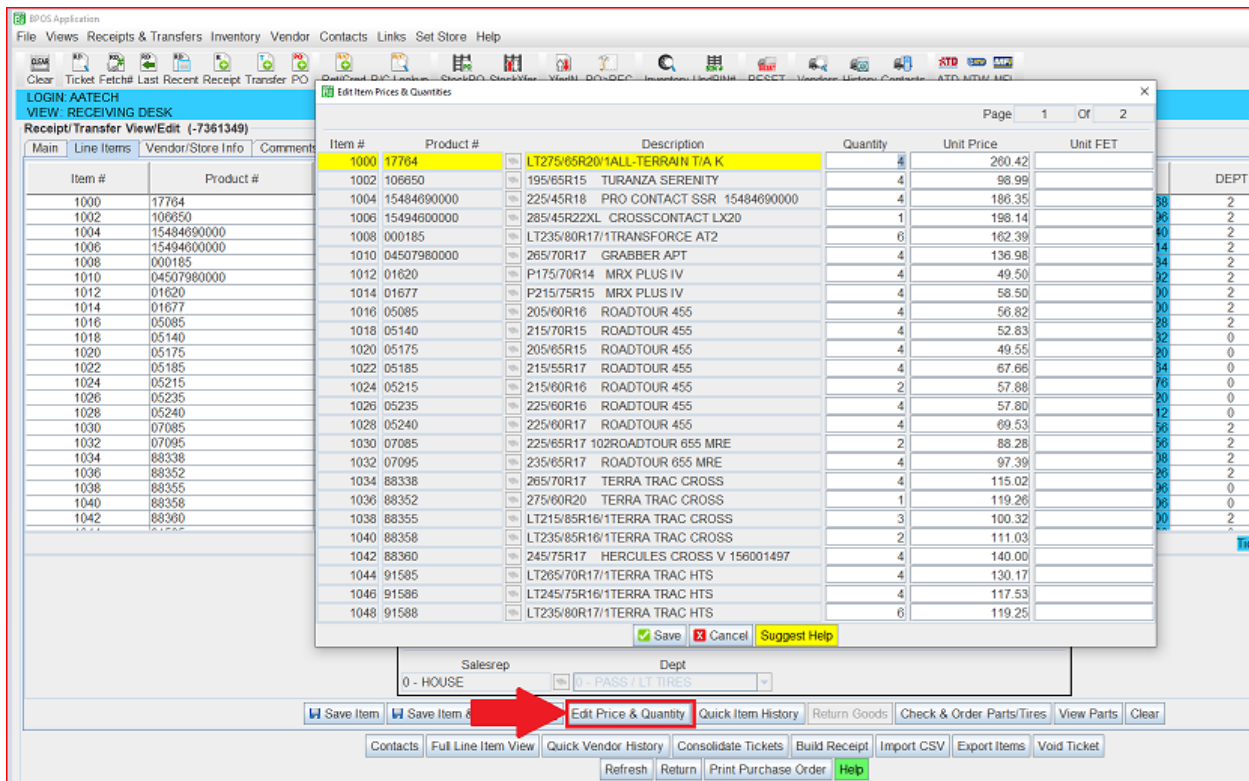


Quickly Edit Cost & Quantity on Purchase Orders and Receipts

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:



The screenshot displays the BPOS application interface. The main window shows a receipt for 'AATECH' with a list of line items. A dialog box titled 'Edit Item Prices & Quantities' is open, showing a detailed view of the selected item (Item # 1000, Product # 17764, Description: LT275/65R20/1ALL-TERRAIN T/A K). The dialog box includes a table with the following data:

Item #	Product #	Description	Quantity	Unit Price	Unit FET
1000	17764	LT275/65R20/1ALL-TERRAIN T/A K	4	260.42	
1002	106650	195/65R15 TURANZA SERENITY	4	98.99	
1004	15484690000	225/45R18 PRO CONTACT SSR 15484690000	4	186.35	
1006	15494600000	285/45R22XL CROSSCONTACT LX20	1	198.14	
1008	000185	LT235/80R17/1TRANSFORCE AT2	6	162.39	
1010	04507980000	265/70R17 GRABBER APT	4	136.98	
1012	01620	P175/70R14 MRX PLUS IV	4	49.50	
1014	01677	P215/75R15 MRX PLUS IV	4	58.50	
1016	05085	205/60R16 ROADTOUR 455	4	56.82	
1018	05140	215/70R15 ROADTOUR 455	4	52.83	
1020	05175	205/65R15 ROADTOUR 455	4	49.55	
1022	05185	215/55R17 ROADTOUR 455	4	67.66	
1024	05215	215/60R16 ROADTOUR 455	2	57.88	
1026	05235	225/60R16 ROADTOUR 455	4	57.80	
1028	05240	225/60R17 ROADTOUR 455	4	69.53	
1030	07085	225/65R17 102ROADTOUR 655 MRE	2	88.28	
1032	07095	235/65R17 ROADTOUR 655 MRE	4	97.39	
1034	88338	265/70R17 TERRA TRAC CROSS	4	115.02	
1036	88352	275/60R20 TERRA TRAC CROSS	1	119.26	
1038	88355	LT215/85R16/1TERRA TRAC CROSS	3	100.32	
1040	88358	LT235/85R16/1TERRA TRAC CROSS	2	111.03	
1042	88360	245/75R17 HERCULES CROSS V 156001497	4	140.00	
1044	91585	LT265/70R17/1TERRA TRAC HTS	4	130.17	
1046	91586	LT245/75R16/1TERRA TRAC HTS	4	117.53	
1048	91588	LT235/80R17/1TERRA TRAC HTS	6	119.25	

At the bottom of the dialog box, there are buttons for 'Save', 'Cancel', and 'Suggest Help'. Below the dialog box, the main application interface shows a 'Salesrep' dropdown set to '0 - HOUSE' and a 'Dept' dropdown set to 'PASS / LT TIRES'. A red arrow points to the 'Edit Price & Quantity' button in the bottom toolbar.