Edit an Existing Purchase Order

1. If you know the PO or Checklist number, enter it at the top. If not click on Show Recent POs and a list will be displayed, select the one you wish to edit.

2. Click the row that you wish to edit and change any values that are incorrect. Note that if you edit an item that is already received, the item will be marked as not received but the instock quantity will NOT be changed.

Knowledgebase
http://kb.barnestorm.biz/KnowledgebaseArticle50255.aspx