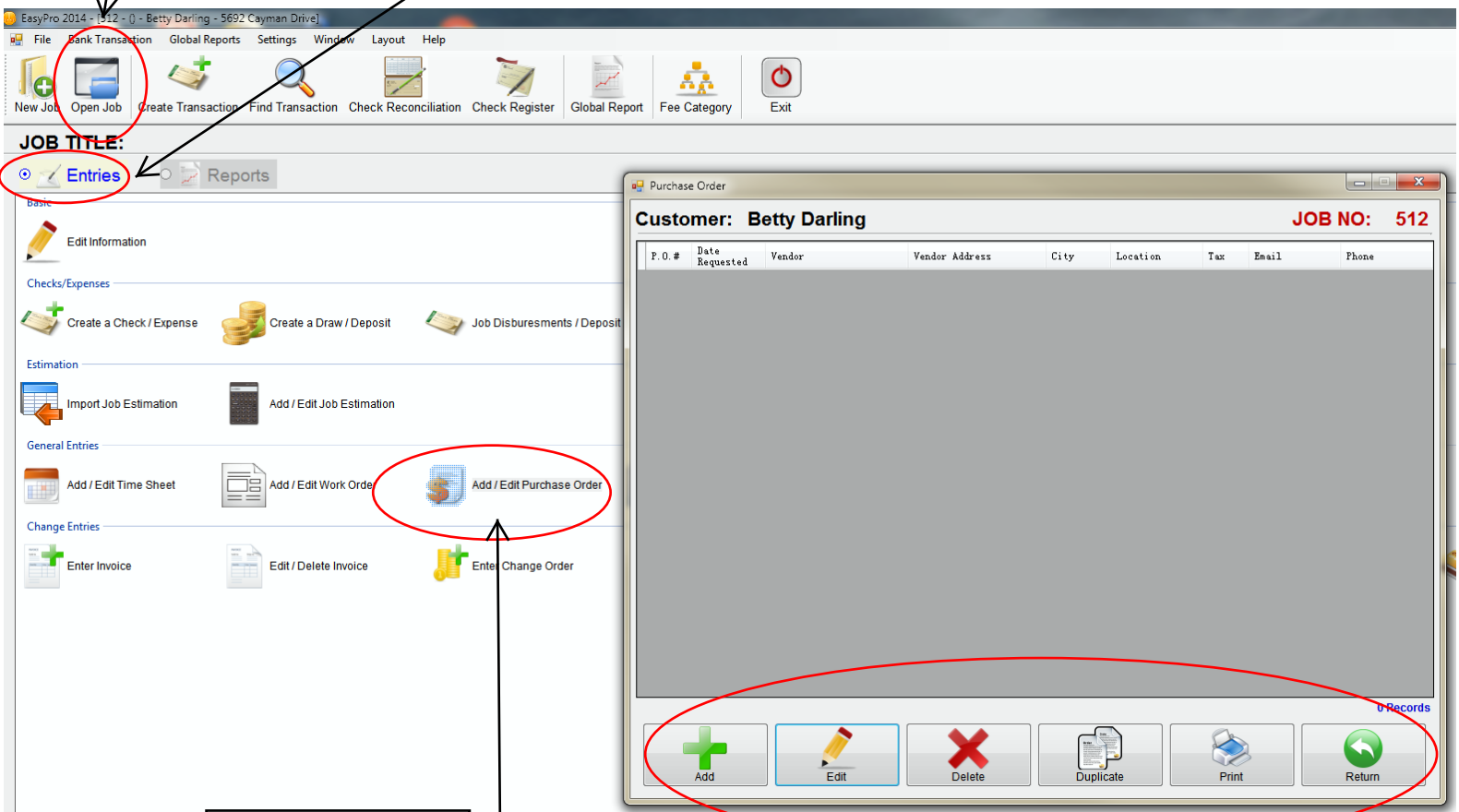# Purchase Order Add / Delete

Click on "Open Jobs" select the customer , Once you have made your selection click on the "Entries" selection then double click on the "Add/Edit Purchase Order. Once you have completed your selection click on the "Return" button to go back to the main menu.

Open Job button to select customer

Ad/Edit/Delete a Purchase Order

Double Click Add/ Edit or Delete Purchase Order

Here you can Add/ Edit & Delete Purchase Orders