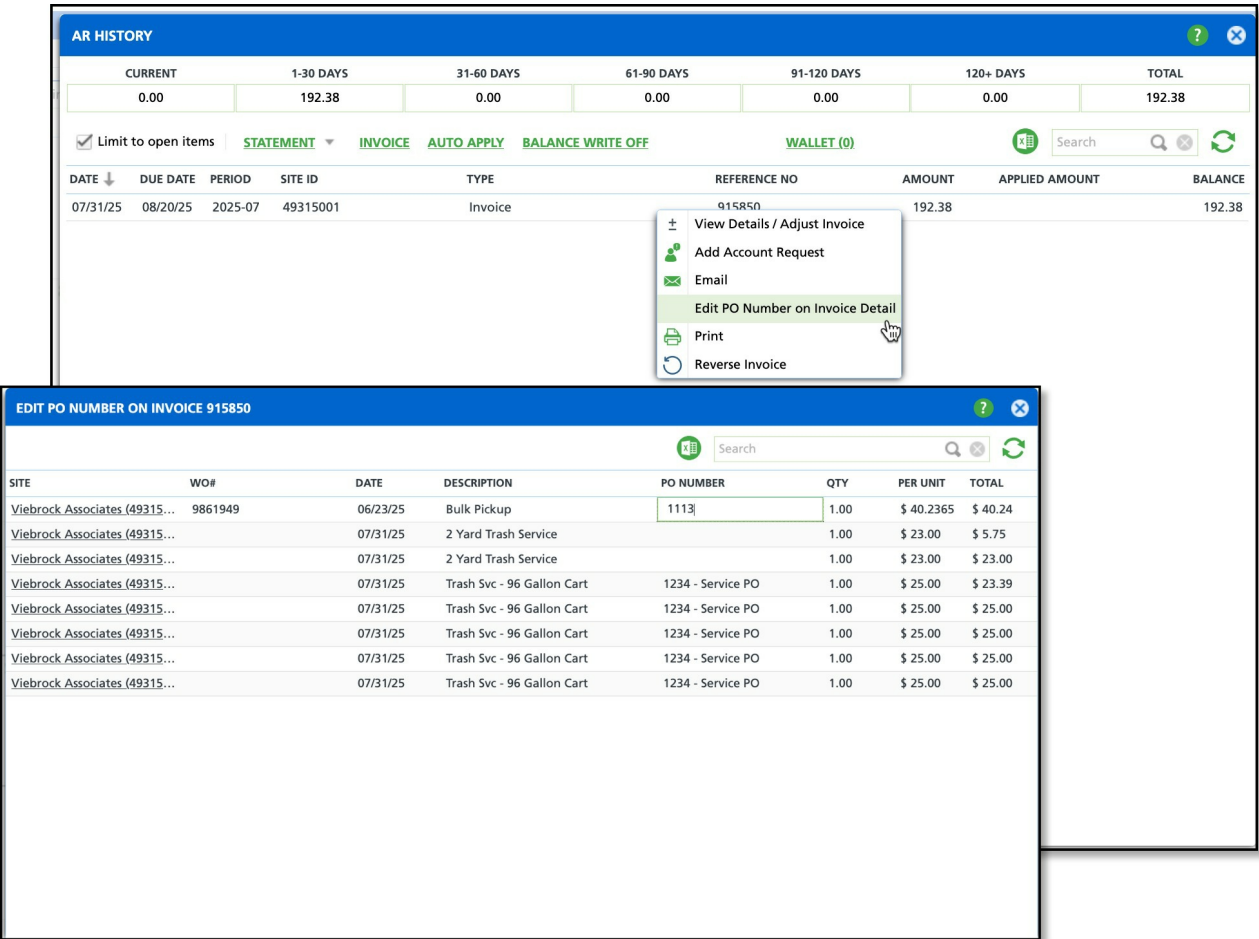


Edit PO Number on Invoice Detail

Last Modified on 09/15/2025 9:49 am PDT

Pathway: [Accounts > AR History](#)

The **Edit PO Number on Invoice Detail** feature allows users with the appropriate permission to add or edit a Purchase Order (PO) number to an invoice that has already been generated.



Permissions

The following permissions are required to access AR History and add or edit a PO number on Invoice Detail:

Permission ID	Permission Name
5	View Account
6	View Site
41	View AR History
480	Edit PO Number on Invoice Detail

Edit PO Number on Invoice Detail

Prerequisite: Your account must have **permission 480 (Edit PO Number on Invoice Detail)** enabled.

1. From the site, open **AR History**.

2. Right-click on the invoice the PO change applies to and select **Edit PO Number on Invoice Detail**. The **Edit PO Number on Invoice** screen will open.
 3. In the **Edit PO Number on Invoice** screen, click inside the **PO Number** field and enter or updates the PO number. All other fields on this screen are read-only.
 4. Click anywhere outside the field and the system will **auto-save** the change.
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Related Articles

[AR History Overview](#)

[Generate a Single Invoice](#)

[View Details / Adjust Invoice](#)
