

# Create a Purchase Order from a Job Record-Expense Items

Last Modified on 01/10/2023 2:28 pm EST

Purchase Orders for expense items may also be created from a Job record.

When clicking on the Purchase Orders button from the Job Tools toolbar and right-clicking In the white area to the right, select the option Create a Labor PO. This will open a blank Purchase Order where you may create a non-parts PO and have it automatically linked to the Job.

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