

Adding a Purchase Order

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To add a Purchase Order to a booking:

To do this go to the **Clients** tab – locate your client & click [View](#) – Click on the relevant booking – Click



at the bottom of the page.

At the top of the Bookings form you will see the following:

A screenshot of a web form titled "Booking Query". It features a "Select client:" dropdown menu with "John Smith (Badminton Northants)" selected, followed by an "or" label and a green "Add a new client" button. Below this are three input fields: "Purchase order" (a text box), "Category" (a dropdown menu with "---" selected), and "Checklist" (a dropdown menu with "---" selected).

Booking Query

Select client: John Smith (Badminton Northants) or [Add a new client](#)

Purchase order Category --- Checklist ---

From here you can enter the Purchase order number – this will appear on the invoice.

Any bookings that have a purchase order against them will appear on a separate invoice to different Purchase Orders or bookings without a Purchase Order.

If a booking has already been invoiced, the above steps can still be done and the PO number will be immediately visible on the invoice which was previously created.
