

How to edit or correct a purchase

In this guide: Correct a purchase while keeping inventory, serial history, payments, and vendor balances consistent.

Steps

1. Find the purchase in **Inventory > Purchases**.
2. Open it and select the available edit action.
3. Compare the record with the original vendor invoice and physical merchandise.
4. Correct the vendor, reference number, notes, itemized quantity or cost, serialized identifier or unit cost, and payment information as permitted.
5. Review how the change affects local stock and the amount due.
6. Save the correction.
7. Reopen the purchase and verify Product List or Serialized Inventory.

Important safeguards

- Do not create a second purchase merely to correct the first one.
- Purchase-linked serialized inventory should be corrected through its purchase whenever possible.
- If you are unsure whether the original save succeeded, check the Purchase List before submitting again.
- Use the authorized void or delete workflow only when the entire purchase should be reversed.

After correcting

Confirm the purchase total, payment balance, itemized stock, serialized status, and location ownership all agree with the real merchandise and vendor invoice.

