## Using Templates for Purchase Orders

Last Modified on 02/07/2018 6:54 pm EST

Templates can help you build complicated or standard purchase orders more quickly:

- 1. Navigate to Accts Payable > Purchase Orders.
- 2. Click New.
- 3. Click Actions > Build Purchase Order from Template.
- 4. In the left column of the Templates Selector, click the desired template(s) to move them to the right column. (For multiple templates, simply append additions to the existing line items.)
- 5. Click **Save**, then complete the purchase order.

Information prepared in the selected template(s) is copied to the new purchase order record, as shown in these comparison screenshots:

Template Details						No	itices 🕛 🛛 Ema	ails 🗹 🛛 Docs
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Purchase Order	Transaction Info				Transaction De			
	Title Video Shoot		Type Sc	urce		shoot for customiz and 3 hours of film		cludes
					/			
	Shipping			/	Additional Info	0		
	Courier Service	Account #	Shipping Terms FC	в				
	Items							
	Line Item Code	Description				Quantity Apply		Amount 🗶
	1 > JOB-VP	Video Production			*	10 Fixed P	Price	150.00 🗶
	2 > L-PRD Production Labor				*	3 Fixed P	Price	200.00 💥
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