

Change Item code on PO and GRV

This special function allows one to change an item code only without the selection changing all the details on the item to the new item code.

Mainly used for the email to PO and GRV function where the line item has been set to the default item.

This option is only available on the Purchase Order and GRV function.

The description, quantity and price are correct, but the item code is incorrect.

To only change the item code there are two ways to change:

1. Click on the icon on the grid
2. Click on the replace item code button

Click on the icon on the grid

Goods Received Note (GRV)

Attachments Memo Create Reminder Update Recurring Functions Ship To: Branch

Basic Address Extras Shipping Docs Custom Fields Save Close Print

GRV Number: Preparation Description: test

Creditors: DEF001 Reference:

Creditors Name: DEF Company

Supplier Invoice Date: 2026-05-28

Due Date: 2026-05-28 2

Job:

Items

#	Seq No	Image	Stock Type	Stock Code
1	1		Stock	10-1000

Footer

Discount Perc: 0 Amt: 0

Creditors Status:

Shipping Cost: 0 Shipping GST: 03 PI GST:15

Cashflow Due Date: 2026-05-28

Payment Comment:

Less Discount: 0

Excl GST: 5.6700

Shipping Cost: 0.0000

GST: 0.8500

Incl GST: 6.5200

Select Item

Item: 10-1000

Save Close

Item edited with replace button

Goods Received Note (GRV)

Attachments Memo Create Reminder Update Recurring Functions Ship To: Branch

Basic Address Extras Shipping Docs Custom Fields Save

GRV Number: Preparation: Description: test Close

Goods Received Note Item

Inventory Overview View Image Currency: NZ Dollar Category: Stock Close

Details Notes Case Lots UOM

Item Code: 10-1000 - African Daisy 10cm High Plant Pricing Structure: Default

Item Description: African Daisy 10cm

Item Group:

Quantity: 1

Cost Excl GST: 5.6744

Cost Incl GST: ☐ 6.5

Total Cost: 5.67

GST Value: 0.85

Line Total: 6.52

Sequence No:

Job:

Add as Cost To Company: ☐

Add as Scope Creep SC: ☐

Production Code:

Save & New Save & Close

Select Item

Item: 10-1000 - African Daisy 10cm High Plant

Percentage

8.51

2.84

50.00

33.33

Save Close

Rules:

- Cannot have a blank item code
- If document is completed or processed, one cannot change

Revision #1

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