



# Adding an Outside Purchase Payment Method

The following guide illustrates how to select an outside purchase payment method within a line item on an Estimate or Repair Order.

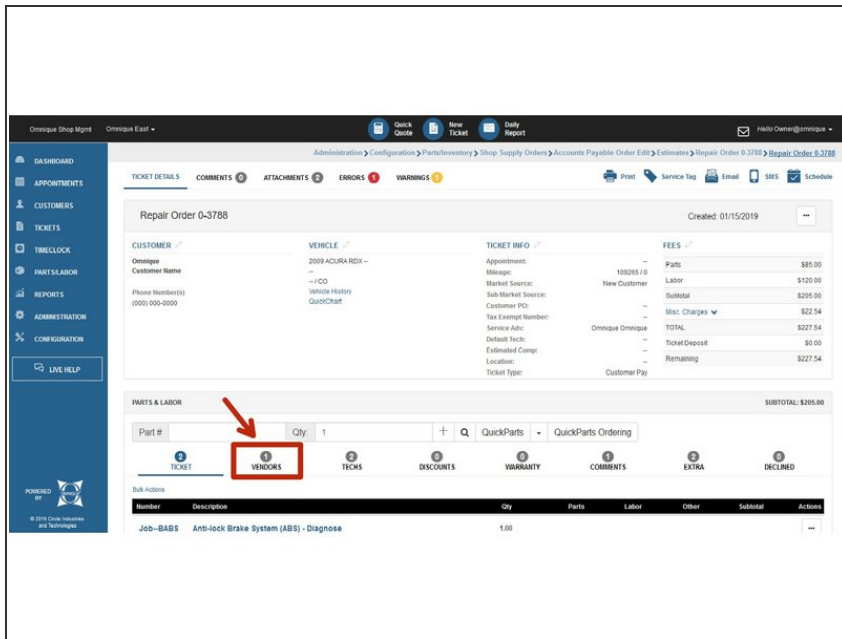
Written By: Hannah

## VENDORS

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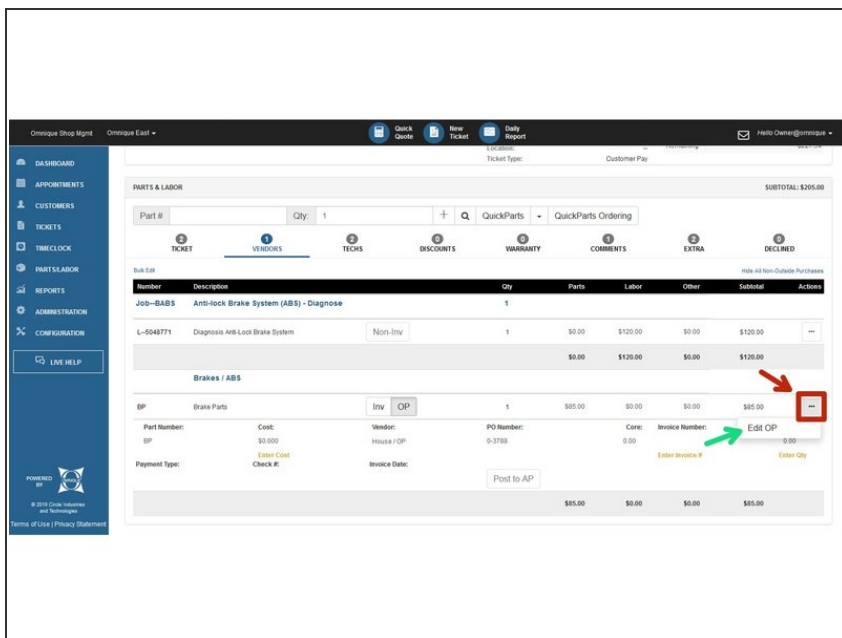
## Step 1 — Adding an Outside Purchase Payment Method

- Click on the **Vendors** tab within an Estimate or Repair Order.



## Step 2 — Adding an Outside Purchase Payment Method

- Click on the item's **Actions Menu**. Each line item will have its own Actions Menu.
- Select **Edit OP**.



## Step 3 — Adding an Outside Purchase Payment Method

The screenshot shows the Omnique Shop Mgmt interface. The left sidebar contains navigation links: DASHBOARD, APPOINTMENTS, CUSTOMERS, TICKETS, TIME CLOCK, PARTS LABOR, REPORTS, ADMINISTRATION, and CONFIGURATION. The main area displays the 'PARTS & LABOR' section with a 'SUBTOTAL: \$265.00'. Below this, there's a table for 'Brakes / ABS' with columns: EP, Brakes Parts, Inv, OP, Qty, Price, Labor, Other, Subtotal, and Actions. The table shows a single row for 'Brakes / ABS' with a quantity of 1 and a subtotal of \$265.00. A red box highlights the 'Payment Type' dropdown menu in the bottom left corner. A green checkmark button is visible next to the selected item in the table.

- Select the appropriate payment type from the drop down list.
- Click the **Green Check Mark** button to Save changes.