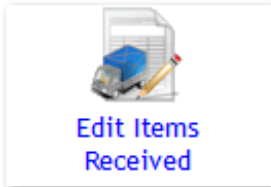# Edit Items Received

📅 Fri, Jan 19, 2024   📁 Job Detail Actions

If a Site User has made a mistake on a receipt or quantities need amending, they can update the receipt to ensure it is correct. This can be done using the "Edit Items Received" button.

1. On the Job Detail screen, select the "Edit Items Received" button to display the Edit Items Received screen.

2. This screen works similarly to the Receipt Purchase Items screen except the receipt is already populated with the values and Quantities entered previously. (please see Receipt Purchase Items for more information). On this screen the User has the option to amend details about the current receipt, such as amount of items received and whether there were any returns. Once the necessary changes have been made, click "Save Receipt". Then click "Confirm Receipt" to update the receipt. If changes are no longer needed, click the "Return to job without saving" button to return to the Job Detail page without making any changes.

Note: If there are multiple receipts to choose from, a table will appear in which the User can choose the desired Receipt.

Note: If a receipt has already been invoiced for then it is not possible to edit it.

Online URL: https://ostarasystems.knowledgebase.co/article.php?id=624