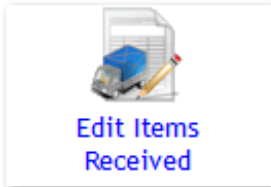


# Edit Items Received

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.

Jobs > Job (1601529) > Receipt Purchase Items >

**Edit Items Received**

Delivery Note Number

Receipt In Full

NOTE: Please always specify the total quantity of items received even if some of them are to be returned (for any reason)

| Quantity                       | Any Returns?             | Name                         | Code    | Qty Required | Unit Price per UOP | Required By | Est. Delivery Date | Qty Received | Qty Returned |
|--------------------------------|--------------------------|------------------------------|---------|--------------|--------------------|-------------|--------------------|--------------|--------------|
| <input type="text" value="5"/> | <input type="checkbox"/> | A/Purp Paint Kettle Lid 2.5L | 5520313 | 5            | 0.46               | 11/11/2017  |                    | 5            | 1            |

[Return to job without saving](#)

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

Jobs > Job (1590313) > Edit Items Received >

**Edit Items Received**

Choose the delivery you wish to edit

| Date Received    | Delivery Note Number | User  |
|------------------|----------------------|-------|
| 10/10/2017 16:21 | qwertry              | Lough |
| 10/10/2017 16:23 | dfsdf                | Lough |

[Return to job without saving](#)

**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>