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.

Г	elivery Note Numb	Eull Receipt							
	Receipt In E								
	Accept in 1								
NOTE: Plea	se always specify t	he total quantity of items re	eceived even if s	some of them ar	e to be returne	d (for any rea	son)		
Juantity	Any Returns?	Name	Code	Qty Required	Unit Price per UOP	Required By	Est. Delivery Date	Qty Receipted	Qty Returned
	0	A/Purp Paint Kettle Lid 2.5L	5520313	5	0.46	11/11/2017		5	1
Save Receipt									

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

Choose the delivery you wish to edit						
ate Received	Delivery Note Number	User				
0/10/2017 16:21	qwerty	Lough				
0/10/2017 16:23	dfsdf	Lough				
urn to job without savin	dtsdt	Lough				

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

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