

# Web Tutorial: Edit Receiving Events within Invoice Reconciliation

A

B

- Practice Analysis Tool +
  - Statements & Payments +
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  - Receiving
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  - My Redemption Reminders
  - Barcode Scanner
  - Custom E-Catalogs
  - Customer Item Number
  - My Connection™ Awards
- LOGOUT**

C

D

Only orders that have receivable merchandise will be returned in your search results.

**FIND AN ORDER BY:**

Date Range   
  PO #   
  Reference #  
 Invoice #   
  Item Code #   
  Order #

Date Range:  to  **FIND**

Below are orders between 2/16/2018 and 3/16/2018.

Click the View Details link to see order information.

**Receiving**

Show orders for my current location only   
  Show orders for all shipping locations I have access to

RESULTS FOUND: (22)

SORT BY: Order Date

Reference #/PO #	Order Date	Items	Shipping Account #	Order Status	Receiving Status	Receive
J#-01000-61165868-SZ Pa #: HD258	2/22/2018	5	3447157	Shipped	Completed	<a href="#">View Details</a>
J#-01000-61165771-SZ Pa #: HD249	2/22/2018	1	3145526	Shipped	Open	<a href="#">View Details</a>
J#-01000-61170159-SZ Pa #: HD264	2/22/2018	2	2802652	Shipped	Open	<a href="#">View Details</a>
J#-01000-61170160-SZ Pa #: HD235	2/22/2018	1	2917929	Shipped	Open	<a href="#">View Details</a>
J#-01000-61170163-SZ	2/22/2018	1	3145535	Shipped	Open	<a href="#">View Details</a>

E

F

**INVOICE #: 50719880** SORT BY: Description

Description	Order/Ship Qty	Total Price	Status	Track Box #	Rec'd Qty
MaxiCide NS Instrument Disinfectant 14 Day 1 Gallon Gallon, 4 EA/CA 1022866 Henry Schein Inc. 10-6660	1 / 1	\$25.84 \$25.84/EA	Shipped on 2/22/2018	Track 1	<input checked="" type="checkbox"/> 3
Received by Zlatka Kanikalova, 3/16/2018 5:13 PM Stickers 2.5 in x 2.5 in Princess Assorted 100/RL 3670439 Office Supplies & Practice Mkt PS377	1 / 1	\$7.49 \$7.49/RL	Shipped on 2/22/2018	Track 1	<input type="checkbox"/> 1

Reason: **Missing Item**

Comments: **Please add 2 more items to this order**

**VERIFY**

H

G

## 1 Edit Receiving Events

- A. Login
- B. Click **My Account**
- C. Expand (+) **Reconciliations**
- D. Click **Receiving**
- E. Click **View Details** (For completed Status only)
- F. Expand **Invoice** **+** **INVOICE #:**
- G. Correct the Received Qty box or any events that occur on the Invoice
- H. Click **Verify**
- I. Verification notice will appear on top of the page that the item has been marked as received

The item(s) have been marked as received.  
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