

Web Tutorial: Edit Receiving Events within Invoice Reconciliation

1

Edit Receiving Events

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

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	View Details
J#-01000-61165771-SZ Pa #: HD249	2/22/2018	1	3145526	Shipped	Open	View Details
J#-01000-61170159-SZ Pa #: HD264	2/22/2018	2	2802652	Shipped	Open	View Details
J#-01000-61170160-SZ Pa #: HD235	2/22/2018	1	2917929	Shipped	Open	View Details
J#-01000-61170163-SZ	2/22/2018	1	3145535	Shipped	Open	View Details

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	3
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	1

Received by Zlatka Kanikalova, 3/16/2018 5:13 PM

* Reason: Missing Item

Comments: Please add 2 more items to this order

The item(s) have been marked as received. 1022866