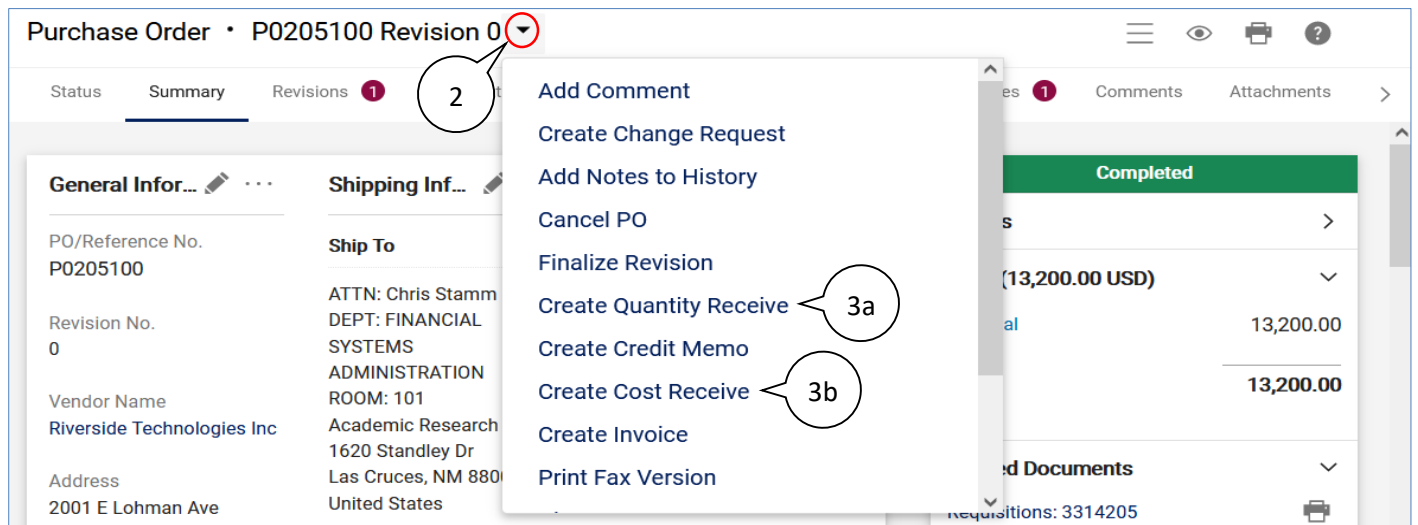


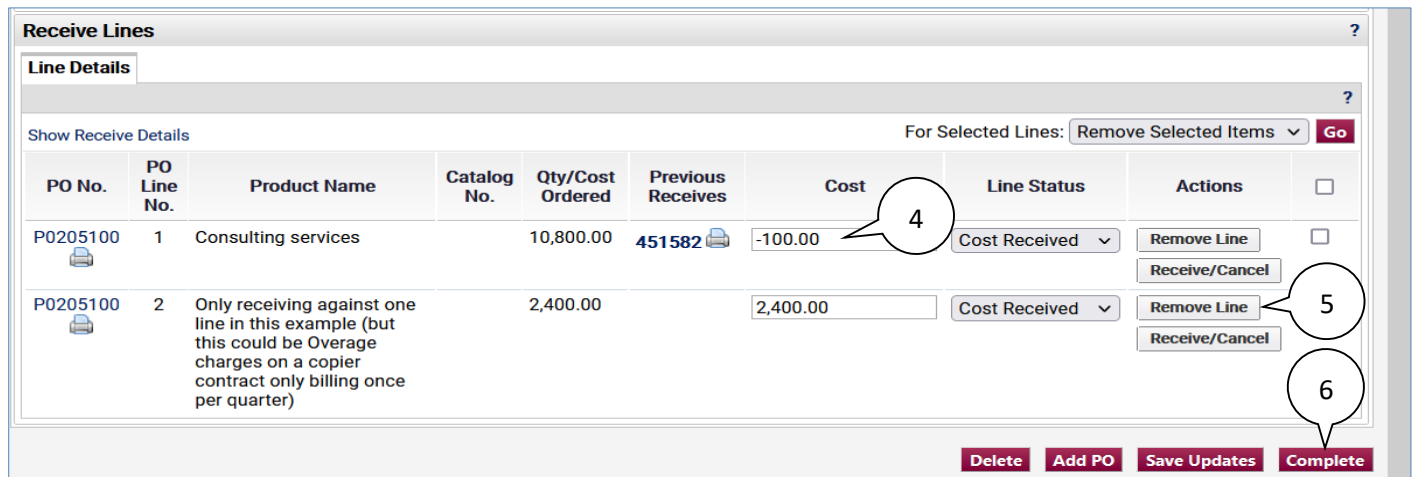
## Correcting Receiving

If the quantity or cost is over-received, you will have to correct it by doing another receive with a negative value. For example: If \$400 on an open order was received but the invoice was only \$300, then another receive has to be done in the amount of -\$100. The same principle applies to quantity receives.

1. Open the PO.



2. Click on the **Purchase Order** drop-down menu.
3. Click on the appropriate receive type:
  - a. **Create Quantity Receive**
  - b. **Create Cost Receive.**



4. Go to **Receive Lines** → Enter the negative value in the **Cost** box (**Quantity** if for a quantity receive).
5. Remove any lines that are not being corrected or received against.
6. Click **Complete**.