How do I correct "over-receiving" in 49er Mart?

Tell Me

1. If an invoice has not been processed against the Purchase Order, you may be able to reopen and revise the receipt.

Reference Reopening A Receipt in the Receiving module within the 49er Mart Training in Canvas.

2. If an invoice has been processed against the Purchase Order, you may enter an additional receipt to correct the "over-receiving."

Reference Reversing Receiving in the Receiving module within the 49er Mart Training in Canvas.

Related FAQs

Page: How do I order from a supplier who is not in 49er Mart?
Page: How do I Return or Reject a Requisition as an Approver?
Page: How do I return items in 49er Mart?
Page: How do I delete a duplicate receipt entered in 49er Mart?
Page: How do I correct "over-receiving" in 49er Mart?