Fixing your receipt mistake

I accidentally created a receipt for all items in an order, but did not actually receive them all yet.

Locate the PO and choose **Create Quantity Receipt** if receiving products or **Create Cost Receipt** if receiving against services completed.

In this example, I ordered 3 lines of different products and already completed the receipt for ALL the items, but did NOT actually receive any of the products for line 2 (original Quantity Ordered = 5). Now I see that there is nothing left to receive for each line. I will remove the lines that were correctly received by selecting the checkboxes next to them -> then clicking **Go** to remove the selected lines from the receipt.
Then I will proceed with putting a **NEGATIVE 5** value in the quantity field to **reset** my receiving for a later time and click **Complete**.

This can be confusing, so be sure to contact **PCPS@mail.wvu.edu** for assistance prior to making updates if you do not feel comfortable with the instructions.