

This quick reference guide (QRG) outlines the process to follow to back out or lower a receipt quantity for a purchase order.

## CREATE RECEIPT ADJUSTMENT

1. Use the Related Actions (...) on the receipt, hover over the Receipt action, and select **Create Adjustment**.

**View Receipt** RC-0000465358 for PO-1000343372

Purchase Orders PO-1000343372 Supplier Vygon Corp Status Approved Total Amount \$1,310.00

Information Attachments Process History **Lines**

1 item

Search

**Goods Lines**

SYRINGE AMBER NS LF 2.5ML 100... 1022.022	60/40 Case
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**Line Information**

Item  
Item Description  
PO Line  
Quantity to Receive

**Actions**

- Receipt
- Business Process
- Favorite
- Integration IDs
- Inventory Put-Away Plan
- Reporting
- Return

**View Receipt**

Create Adjustment for

Status  
Company  
Supplier  
Purchase Order  
Purchase Order Type  
Currency  
Document Date  
Receipt Lines 1 item

2. Update the **Actual Quantity Received** to reflect the correct receipt amount.
3. Click **Submit** to submit the receipt adjustment.

**Create Receipt Adjustment** RCA-000003550 for RC-0000465358

Receipt RC-0000465358 Purchase Orders PO-1000343372 Supplier Vygon Corp Status Draft Total Amount \$1,310.00 Currency USD

Information Attachments **Lines**

1 item

Search

**Goods Lines**

SYRINGE AMBER NS LF 2.5ML 100... 1022.022	60/40 Case
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**Line Information**

Item 38232 - SYRINGE AMBER NS LF 2.5ML 100/CS  
Item Description SYRINGE AMBER NS LF 2.5ML 100/CS  
PO Line PO-1000343372 - Line 1  
Receipt Line RC-0000465358 for PO-1000343372 - Line 1

**Actual Quantity Received**

Quantity Originally Received 40  
Unit of Measure Case  
Quantity Ordered 40  
Ordered Quantity Invoiced 40  
Total Quantity Already Received 60  
Manufacturer Part # 1022.022

**Submit** Save for Later Cancel