# Reverse Receiving

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

Step-by-step guide

1. On the YoMart Shopping-**Home Page** select **Orders Search Purchase Orders**

2. Enter the **Purchase Order #**

3. Add or change any filter fields as needed hit **Enter** or click **Search**

4. Click on the **PO Number** to open up the purchase order

5. Click on the **Receipts** tab and click the **Plus** Icon to add a receipt

   Create a **Cost Receipt** for Cost Receipts Purchase Orders or Standing Orders

   Create a **Quantity Receipt** for all other orders
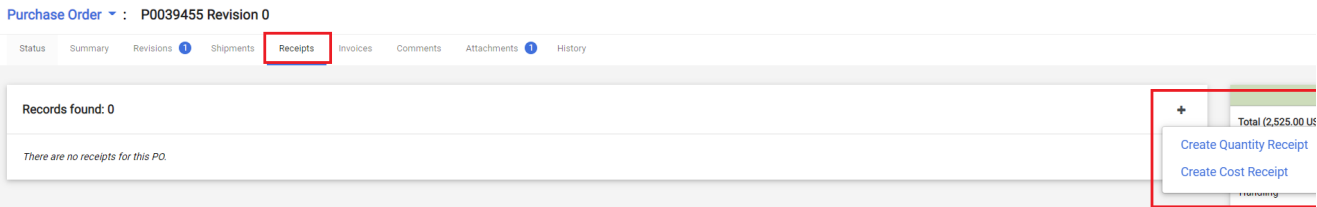
6. Scroll down to the Line Details section

7. For each line item over-received, enter a **Negative Quantity/Cost** received and make sure the **Line Status** is on **Received**

8. If a line item does not need to be adjusted for "over-receiving", click the **Remove Line** button for that line item

9. When all line items have either been received or removed, scroll to the bottom of the page and click **Complete**

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