How do I correct "over-receiving" in YoMart?

Problem

I received a notification stating that my order was "over-received"

Solution

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

   Reference **Reopen a Receipt** in the YoMart Receiving module within the Appalachian State Knowledge Base

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

   Reference **Reverse Receiving** in the YoMart Receiving module within the Appalachian State Knowledge Base

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