



## Un-Receiving a Purchase Order

SOP 235

Revision I/R, 01/10/2018

Approved by: Don Stanton

### PURPOSE:

There might be times that a purchase order needs to be un-received due to a mistake that was made on the Original receipt. Only users with proper security would be able to un-receive.

### PROCESS STEPS:

1. Navigate to Sales > Purchasing > Receive Purchase Orders
2. Enter Purchase Order number
3. Click Un-Receive
4. A prompt will appear asking if you want to un-receive. Click "Yes".

### REVISIONS

| Rev | Date     | Change |
|-----|----------|--------|
| I/R | 01/10/18 | New    |