

HOW TO EDIT AND CONFIRM A PURCHASE ORDER ON AX TO OVER RECEIPT

Scenario: System does not let you book in more than was order.

1. From side menu in AX, click on **Purchase Ledger**.
2. Click on **All Purchase Orders**.
3. Search for PO you want to edit, then double click to open.
4. Highlight line you want to edit.
5. Click on **Edit**.
6. Click on Line **Details**.
7. Click on **Delivery**.
8. In the **Over Delivery** box, enter the number of extra items as a percentage.
 - (100% over delivery = Double the ordered quantity).
9. Click **File** in the top left corner and select **Refresh** (Ctrl + F5).
10. Click the **Purchase** tab at the top of the window.
11. Click **Confirm**.
12. Click on **Close** in the bottom right hand corner of the page.

Outcome: Quantity over delivered should now be ok to receipt on scanner gun or in AX.