## Web Tutorial: Edit Receiving Events within Invoice Reconciliation

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HENRY SCHEIN®

MEDICAL		What can we help you find?	Q	Menu Shop	My Account
A •• LOGIN Create an	I Online Account			Practice Analysis Tool Statements & Payments	+++++++++++++++++++++++++++++++++++++++
	Only orders that have receivable me FIND AN ORDER BY: Date Range	rchandise will be returned in your searc	h results.	View Terms c Receiving Invoice Approvals Inventory Management Orders	
Edit Receiving Events	Date Range: 2/16/2018	<ul> <li>Item Code #</li> <li>3/16/2018</li> </ul>	Order #	Reports My Profile Site Administration	+++++++++++++++++++++++++++++++++++++++
ogin	Below are orders between 2/16/201 Click the View Details link to see or			Custom Order Messages Controlled Substance Info Custom E-Catalogs	
Click <b>My Account</b> Expand (+-) <b>Reconciliations</b>	Receiving Show orders for my current to	cation only <ul> <li>Show orders for all ship</li> </ul>	ping locations I have access to	My PracticePRIVILEGES	🕩 LOGOUT
lick <b>Receiving</b>	RESULTS FOUND: (22)		-	er Date 🔹	
ick <b>View Details</b> (For completed atus only)	Reference #/PO #         Order I           J#-D1DDD-61165868-8Z         2/22/21           Po #:HD258         2/22/21		Order Status Receiving Statu Shipped Completed	Receive View Details	
pand Invoice +:	J#-D1DDD-61165771-SZ 2/22/20 Po #: H0249 J#-D1DDD-6117D159-SZ 2/22/20		Shipped Open Shipped Open	View Details View Details	
prrect the Received Qty box or any rents that occur on the Invoice	Pa #: H0264 J#-01000-61170160-SZ 2/22/21 Pa #: H0235 J#-01000-61170163-S7 2/22/21		Shipped Open	View Details	
ick <b>Verify</b>	6-	INVOICE #: 50719880	SORT BY: Description	T	
erification notice will appear on top the page that the item has been		Description MaxiCide NS Instrument Disinfectal EA/CA	\$25.84/EA	Total Status Track B Price 25.84 Shipped on 2/22/2018 Track	# Qty
narked as received		* Reason Missing Its Comments	m T	1	
The item(\$) have been marked as received.     1022866		Received by Zistka Kanikolova, 3/16/2 Stickers 2.5 in x 2.5 in Princess Ass		\$7.49 Shipped on 2/22/2018 Track	1 0
		3670439 Office Supplies & Practice N			1