Purchase documents - Purchases (PZ)

- How to correct values on a confirmed purchase document (PZ)?

How to correct values on a confirmed purchase document (PZ)?

This article explains how to correct values on a purchase document that has already been confirmed. The procedure differs depending on whether you are using the **weighted average** or **FIFO** valuation method, and whether the item is still in stock or has already been issued.

Weighted Average Valuation Method

If you are using the weighted average valuation method, there are two main situations:

1. Item is in stock or partially issued

In this situation, you can correct the purchase document directly. The value difference will be reflected in the current item stock.

- Open **ERP** > **Purchases** > **Purchases**.
- Go to **confirmed documents [F2]**.
- Select the header of the incorrect document and **unconfirm it [F4]**.
- Enter the document **[Enter]**.
- **Delete** the incorrectly entered item **[Del]**.
- **Add the correct item [End]**.
- **Reprint the document [Tab]** to transfer it to receivables/payables.
- **Confirm** the document **[F4]**.

2. Item is completely issued

Directly correcting the purchase document (as in point 1) would leave a value difference on an empty item card, which would only be accounted for in the next receipt. To avoid this and correctly settle the difference, you must issue an internal purchase correction document. As a result, the difference will go into deviations in the warehouse, and the item card will have a zero inventory value.

- Go to **ERP** > **Purchases** > **Purchase Corrections**.
- Press the **[End]** key and **select the document to be corrected** from the list.

- **Indicate the item** that was incorrectly entered, providing the correct quantity and price in the "should be" field.
- **Reprint the document [Tab]** to transfer it to receivables/payables.
- **Confirm** the document **[F4]**.

> You can enter the correction internally in the ERP system, even if you do not have a physical correction document from the supplier.

FIFO Valuation Method

If you are using the FIFO valuation method, there are also two main situations:

1. Item from that batch is in stock

When an item from a specific batch is still in stock, you can correct the purchase document as follows:

- Open **ERP** > **Purchases** > **Purchases**.
- Go to **confirmed documents [F2]**.
- Select the header of the incorrect document and **unconfirm it [F4]**.
- Enter the document **[Enter]**.
- **Delete** the incorrectly entered item **[Del]**.
- **Add the correct item [End]**.
- **Reprint the document [Tab]** to transfer it to receivables/payables.
- **Confirm** the document **[F4]**.

2. Item is partially or completely issued

If an item from a specific batch has been partially or completely issued, a purchase correction must be issued. This will result in the difference in the issued value being included in the deviations on the document. Items from this batch that are still in the warehouse will be removed by a stock correction document (K+) and entered at the new price. The K+ document is already confirmed.

- Go to **ERP** > **Purchases** > **Purchase Corrections**.
- Press the **End** key, **select the contractor and the document to be corrected** from the list.
- As the **operation type**, select **(K) -** "**Price Correction**".
- **Indicate the item** that was incorrectly entered, providing the correct quantity and price in the "should be" field.
- **Submit for receivables/payables**.
- **Confirm** the document.

> In case of an error on a purchase correction for the FIFO method, remember to **cancel the K+ document**.

Correcting a purchase document in a logistics warehouse

The method of correction in a logistics warehouse depends on the item's status:

- If the item **has not yet been moved from receipt**, you can **delete the incorrect item** from the purchase document and enter the correct one, following the steps above.
- If the item **has already been allocated** (even a single unit) in the warehouse, the correction must be performed via a **purchase correction document**.