

## Correcting a Receipt

*For all Employees*

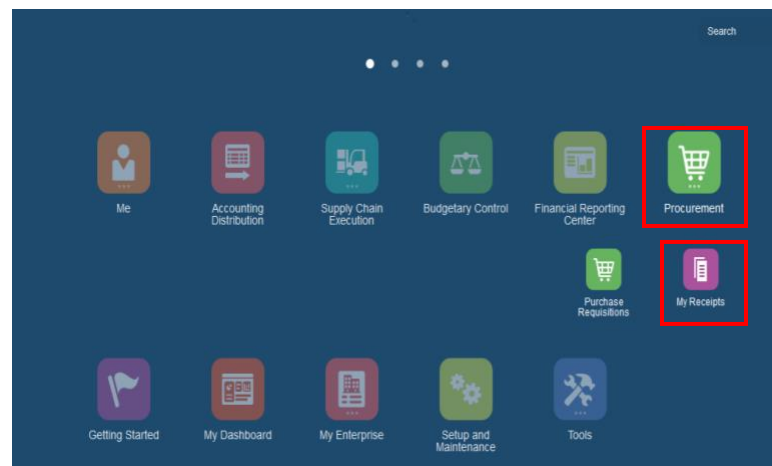
### Purpose:

To learn how to correct the amount for a previously received good or service.

### Procedure:

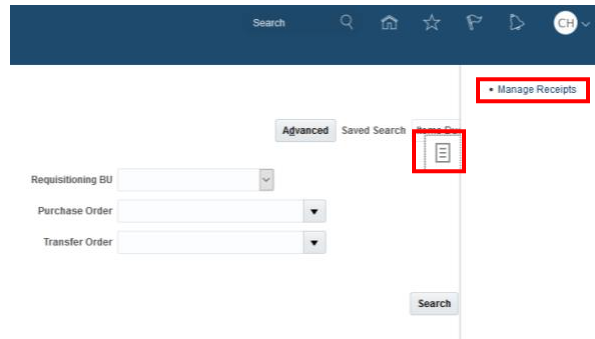
Complete the following steps to correct a receipt.

1. Navigate to **My Receipts** from the Procurement Icon.

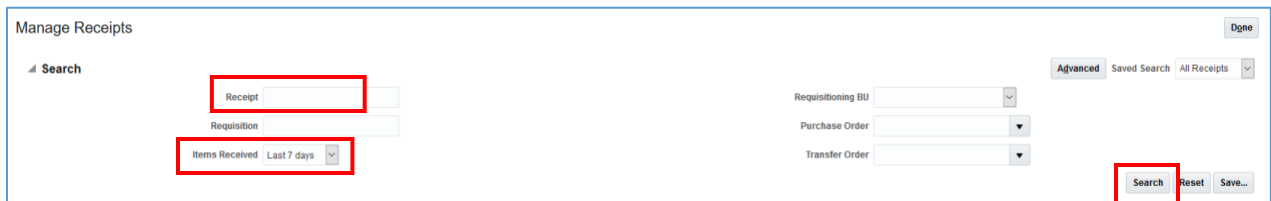


2. Now Navigate to the **Manage Receipts** page and locate the receipt to be edited.

- On the **My Receipts** page, click on **Task List** (gray tab with the rectangle icon, on the right-hand side) > **Manage Receipts**.



3. Enter the receipt number and click **Search**. If the receipt is from more than seven days prior to today's date, change the **Items Received** drop-down to **Any time**. If you do not have the receipt number, you can also search by Purchase Order number.



- Click the receipt line to highlight the receipt.

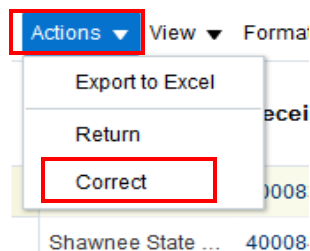
### Search Results

Requisitioning BU	Receipt	Item Description	Supplier	Received			Receipt Date
				Quantity	UOM Name	Currency	
Shawnee State ...	400083	Educational Insights Geo...	AMAZON.COM	2	EA		7/28/17 3:13 PM
Shawnee State ...	400084	Primary Bucket Balance ...	AMAZON.COM	2	EA		7/28/17 3:15 PM

4. Correct the quantity of goods and services on the selected receipt.




- Click Actions > Correct.

### Search Results



- Enter the correct **Quantity** of goods or service and click **Submit**.

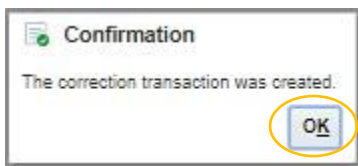
**Correct Receipts** Submit Cancel

View ▾ Format ▾  Freeze  Detach  Wrap Remove Line

Requisitioning BU	Receipt	Item Description	Supplier	Quantity	UOM	Received	* Correct Quantity
Shawnee State ...	400083	Educational Insights Geo...	AMAZON.COM			Example format: #,##0.###	<input type="text" value="1"/>

Columns Hidden 1

- Click **OK** on the **Confirmation Message** that appears.



## Final Notes

By following these steps, you have successfully corrected a receipt.