Correcting a Receipt

For all Employees

Purpose:
To learn how to correct the amount for a previously receipted 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**

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

4. Correct the quantity of goods and services on the selected receipt.
- Click Actions > Correct.
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- Enter the correct **Quantity** of goods or service and click **Submit**.

![Correct Receipts Table]

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

![Confirmation Message]

**Final Notes**

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