Correcting a Receipt

This guide will cover:

- Correcting the amount for a previously receipted good or service.

**Step One**

Navigate to **My Receipts**.

- Click on the **Navigator button** in the top left corner.

- The **Navigator bar** is where you can find links directing you to all of the modules and pages for which you have access. For this particular process, select **My Receipts**.
Step Two

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.

- 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.
Step Three

Correct the quantity of goods or services on the selected receipt.

- Click Actions > Correct.

Search Results

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

Correct Receipts

- Click OK on the Confirmation Message that appears.

You have completed the steps for Correcting a Receipt.