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.

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

- Click OK on the Confirmation Message that appears.

You have completed the steps for Correcting a Receipt.