



ADDY NOTES



Canceling and Editing a Receipt


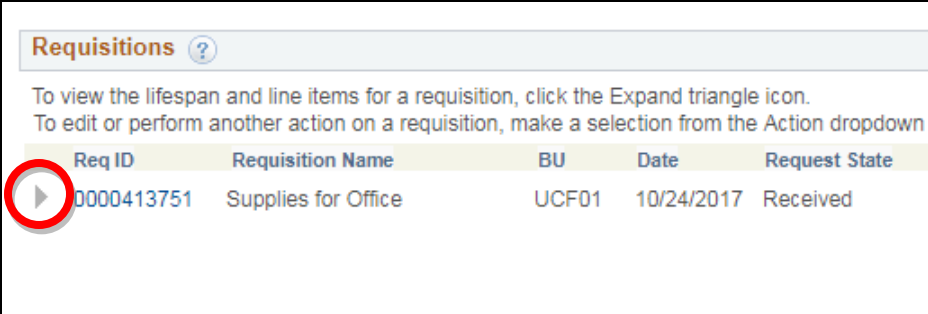
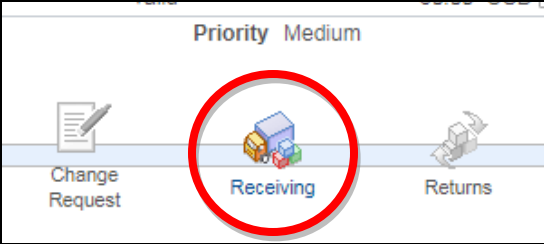
This Addy Note explains the steps you'll need to take to cancel or edit a receipt.

Step	Action
1.	Navigate to: Main Menu > eProcurement > Manage Requisitions.
2.	<p>Enter the requisition number in the Requisition ID field. If you don't know the requisition number, click the lookup icon next to the Requisition ID field to perform a search. Or, search using the other fields to narrow the scope – whichever is easiest for you.</p> <div data-bbox="305 957 956 1220" data-label="Form"> </div> <p>Note: If your requisition was created in a prior fiscal year, it may have an associated purchase order that rolled over at the end of the fiscal year. If so, you will need to use these steps to locate the requisition ID.</p> <ul style="list-style-type: none"> • Navigate to: Purchasing > Purchase Orders > Review PO Information > Document Status. • Enter your search criteria in the Purchase Order Document Status page that displays and click the Search button. • Make a note of the requisition number and enter it in the Requisition ID field.



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3.	Click Search . 																								
4.	Select a requisition and click the Expand section icon.  <table border="1" data-bbox="310 741 1232 1052"> <thead> <tr> <th colspan="6">Requisitions ?</th> </tr> <tr> <td colspan="6">To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown</td> </tr> <tr> <th>Req ID</th> <th>Requisition Name</th> <th>BU</th> <th>Date</th> <th colspan="2">Request State</th> </tr> </thead> <tbody> <tr> <td>0000413751</td> <td>Supplies for Office</td> <td>UCF01</td> <td>10/24/2017</td> <td colspan="2">Received</td> </tr> </tbody> </table>	Requisitions ?						To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown						Req ID	Requisition Name	BU	Date	Request State		0000413751	Supplies for Office	UCF01	10/24/2017	Received	
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5.	Click the Receiving link or icon from the Requisition Lifespan . 																								



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6.	<p>The Manage Receipts page displays. Accept the default Received/Open value in the Show Status field and click the Search button.</p> <div data-bbox="305 604 1333 951" style="border: 1px solid black; padding: 5px;"> <p>Manage Receipts</p> <p>Find a Receipt</p> <p>Business Unit: <input type="text" value="UCF01"/> <input type="button" value="Q"/></p> <p>Received Date: <input type="text" value="10/11/2017"/> <input type="button" value="B"/></p> <p>Receipt Number: <input type="text"/></p> <p>PO Business Unit: <input type="text"/> <input type="button" value="Q"/></p> <p>Show Status: <input type="text" value="Received"/> <input type="button" value="v"/></p> <p>To Date: <input type="text" value="10/25/2017"/> <input type="button" value="B"/></p> <p>Requisition Name: <input type="text"/></p> <p>PO Number: <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p> <p>Enter search criteria and click Search to view existing receipts.</p> </div>

To **Cancel a Receipt**, complete the following next steps. To **Edit a Receipt**, proceed to page 4.

Step	Action														
1.	<p>The Manage Receipts page redisplay, and it shows the receipts applied to the requisition you selected.</p> <p>To begin the process of canceling the receipt line for the requisition you selected, click the Cancel (X) icon.</p> <div data-bbox="321 1360 1365 1822" style="border: 1px solid black; padding: 5px;"> <p>Manage Receipts</p> <p>Find a Receipt</p> <p>Business Unit: <input type="text" value="UCF01"/> <input type="button" value="Q"/></p> <p>Received Date: <input type="text" value="10/11/2017"/> <input type="button" value="B"/></p> <p>Receipt Number: <input type="text"/></p> <p>PO Business Unit: <input type="text"/> <input type="button" value="Q"/></p> <p>Show Status: <input type="text" value="Received"/> <input type="button" value="v"/></p> <p>To Date: <input type="text" value="10/25/2017"/> <input type="button" value="B"/></p> <p>Requisition Name: <input type="text"/></p> <p>PO Number: <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p> <p>Receipts Personalize Find View All <input type="button" value="L"/> <input type="button" value="R"/> First <input type="button" value="L"/> 1 of 1 <input type="button" value="R"/> Last</p> <table border="1"> <thead> <tr> <th>Requisition</th> <th>Receipt ID</th> <th>Recv Date</th> <th>PO ID</th> <th>Net Received Quantity</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Supplies for Office</td> <td>0000194831</td> <td>10/24/2017</td> <td>0000358752</td> <td>2.0000</td> <td>Received</td> <td><input type="button" value="X"/></td> </tr> </tbody> </table> <p>Return to Manage Requisitions Add New Receipt Manage Return To Supplier</p> </div>	Requisition	Receipt ID	Recv Date	PO ID	Net Received Quantity	Status		Supplies for Office	0000194831	10/24/2017	0000358752	2.0000	Received	<input type="button" value="X"/>
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Step	Action
2.	<p>When the confirmation message displays, click the Yes button to finish canceling the receipt.</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Cancel Receipt 0000194831</p> <p>Cancel receipt cannot be reversed. Are you sure you want to cancel this receipt?</p> <p style="text-align: center;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </p> </div>
3.	<p>To cancel another receipt, click the Inquire Receipt link at the bottom of the Receive Items page and follow Step 6 from the first set of instructions to look up the next receipt. Finally, follow steps 1 and 2 to complete the cancelation.</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p> <input type="button" value="Check All"/> <input type="button" value="Clear All"/> </p> <p>Inquire Receipts</p> </div>

To **Edit a Receipt**, complete the following steps:

Step	Action																
1.	<p>Select the Details icon.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Receipts Personalize Find View All [grid icon] [print icon] First 1-2 of 2 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Requisition</th> <th>Receipt ID</th> <th>Recv Date</th> <th>PO ID</th> <th>Net Received Quantity</th> <th>Status</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Computer Displays</td> <td>0000169946</td> <td>10/18/2016</td> <td>0000334696</td> <td>1.0000</td> <td>Received</td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> </tr> </tbody> </table> </div>	Requisition	Receipt ID	Recv Date	PO ID	Net Received Quantity	Status			Computer Displays	0000169946	10/18/2016	0000334696	1.0000	Received		
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2.	<p>From this screen, you can edit information. For example, you can edit the Received Amount Field as displayed below.</p> <div data-bbox="310 615 1380 793" data-label="Table"> <table border="1"> <thead> <tr> <th colspan="7">Receipt Lines ?</th> </tr> <tr> <th>Line</th> <th>Item Id</th> <th>Item Description</th> <th>Currency</th> <th>Received Amount</th> <th>Received Quantity</th> <th>Accept Quantity</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>ACER B326HK</td> <td>USD</td> <td>937.99000</td> <td>1.0000</td> <td> 1.0000</td> </tr> </tbody> </table> </div>	Receipt Lines ?							Line	Item Id	Item Description	Currency	Received Amount	Received Quantity	Accept Quantity	1		ACER B326HK	USD	937.99000	1.0000	1.0000
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1		ACER B326HK	USD	937.99000	1.0000	1.0000																
3.	<p>When you have completed your edits, select the Save Receipt button.</p> <div data-bbox="334 928 1352 1295" data-label="Table"> <table border="1"> <thead> <tr> <th colspan="6">Receipt Lines ?</th> </tr> <tr> <th>Line</th> <th>Item Id</th> <th>Item Description</th> <th>Currency</th> <th>Received Amount</th> <th>Received Quantity</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>ACER B326HK</td> <td>USD</td> <td>937.99000</td> <td>1.0000</td> </tr> </tbody> </table> <p>Save Receipt</p> </div>	Receipt Lines ?						Line	Item Id	Item Description	Currency	Received Amount	Received Quantity	1		ACER B326HK	USD	937.99000	1.0000			
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