



ADDY NOTES



Editing or Canceling a Receipt


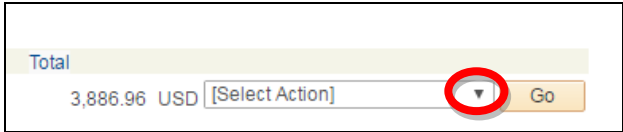
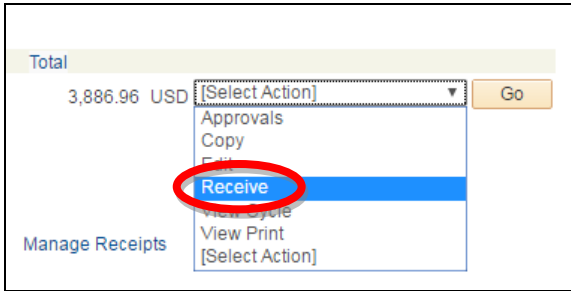
This Addy Note explains the steps you'll need to take to edit or cancel a receipt.

Step	Action
1.	Navigate to: Main Menu > eProcurement > Manage Requisitions.
2.	<div>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. In the Request State, select PO(s) Dispatched.</div> <div><div><div>Manage Requisitions</div><div><div>▼ Search Requisitions</div><div>To locate requisitions, edit the criteria below and click the Search button.</div><div><div><div>Business Unit</div><div>UCF01</div><div>🔍</div></div><div><div>Requisition ID</div><div></div><div>🔍</div></div><div><div>Date From</div><div></div><div>📅</div></div><div><div>Requester</div><div>addy</div><div>🔍</div></div><div><div>Requisition Name</div><div></div></div><div><div>Request State</div><div>PO(s) Dispatched</div><div>▼</div></div><div><div>Date To</div><div>10/13/2016</div><div>📅</div></div><div><div>Entered By</div><div></div><div>🔍</div></div></div><div><div>Search</div><div>Clear</div><div>Show Advanced Search</div></div></div></div><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.</div></div>



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Step	Action
3.	Click Search . 
4.	Click the Select Action drop down arrow on the line you want to review. 
5.	Select Receive . 



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6.	<p>The Receive Items page will display. Click the Inquire Receipts link.</p> <div><p>Receive Items</p><p>You have 3 lines open for receiving for requisition Displays Second Order</p><p>Receive Selected and go to the Receive Form.</p><p>Requisition Lines to Receive</p><div><p>Requisition Lines to Receive</p><table><thead><tr><th></th><th>Req BU</th><th>Requisition</th><th>Item Description</th><th>Item ID</th><th>Tot Req Qty/Amt</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>UCF01</td><td>Displays Second Order</td><td>ACER XR341CK</td><td></td><td>2</td></tr><tr><td><input type="checkbox"/></td><td>UCF01</td><td>Displays Second Order</td><td>ACER B326HK</td><td></td><td>937.99</td></tr><tr><td><input type="checkbox"/></td><td>UCF01</td><td>Displays Second Order</td><td>ACER PREDATOR X34</td><td></td><td>1248.99</td></tr></tbody></table><p>Check All Clear All</p><p>Inquire Receipts</p></div></div> <tr><td>7.</td><td><p>The Manage Receipts page will display. Click Search.</p><div><p>Manage Receipts</p><p>Find a Receipt</p><div><p>Business Unit: <input type="text" value="UCF01"/> </p><p>Received Date: <input type="text" value="10/05/2016"/> </p><p>Receipt Number: <input type="text"/></p><p>PO Business Unit: <input type="text"/> </p></div><div><p>Show Status: <input type="text" value="Received"/></p><p>To Date: <input type="text" value="10/19/2016"/> </p><p>Requisition Name: <input type="text"/></p><p>PO Number: <input type="text"/></p><p>Search Clear</p></div><p>Enter search criteria and click Search to view existing receipts.</p></div></td></tr>		Req BU	Requisition	Item Description	Item ID	Tot Req Qty/Amt	<input type="checkbox"/>	UCF01	Displays Second Order	ACER XR341CK		2	<input type="checkbox"/>	UCF01	Displays Second Order	ACER B326HK		937.99	<input type="checkbox"/>	UCF01	Displays Second Order	ACER PREDATOR X34		1248.99	7.	<p>The Manage Receipts page will display. Click Search.</p> <div><p>Manage Receipts</p><p>Find a Receipt</p><div><p>Business Unit: <input type="text" value="UCF01"/> </p><p>Received Date: <input type="text" value="10/05/2016"/> </p><p>Receipt Number: <input type="text"/></p><p>PO Business Unit: <input type="text"/> </p></div><div><p>Show Status: <input type="text" value="Received"/></p><p>To Date: <input type="text" value="10/19/2016"/> </p><p>Requisition Name: <input type="text"/></p><p>PO Number: <input type="text"/></p><p>Search Clear</p></div><p>Enter search criteria and click Search to view existing receipts.</p></div>
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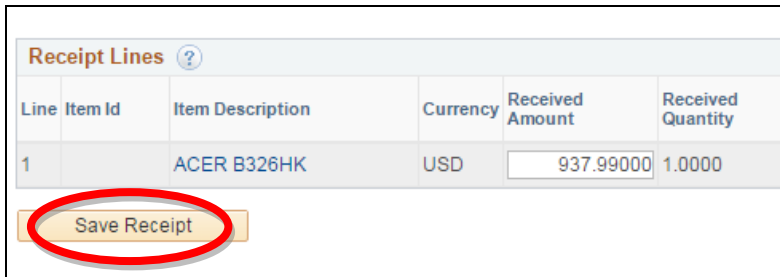
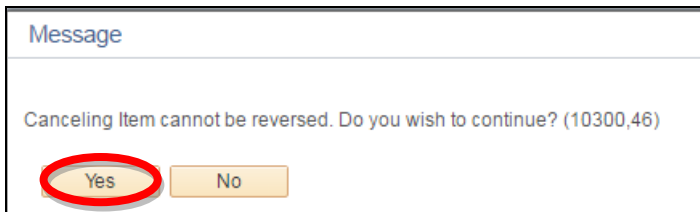


Step	Action																														
8.	Click the Details icon.																														
	<div><div>Receipts</div><div>Personalize Find View All </div><div>First 1-2 of 2 Last</div><table><tr><th>Requisition</th><th>Receipt ID</th><th>Recv Date</th><th>PO ID</th><th>Net Received Quantity</th><th>Status</th><th></th><th></th></tr><tr><td>Computer Displays</td><td>0000169946</td><td>10/18/2016</td><td>0000334696</td><td>1.0000</td><td>Received</td><td></td><td></td></tr></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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9.	From here, you can edit such information as the Received Amount field.																														
	<div><div>Receipt Lines </div><table><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><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></table></div>	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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11.	Here you can also edit the Qty Std UOM field.																														
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Step	Action
12.	<p>When you are finished editing, click Save Receipt.</p> 
13.	<p>To begin the process of canceling the receipt line for the requisition you selected, click the Cancel (X) icon.</p> 
14.	<p>When the confirmation message displays, click the Yes button to finish canceling the receipt.</p> 
15.	<p>To cancel another receipt, click the Inquire Receipt link on the Receive Items page and follow Steps 13 and 14 again.</p>