

## MAKE CHANGE TO A RECEIPT

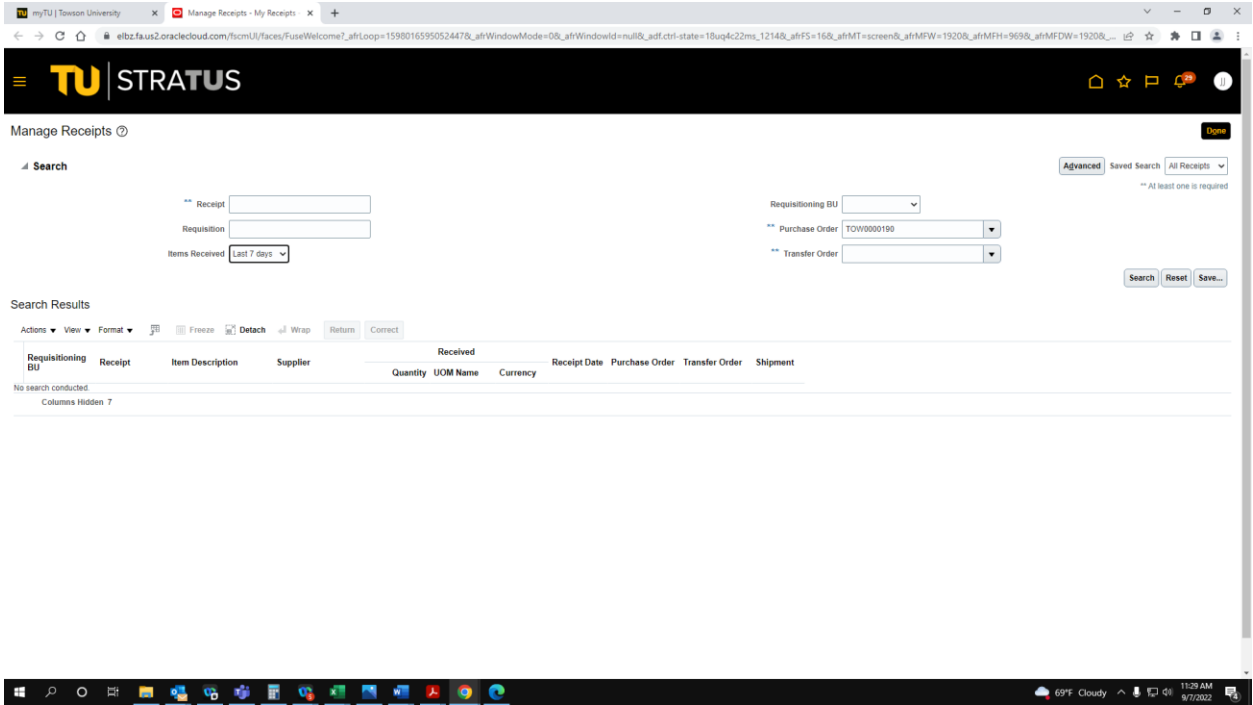
1. Navigate to Procurement and click on My Receipts.

The screenshot shows the Oracle Fusion Cloud Applications interface. At the top, the user is greeted with "Good morning, Joselyn Johnson!". The navigation menu includes "Me", "My Client Groups", "Payables", "General Accounting", "Budgetary Control", "Expenses", "Procurement", and "My Enterprise". The "Procurement" menu is active. The main area is divided into "QUICK ACTIONS" and "APPS". Under "QUICK ACTIONS", there are links for "Process Requisitions", "Manage Orders", "Manage Agreements", "Manage Buyer Assignment Rules", and "Manage Procurement Agents". Under "APPS", there are icons for "Purchase Requisitions", "Purchase Agreements", "Purchase Orders", "My Receipts", and "Catalogs". A "Suppliers" icon is also visible. Below these are "Things to Finish" cards, including "Assigned to Me" and several "Approve Purchase Order" cards with timestamps like "3 minutes ago". A "Webex Meeting Reminder" for "Stratus Change Control Meeting" is also present.

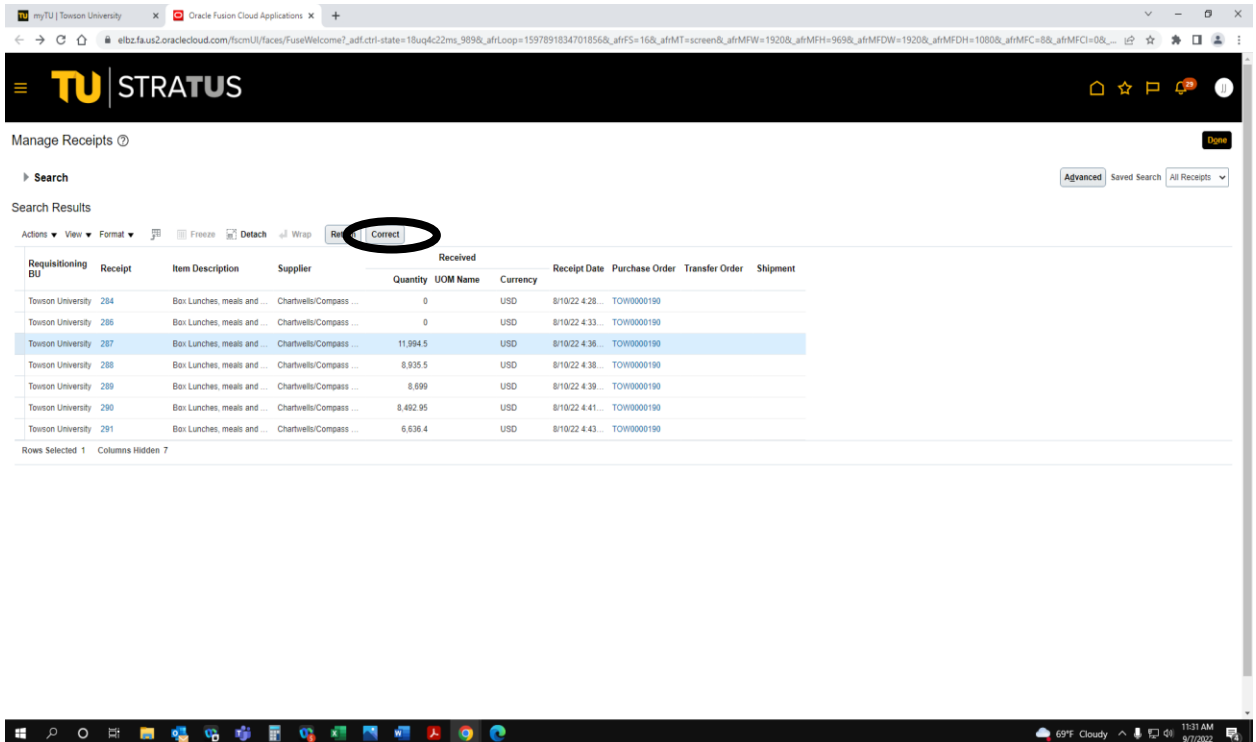
2. Click the Task box on the right hand side of the screen and Click Manage Receipt.

The screenshot shows the "Receive Items" page in Oracle Fusion Cloud Applications. The page has a search section with fields for "Requester" (filled with "Johnson, Joselyn"), "Entered By", "Requisition", "Items Due" (set to "Last 7 days"), "Requisitioning BU", "Purchase Order", and "Transfer Order". There are "Advanced", "Saved Search", and "Items Due in Last 7 Days" filters. A task box on the right side of the page is circled in black. Below the search section is a "Search Results" table with columns: "Requisitioning BU", "Requisition", "Description", "Line", "Item Description", "Supplier Item", "Supplier", "Manufacturer Part Number", "Manufacturer", "Need-by Date", "Ordered" (with sub-columns for "Quantity", "UOM Name", "Currency"), "Received", "Available", and "Invoiced".

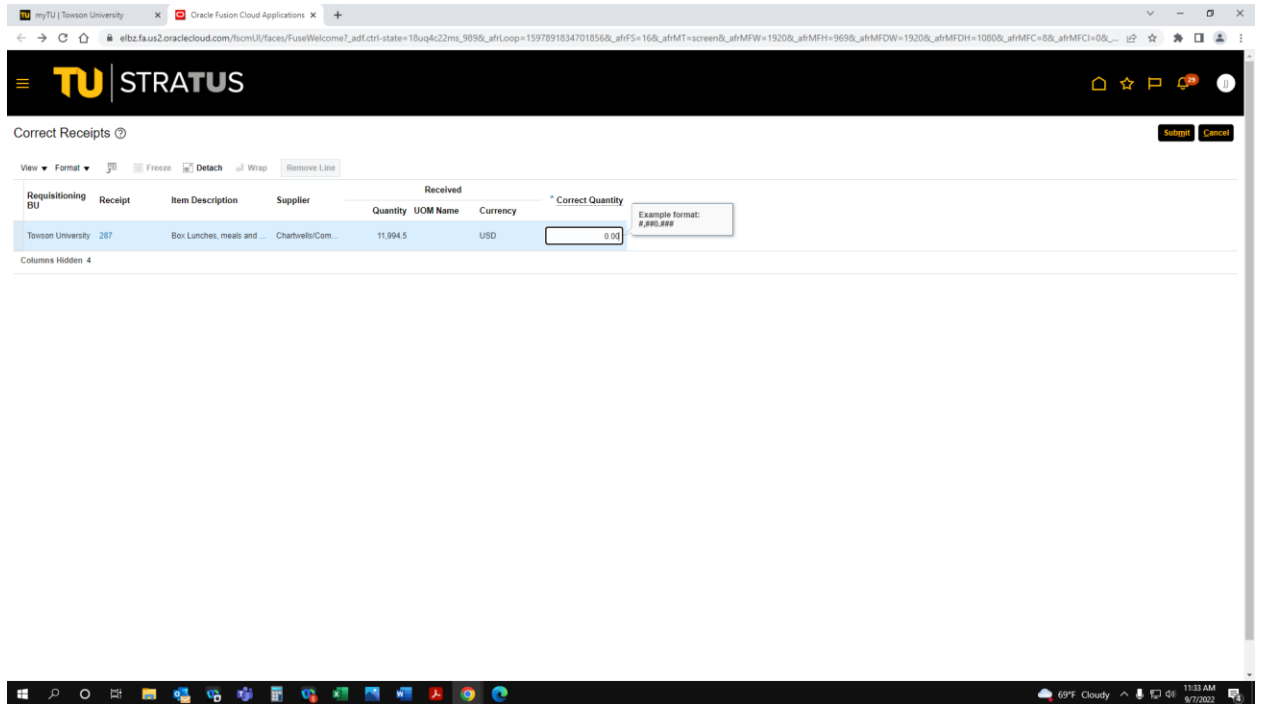
- Enter either Receipt Number or Purchase Order and Click Search. Note: Change Items Due date to 30 days or 90 days if the receipt does not appear.



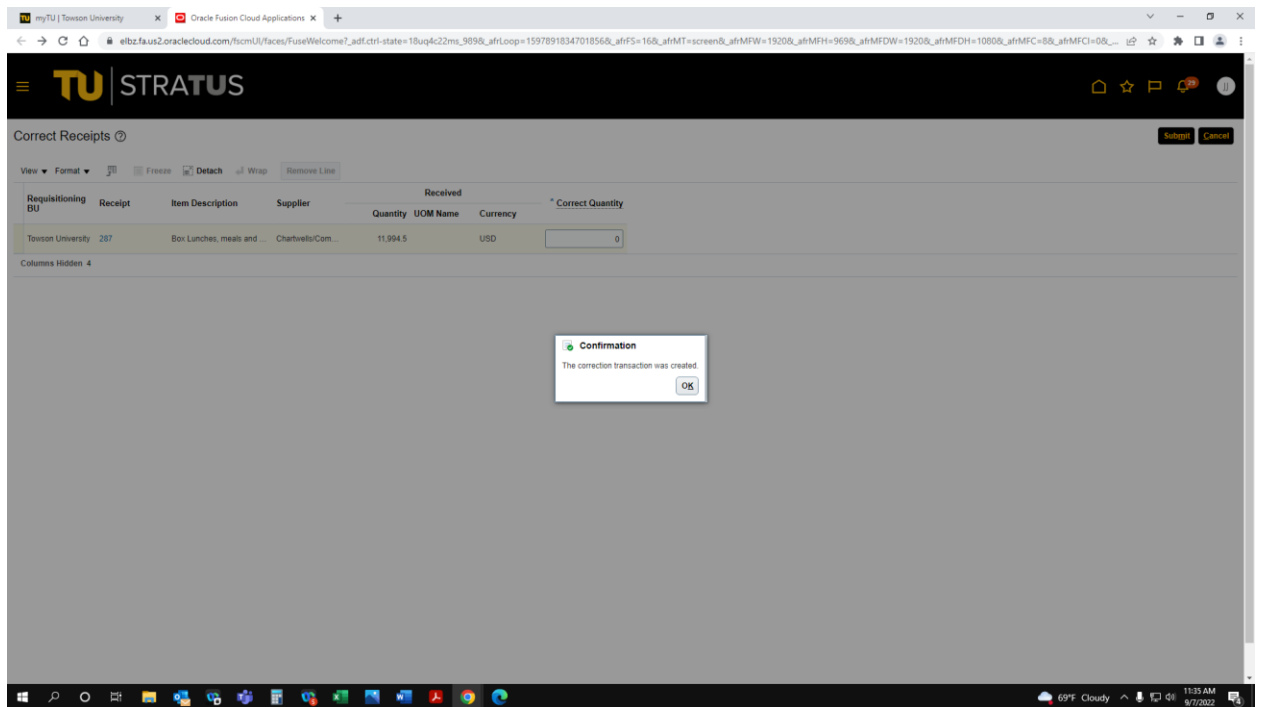
- Highlight the specific receipt that needs to be cancelled or updated and select Correct. . (Highlighted in light blue)



5. Change quantity or to cancel/delete the receipt, enter 0.00 and click Submit (upper right corner).



6. Once the updated receipt is submitted, you will see a confirmation message. Click Ok.



If you want to check to see if the change was made, run the [Requisition and Purchase Order Report](#).

Status	Distribution Funds Status	Approval Date	Creation Date	Closed Date	Buyer	Supplier Type	Matched Invoice Total Amount	Distribution Funds Status	Open Ordered Amount
Closed for Receiving	Partially Liquidated	8/21/2023	8/15/2023 1:29 PM		Baxter, Nina	Supplier	17,471.00	Reserved	0.00

Status	Distribution Funds Status	Approval Date	Creation Date	Closed Date	Buyer	Supplier Type	Matched Invoice Total Amount	Distribution Funds Status	Open Ordered Amount
Open	Partially Liquidated	8/21/2023	8/15/2023 1:29 PM		Baxter, Nina	Supplier	17,471.00	Reserved	19,763.50

Here you can see that the Status has went from “Closed for Receiving” to “Open” and the line has an Open Ordered Amount showing.