

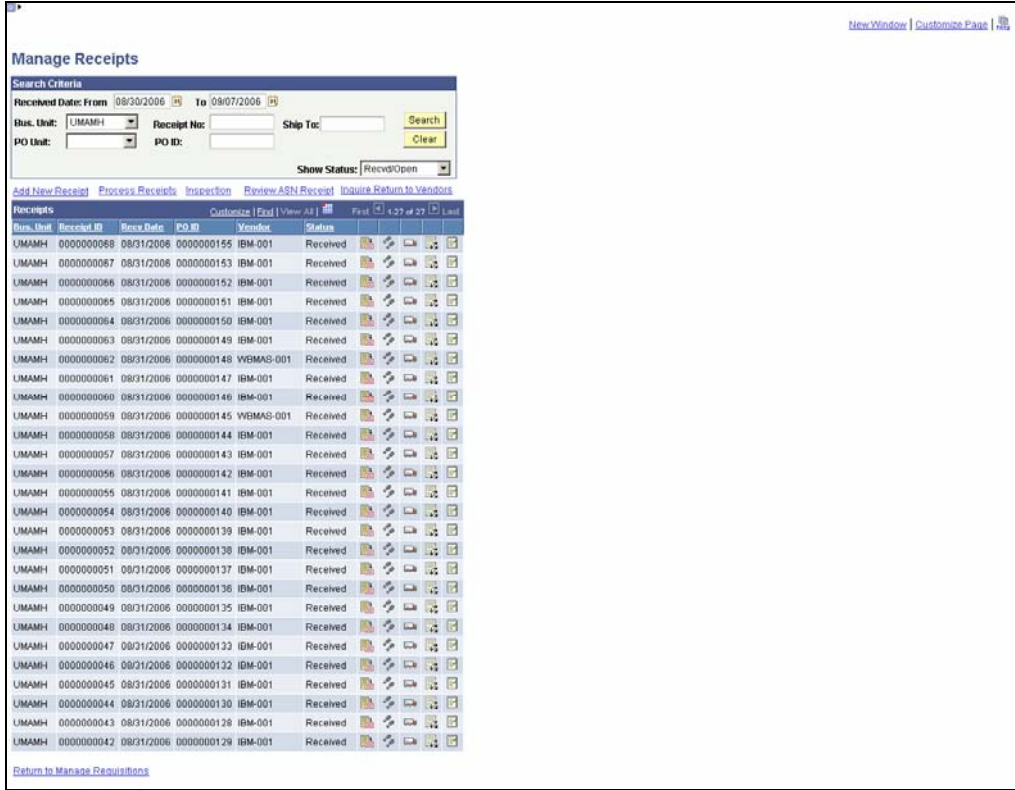
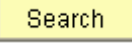



Correcting a Receipt Line	
	After a receipt has been created, the ePro end user can return to that receipt and correct the quantity received for a receipt line or lines. The end user can also add or correct additional information, such as the packing slip. However, if a receipt or receipt line has been cancelled, that receipt or receipt line cannot be corrected.
Step 1.	Log into the e*mpac Application with your Username and Password.
	Navigate to the following path: <p style="text-align: center;">eProcurement → Receive Items</p>
	<p>The Manage Receipts page opens.</p>  <p>The screenshot shows the 'Manage Receipts' interface. At the top, there are search criteria fields: 'Received Date: From 08/30/2006 To 08/07/2006', 'Bus. Unit: UMHM1', 'Receipt No:', 'Ship To:', and 'PO Unit:'. A 'Search' button is visible. Below the search fields is a table of receipts with columns: Receipts, Bus. Unit, Receipt ID, Recv. Date, PO ID, Vendor, Status, and icons. The table lists multiple receipts, all with a status of 'Received'.</p>
Step 2.	Enter the Receipt Number and/or the PO Number and click  .
Step 3.	Click on the  button to the right of the Receipt Number .

The **Maintain Receipts (Receiving)** page opens.

Maintain Receipts

Receiving

Business Unit: UMAMH **Receipt Status:** Received ✖

Receipt ID: 000000072 [Add Comments](#) [Activities](#)

[Header Details](#) [Document Status](#)

▶ **Header**

[Select Purchase Order](#)

Receipt Lines Customize | Find | View All | First 1-2 of 2 | Last

Line	Item	Description	Price	Receipt Qty	Recv UOM	Accept Qty	Status	Category	Serial	Device Track	Stock UOM	Device Track
1		COMBINATION LAMP IN CHROME	69.98000	4.0000	EA	4.0000	Received				EA	✖
2		3 MIL DOUBLE MATTE MYLAR FILM,	76.98000	6.0000	EA	4.0000	Received				EA	✖

Interface Receipt [Print Delivery Report](#) [Run PO Receipt Accrual](#) [Interface Asset Information](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Step 4. Review the Receipt Line Information.

Receipt Lines Customize | Find | View All | First 1-2 of 2 | Last

Line	Item	Description	Price	Receipt Qty	Recv UOM	Accept Qty	Status	Category	Serial	Device Track	Stock UOM	Device Track
1		COMBINATION LAMP IN CHROME	69.98000	4.0000	EA	4.0000	Received				EA	✖
2		3 MIL DOUBLE MATTE MYLAR FILM,	76.98000	6.0000	EA	4.0000	Received				EA	✖

Step 5. Make the appropriate updates.

Step 6. Click [Save](#).

The Receipt has been updated.

Maintain Receipts

Receiving

Business Unit: UMAMH **Receipt Status:** Received ✖

Receipt ID: 000000072 [Add Comments](#) [Activities](#)

[Header Details](#) [Document Status](#)

▶ **Header**

[Select Purchase Order](#)

Receipt Lines Customize | Find | View All | First 1-2 of 2 | Last

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1		COMBINATION LAMP IN CHROME	69.98000	2.0000	EA	2.0000	Received				EA	✖
2		3 MIL DOUBLE MATTE MYLAR FILM,	76.98000	6.0000	EA	4.0000	Received				EA	✖

Interface Receipt [Print Delivery Report](#) [Run PO Receipt Accrual](#) [Interface Asset Information](#)

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END OF JOB AID



Last Edited Date	1/19/2007
Last Edited By	Kristina England