

Correcting an Entire 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:

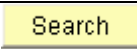
eProcurement → Receive Items

The **Manage Receipts** page opens.




The screenshot shows the 'Manage Receipts' page. At the top right, there are links for 'New Window' and 'Customize Page'. Below that is a 'Search Criteria' section with the following fields: 'Received Date: From 08/30/2006 To 08/07/2006', 'Bus. Unit: UMAMH', 'Receipt No.', 'Ship To:', 'PO Unit:', and 'PO ID:'. There is a 'Search' button and a 'Clear' button. Below the search criteria is a 'Show Status' dropdown menu set to 'Recvd/Open'. Underneath are navigation links: 'Add New Receipt', 'Process Receipts', 'Inspection', 'Review ASN Receipt', and 'Inquire Return to Vendors'. The main part of the page is a table of receipts. The table has columns: 'Receipts', 'Bus. Unit', 'Receipt ID', 'Receipt Date', 'PO ID', 'Vendor', and 'Status'. The table contains 27 rows of data, all with a status of 'Received'. At the bottom left of the table, there is a link 'Return to Manage Requisitions'.

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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END OF JOB AID



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