

Maintain Receipt

Maintenance can be performed to open and partially-received receipts. Depending on whether a receipt is quantity-based or amount only, changes can be made to the receipt quantity or price, respectively. Receivers can also add supporting documentation through the “Edit Comments” link and enter or change the Receipt Date through the “Header Details” link.

Step	Action
1.	Navigate to: Financials Supply Chain > Purchasing > Receipts > Add/Update Receipts.
2.	On the Receiving page, select the Find an Existing Value tab.
3.	In the Receipt Number field, enter the number of the Receipt to be maintained.
4.	Click the Search button.
5.	Edit the Receipt, as necessary, on the Maintain Receipts Receiving page.
6.	Click the Save button.
	End of Procedure.