

Procurement: CREATE RECEIPT ADJUSTMENT



CREATE RECEIPT ADJUSTMENT

If you need to edit an already created receipt, you can create a receipt adjustment.

1. Enter create receipt adjustment in the search bar and click the Create Receipt Adjustment Task

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	Saved Categories	\sim	Tasks and Report	Create Receipt Task	
	People	0	Create Change Orde Task	Create Receipt Adjustment Task	
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or select Create Adjustment from the related actions menu of the receipt.

urchase Order Supplier 0-100010 Barnes & Noble Colle	ege Booksellers, LLC	Actions Receipt Business Process Favorite Integration IDs	-, <	View Receipt Create Adjustment PO-1				
Information Attachments Prov	cess History Lines		> > >	Status Company	Approved	Turn on the 2 items		n on the new tables view 🕥
		Reporting Return	>		College	Receipt Line or Return Line Description	Spend Category	Extended Amount
2 items Sort By	y. Line In		,	Supplier	Barnes & Noble	With Transaction Detail	SC1002 Library Books	500.00
Q Search	Item Des				College Booksellers, LLC	Without transaction detail	SC1002 Library Books	750.00
Goods Lines	PO Line			Purchase Order	PO-100010	4		×
With Transaction Detail Without transaction detail	1/1 Quantity Each Unit of M			Purchase Order Type	One-Time Goods Purchase			
	Each Ordered (Currency	USD			
	Total Qua			Document Date	07/16/2021			

2. On the **Create Receipt Adjustment** screen you can type the receipt number in the Receipt to Adjust **Search** field or use the three dashes to search by receipts or supplier.

Create Receipt	Adjustment		Create Receipt Adjustment				Create Receipt Adjustment			
Receipt to Adjust *	Search Receipts by PO	i≡ >	Receipt to Adjust *	Search	E	R	eceipt to Adjust *	Search	E	
	Receipts by ASN Receipts by Supplier	>		P0-100046 P0-100016 P0-100014 P0-100013	> ^ > - > -			Apple Computer Inc Barnes & Noble College Booksellers, LLC Cisco WebEx LLC Dell Marketing LP	> > > >	
ок	Cancel		ок	P0-100012 Cancel	> •		ок	Grainger Cancel	> -	

3. Click on the OK button at the bottom left.





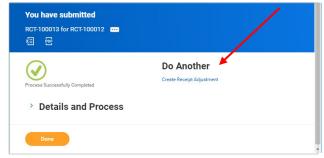
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4. On the Line Information screen, you can adjust the Actual Quantity Received, but you cannot exceed the amount ordered. If you do, you will receive an Alert.

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T item C. Search Soods Lines Logitech Corided Mouse - Wired, Bla	Alert 1. Actual Quantity Received Enter an Actual Quantity Received that, when combined with Total Quantity Already Received, isn't greater than Quantity Ordered.	<u> </u>
	Actual Quantity Received 2 Alert: Enter an Actual Quantity Received that, when combined with Total Quantity Already Received, isn't greater the second secon	
	Quantity Originally Received 1	

- 5. Click on the OK button at the bottom.
- 6. You will receive a message "You have submitted" with a View Details link.
- 7. If you Click on the View Details link, you will get a window that displays your receipt number at the top left and there will be a message "Process Successfully Completed."
- 8. You can Click on the right pointing caret beside Details and Process to see more information.
- 9. You will have the option to Create Receipt Adjustment from here.



- 10. Click on the Done button at the bottom left.
- You cannot change a receipt if there is an invoice against the purchase order, but if the invoice has not been paid, AP could cancel the invoice.

