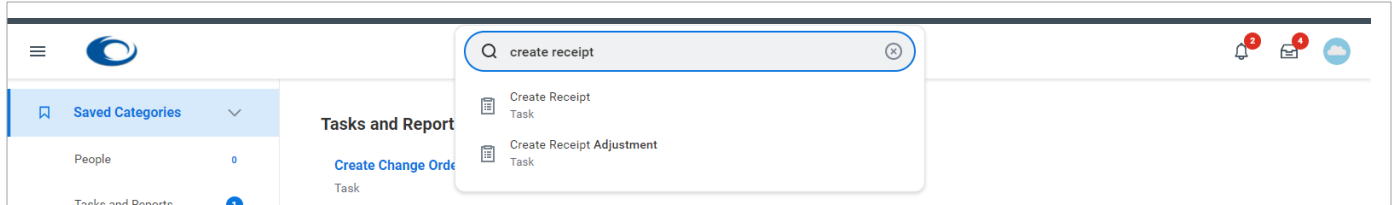


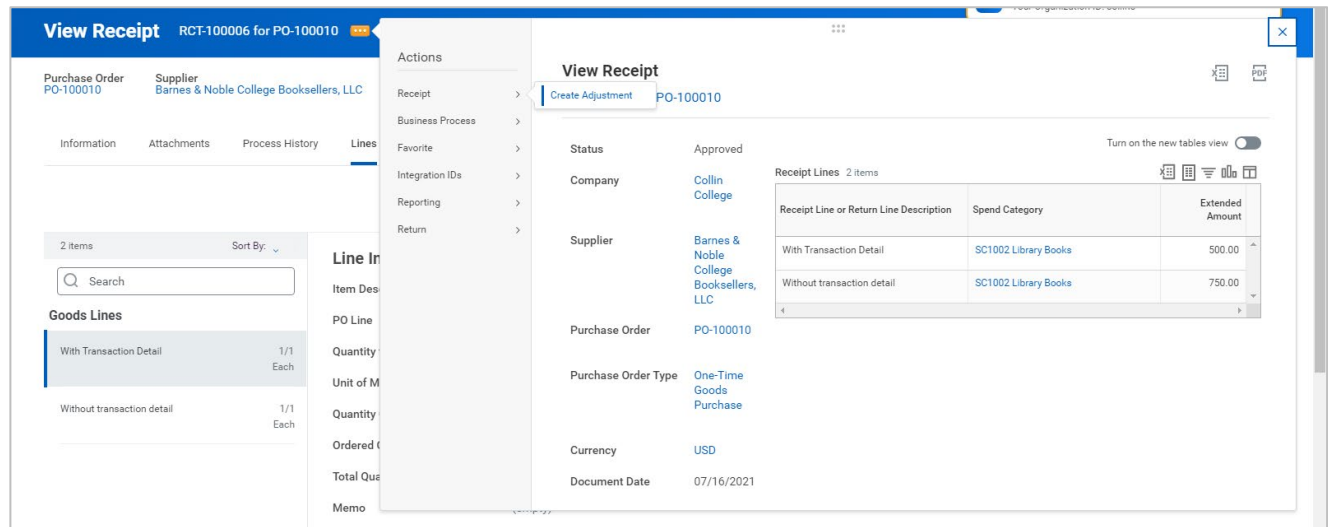
CREATE RECEIPT ADJUSTMENT

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

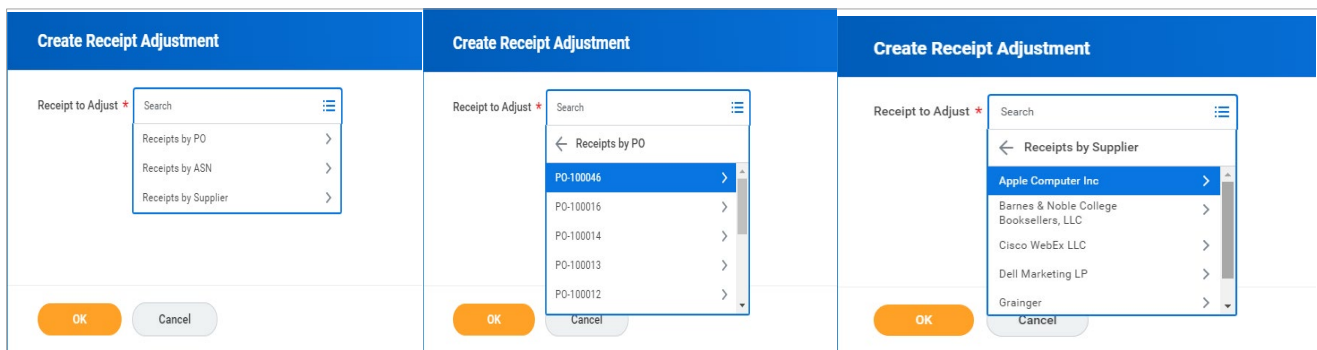
1. Enter *create receipt adjustment* in the search bar and click the *Create Receipt Adjustment Task*



or select **Create Adjustment** from the related actions menu of the receipt.

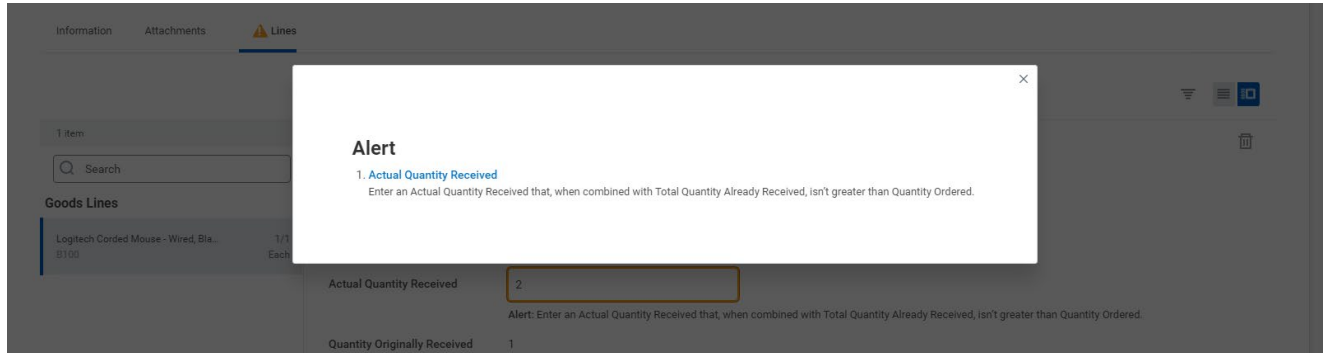


2. On the **Create Receipt Adjustment** screen you can type the receipt number in the Receipt to Adjust **Search** field or use the three dashes to search by receipts or supplier.

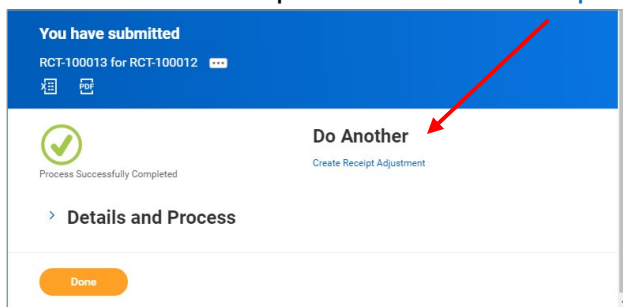


3. Click on the OK button at the bottom left.

- 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.



- Click on the OK button at the bottom.
- You will receive a message “You have submitted” with a [View Details](#) link.
- 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.”
- You can Click on the right pointing caret beside Details and Process to see more information.
- You will have the option to [Create Receipt Adjustment](#) from here.



- 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.