**How to Correct a Receipt in Cloud**

Under the Procurement tab, click on My Receipts.



Click on Tasks (looks like a Notepad).



Click on Manage Receipts.



Change Items Received to “Any Time”.

Enter either the “Receipt” for a specific receipt number or “Purchase Order” for all receipts on that PO. Then click Search.



Select the line you would like to correct – click Correct.



Enter the correct receipt amount – click Submit.

