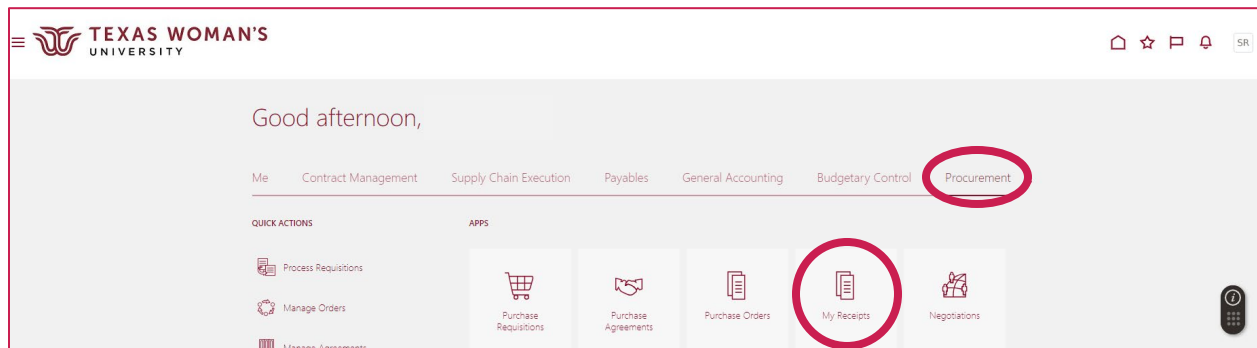
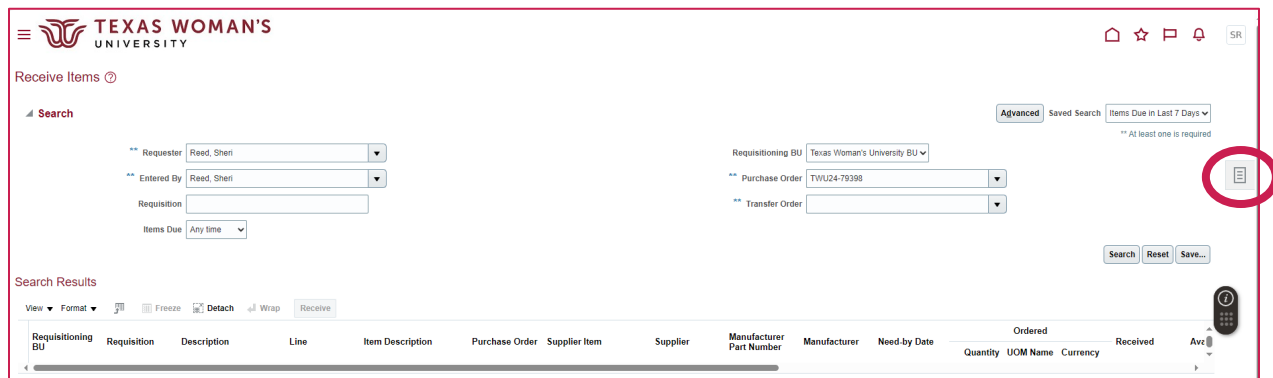


# How to Correct a Receipt in Oracle Cloud

1. Navigate to **Procurement > My Receipts**.



2. Click the **Tasks icon** (looks like a notepad).



### 3. Click **Manage Receipts**.

TEXAS WOMAN'S UNIVERSITY

Receive Items ?

Search

Requester: Reed, Sheri  
Entered By: Reed, Sheri  
Requisition:   
Items Due: Any time

Requisitioning BU: Texas Woman's University BU  
Purchase Order: TWU24-79398  
Transfer Order:   
Advanced Saved Search Items D

Manage Receipts

4. Search for your receipt/PO by filling in the following search parameters:
- Items Received** = Any Time
  - Receipt** = your specific receipt number -or- **Purchase Order** = your PO number (this pulls up all receipts on that PO).
- Click **Search**.

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Manage Receipts ?

Search

Receipt:   
Requisition:   
Items Received: Any time

Requisitioning BU:   
Purchase Order:   
Transfer Order:   
Advanced Saved Search All Receipts

Search Results

Actions View Format Freeze Detach Wrap Return Correct

Requisitioning BU	Receipt	Item Description	Supplier	Received	Receipt Date	Purchase Order	Transfer Order	Shipment
				Quantity UOM Name Currency				

### 5. Select the line you would like to correct then click **Correct**.

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Manage Receipts ?

Search

Search Results

Actions View Format Freeze Detach Wrap Return Correct

Requisitioning BU	Receipt	Item Description	Supplier	Received	Receipt Date	Purchase Order	Transfer Order	Shipment
				Quantity UOM Name Currency				
Texas Woman's ...	159155	EPF4QHAD10 - EASTON...	Legends Athletic Sup...	1 Each	2/8/24 1:44 ...	TWU24-79572		
Texas Woman's ...	159155	EPF4QHAD9 - EASTON...	Legends Athletic Sup...	2 Each	2/8/24 1:44 ...	TWU24-79572		

### 6. Enter the correct receipt amount (qty) then click **Submit**.

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Correct Receipts ?

View Format Freeze Detach Wrap Remove Line

Requisitioning BU	Receipt	Item Description	Supplier	Received	* Correct Quantity
				Quantity UOM Name Currency	
Texas Woman's ...	159155	EPF4QHAD10 - EASTON...	Legends Athletic...	1 Each	