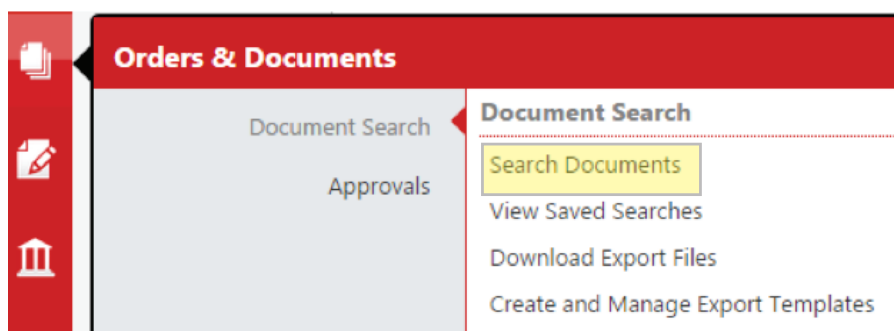


If you receive a receipt for a certain number of items and later discover that some of those items are missing or damaged, a correction must be made. Since a completed receipt may not be edited, you must create a reverse receipt to correct the discrepancy. Please note that if a PO has been fully invoiced and the Hold for Receipting option wasn't selected, the PO will have to be reopened before a receipt can be applied.

1. To create a reverse receipt you will need to locate the purchase order. To do this, hover over the **Orders & Documents** icon in the left navigation bar, and then select **Search Documents**.



2. From the Document Search page, click my purchase orders to view your purchase orders within the past 90 days. Click **Go**.

Search

Enter search terms such as document numbers, suppliers, and product information.

Go to: [advanced search](#) | [my requisitions](#) | [my purchase orders](#) | [my invoices](#)

3. Click on the PO number for the purchase order for which you will create a receipt. Next, click the **Receipts** tab to view the existing receipts for this PO

**Purchase Order:**  
**UA00000824 Revision 0**  
1645929  
 Supplier: STAPLES ADVAN...  
 Status: Completed  
 Document Total: 206.95 USD  
[View Related Documents](#)  
 Status  
 Purchase Order >  
 Invoices  
 Comments  
 Attachment Overview **1**  
 Revisions  
 PO Approvals  
 Shipments  
**Receipts**

**Receipts**

Document Actions ▾ History ⓘ ?

Receipt No.	Receipt Date	Receipt Type	Received by
<a href="#">RA000465</a>	9/3/2015	Quantity	HUGHES, MARY LOUISE

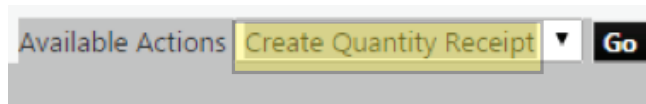
No	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Qty / Cost (In)	Qty / Cost (Out)	Status
1	Brighton Professional Recycled Folded Towels, Multifold, Natural, 250 Packs/Ct	373470	41.39 USD	5 CT	206.95 USD	2	3	Open Net Received

4. Look at the Receipt Line Details and note the number of items you received and/or returned in the original receipt. You can see in this example there were 16 chairs ordered and 16 received.

Receipt Line Details									?
No	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Qty / Cost (In)	Qty / Cost (Out)	Status	
1	Chairs		100.00 USD	16 EA	1,600.00 USD	16		Net Received	

NOTE: A receipt may not be edited, but you may enter a reverse amount of a new receipt to correct an error.

5. To create a reverse receipt, return to the Purchase Order by clicking the **Purchase Order** tab.  
Make sure the drop down selection in the upper right hand corner of the screen is **Create Quantity Receipt** and click **Go**.



6. This pulls up a new receipt. Scroll to the bottom to find the Line Details where the Quantity defaults to the number of items still outstanding on the PO.

Line Details

Hide Receipt Details

For Selected Lines: Remove Selected Items Go

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
UT00000283	1	Chairs		16	RT000125	0		Received	Remove Line Receive & Return

7. In the Quantity field, enter the reverse amount to correct the number of items actually received.  
In this example, if you originally indicated the receipt of 16 chairs but you actually received only 11, enter -5 in the Quantity field.

Line Details

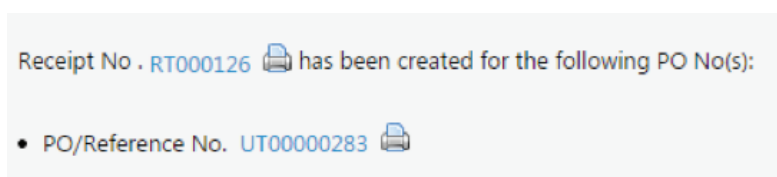
Hide Receipt Details

For Selected Lines: Remove Selected Items Go

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
UT00000283	1	Chairs		16	RT000125	-5		Received	Remove Line Receive & Return

8. When you have finished, click on **Complete** in the lower right hand corner of the receipt.

9. A message will come up to inform you that a receipt has been created.



10. Click on the PO number and then the Receipts tab to find the revised Receipt Line Details.

Receipt Line Details									
No	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Qty / Cost (In)	Qty / Cost (Out)	Status	
1	Chairs		100.00 USD	16 EA	1,600.00 USD	5		Open	
						11		Net Received	

You can see in this example that the Net Received is now 11



NOTE: please contact Accounts Payable if you need assistance on specific invoices.