



This guide is intended to show iProc Requisitioners how to correct receipts they have entered for their requisitions in the iProcurement (iProc) part of the Oracle Financials system.

There may be occasions where you need to amend details that were originally entered for a receipt. It is important that you correct the receipt to reflect the amount that you have actually received, as over receipting will lead to incorrect payments to the supplier.

To correct a receipt in iProc you will need to:

1. Click the **Receiving** tab from within iProc.
2. If you can see the receipt that needs amending in the **My Receipts at a Glance** section, click on the **Receipt Number** and select **Correct Receipts**. Now skip to step 3.
If you can't see the receipt that needs amending, click **Correct Receipts** and find the receipt you wish to correct using the search fields. Remember to use the Oracle wildcard **%** for searching, or the receipt may already be listed at the bottom of the screen.
3. Enter the quantity in the **Correct Quantity** field for the necessary lines.
4. Click **Continue**.
5. Check the amended details and if they are correct select **Submit**. You will receive a **Confirmation** message that the correction is complete.
6. If you find the receipt again, you will see that the corrected lines are indicated in the **Received** column. Also, if you click on the **Receipt Number** the **Transaction History** shows the original receipt quantities and the corrected quantities for this line.