

Procure to Pay

How to Correct Receiving

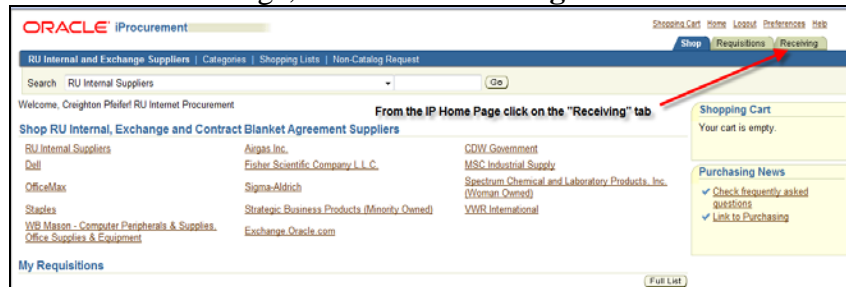
Purchase Orders should be received online only for the goods or services that have been delivered to date. Do not fully receive online for an order unless all goods and services have been delivered. If you have received a partial shipment or services for an order that requires online receiving, you should only receive for the amount/quantity that has actually been received to date.

It is also important to understand that if you no longer need an order opened and want to get rid of the encumbrance/commitment balance; Purchasing cannot cancel the remaining balance of a fully received purchase order that was billed for less than the actual quantity or amount delivered. This will allow partial billing and payment to the supplier.

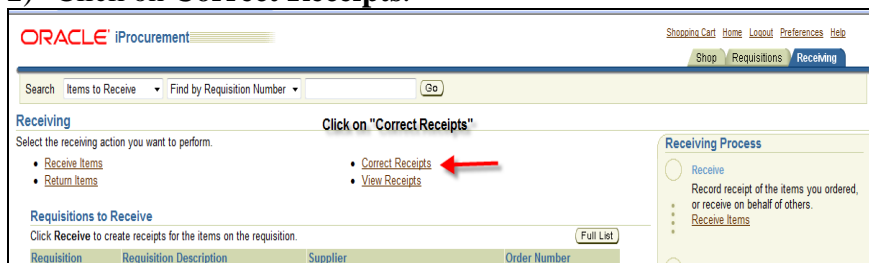
For example, if a PO is \$15,000 and you fully receive it, but you are invoiced for only \$14,900, Purchasing cannot cancel the remaining \$100 balance. A receipt correction will need to be done, as demonstrated below, to reduce the quantity received to equal the partial quantity actually delivered and billed.

Here are the steps to correct receipts:

- 1) On the IP Home Page, select the **Receiving Tab**.



- 2) Click on **Correct Receipts**.



- 3) In the **Receipt Created by** leave your name. Next, under **Items Received** alter it to **Change to Any Time**. Now place the **PO Number** in the **Order Number** section. Select **Go**. After selecting **Go**, past receiving transactions will appear.

Oracle iProcurement - Correct Receipts: Select Receipts

Leave your name or just remove name

Receipt Created By: [Name]

Items Received: Any Time (Change to Any Time)

Order Number: 885207 (Put in PO Number)

Supplier: [Supplier Name]

Click on Go

After clicking on GO, past receiving transactions will appear.

Receipt	Requisition	Item Description	Correct Quantity	Unit	Quantity Received	Supplier	Order Number
115273	780590	Consultant Michael Carr will finish the construction drawings and telescope interface design for the ARIES instrument under the terms of the consultant agreement with Ted Williams RU CONTACT. Cardinale / vcardinale@physics.rutgers.edu				13999 Term Engineering	885207
114981	780590	Consultant Michael Carr will finish the construction drawings and telescope interface design for the ARIES instrument under the terms of the consultant agreement with Ted Williams RU CONTACT. Cardinale / vcardinale@physics.rutgers.edu		Each	1	Term Engineering	885207

- 4) Enter the correct **Quantity** from packing list or invoice. If more than one receiving line exists for the **same** item, place the correct Quantity in just **one** box. A **zero** can be placed in the additional quantity boxes. Next select **Continue**.

Correct Receipts: Select Receipts

Enter correct Quantity from packing list or invoice. If more than one receiving line exists for the same item, a zero can be placed in those Quantity boxes and put the correct Quantity in just one box.

When finished click on "Continue"

Receipt	Requisition	Item Description	Correct Quantity	Unit	Quantity Received	Supplier	Order Number
115273	780590	Consultant Michael Carr will finish the construction drawings and telescope interface design for the ARIES instrument under the terms of the consultant agreement with Ted Williams RU CONTACT. Cardinale / vcardinale@physics.rutgers.edu	6013	Each	13999	Term Engineering	885207
114981	780590	Consultant Michael Carr will finish the construction drawings and telescope interface design for the ARIES instrument under the terms of the consultant agreement with Ted Williams RU CONTACT. Cardinale / vcardinale@physics.rutgers.edu	0	Each	1	Term Engineering	885207

- 5) The changes are shown. Select **Submit** to finalize the change and correct the receiving.

Correct Receipts: Review and Submit

The changes are shown then click on "Submit" to finalize the change and correct the receiving.

Receipt	Item Description	Correct Quantity	Unit	Change	Quantity Received	Supplier
115273	Consultant Michael Carr will finish the construction drawings and telescope interface design for the ARIES instrument under the terms of the consultant agreement with Ted Williams RU CONTACT. Cardinale / vcardinale@physics.rutgers.edu	6013	Each	-7986	13999	Term Engineering
114981	Consultant Michael Carr will finish the construction drawings and telescope interface design for the ARIES instrument under the terms of the consultant agreement with Ted Williams RU CONTACT. Cardinale / vcardinale@physics.rutgers.edu	0	Each	-1	1	Term Engineering

- 6) A page will appear confirming the receiving change has been completed successfully.

Confirmation

Your corrections have been submitted. This page confirms the receiving change has completed successfully.

Receipt	Item Description	Correct Quantity	Unit	Change	Quantity Received	Supplier
115273	Consultant Michael Carr will finish the construction drawings and telescope interface design for the ARIES instrument under the terms of the consultant agreement with Ted Williams RU CONTACT. Cardinale / vcardinale@physics.rutgers.edu	6013	Each	-7986	13999	Term Engineering
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