

Editing Receipts

**Click on Favorites select
Add/Update Receipts**

Favorites Main Menu

Recently Used

My Favorites

-  Add to Favorites
-  Edit Favorites
-  **Add/Update Receipts**
-  Approve Voucher
-  Budgets Overview
-  Open Encumbrances Report
-  Process Monitor
-  Purchase Orders
-  Report Manager

Find an Existing Value Add a New Value

Maximum number of rows to return (up to 300):

Business Unit: = 

Receipt Number: begins with 

Bill of Lading: begins with 

PO Business Unit: begins with 

Item ID: begins with 

PO Number: begins with 

Ship To Location: begins with 

Shipment Number: begins with

Vendor ID: begins with 

Received Date: = 

Receipt Status: =

User ID: begins with 

Case Sensitive

Search Clear [Basic Search](#)  [Save Search Criteria](#)

Receive Items (Edit)

Maintain Receipts

Receiving

Business Unit: LAGPR

Receipt Status: Received ✖

Receipt ID: 0000003351

[Add Comments](#) [Activities](#)

[Header Details](#)

[Document Status](#)

▶ **Header**

[Select Purchase Order](#)

Receipt Lines											
Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	
1		3 PLY CARBON LESS 3" X 67' REC	58.62000	4.0000	CS	4.0000	Received			CS	✖

Interface Receipt

Save Notify Refresh

Add Up

- ❑ The original quantity is 4 but the end user was supposed to enter 5.
- ❑ You may enter the new quantity here then click save.



Receive Items (Edit)

Maintain Receipts

Receiving

Business Unit: LAGPR
Receipt ID: 0000003351

Receipt Status: Received ✖
[Add Comments](#) [Activities](#)

[Header Details](#) [Document Status](#)

▶ **Header**

[Select Purchase Order](#)

Receipt Lines													
Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Category	Serial	Device Track	Stock UOM	Device Track	
1		3 PLY CARBON LESS 3" X 67' REC	58.62000	5.0000	CS	5.0000	Received	4411000000			CS	Device Track	✖

- The new accepted quantity is 5.
- The receipt number has stayed the same.



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●●● Serving our Students, Faculty & Staff

Comments / Suggestions

If there is material on this training guide that is confusing or if you have a suggestion as to how to improve it

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Please visit our website: <http://www.lagcc.cuny.edu/ap>
for Additional Information