SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Edit a Purchase Order Receipt

In SWIFT, a receipt tracks the quantity or amount received against a purchase order. Receiving includes determining if the purchase is an asset. Once you create a receipt, you may need to edit it or cancel it for a variety of reasons.

IMPORTANT:
- You can edit or cancel a receipt only if it is **not** in these statuses: Moved or Matched.
- You cannot reverse a receipt that your agency canceled.

Receipt Header Status Values

| Status Values	Status Definition
Canceled	All lines are canceled. Canceling cannot be reversed
Moved	Receipt has been processed by SWIFT.
Open	One or more receipt lines are in Open status.
Received	All edits have passed. All lines are in Received or Canceled status

This Quick Reference Guide provides the steps to edit an existing purchase order receipt.

Step 1: Access the Receiving page.

1. Navigate to the **Receiving** page.

Navigation Option	Navigation Path
Navigation Collection	Procurement, Purchasing, Receipts. The Receiving page defaults.

2. On the Receiving page, press the **Find an Existing Value** button.
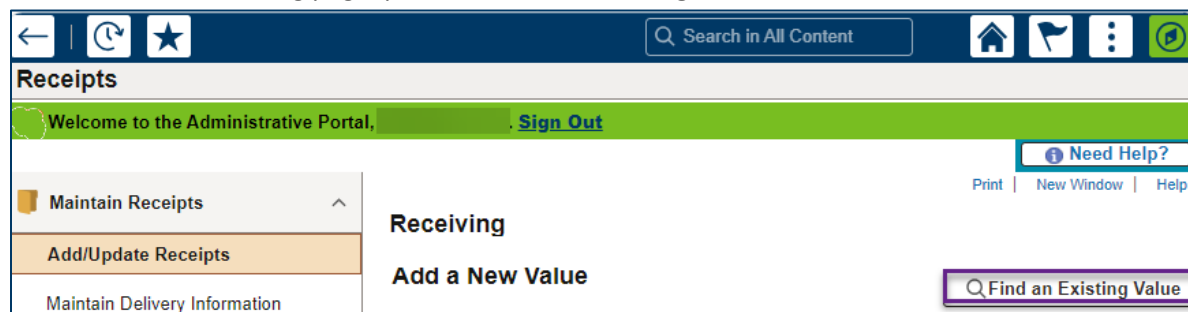
3. SWIFT updates the Receiving page with search criteria.
   a. Enter information such as the Business Unit and Receipt Number and select **Search** at the bottom of the page.

   b. In the Search Results section, select the **Receipt Number**.

Step 2: Edit and save the receipt on the Maintain Receipts page

1. SWIFT displays the Maintain Receipts page. Edit the receipt.

2. In the example below, Receipt Quantity was changed from "10" to "7. Press **Save** when you are done.