

Cancel Receipt

Receipts may be cancelled at the receipt or at the line level. The transaction may not be reversed.

Step	Action
1.	Navigate to: <u>Purchasing > Receipts > Add/Update Receipts.</u>
2.	On the Receiving page, select the Find an Existing Value tab.
3.	In the Receipt Number field, enter the number of the Receipt to be cancelled.
4.	Click the Search button.
5.	On the Maintain Receipts Receiving page in the Receipt Lines section on the Receipt Lines tab to cancel a line on a receipt, click the  at the line level.
6.	To cancel the entire receipt, click the  at the header level.
7.	This message displays “Canceling Receipt cannot be reversed. Do you wish to continue?”. Click the Yes button.
8.	Verify the Receipt Status is cancelled. As needed, create a new Receipt.
End of Procedure.	