



Canceling Receipts

BUSINESS OBJECTIVE: At times, receipts need to be canceled due to entering incorrect information or making a mistake.

STEP#1: Navigate to Purchasing>Receipts>Add/Update Receipts> Find an Existing Value. Enter business unit and receipt number or PO number.

Main	ntain	Rec	eipts															
Rec	Receiving																	
Business Unit:			BMC55			Receipt Status:			Mov	red	×							
Receipt ID:			000000020			Add Comments			Activ	<u>ities</u>								
Header Details			Document Status															
▶ Header																		
Select	Select Purchase Order																	
Receipt Lines Personalize Find View All 🖾 🛗 First 🚺 1 of 1 💟 Last																		
Rece	ipt Li	ines	More Deta	ails 📔 Links	and Status	Item / Mfg Dat	аŶ	Optional In	put	Sour	rce Informati	ion 💷						
Line		<u>Item</u>	De	scription	Price	Receipt Qty		*Recv UOM		Accept Qty	<u>Status</u>	Category	<u>Serial</u>	<u>Device</u> <u>Track</u>	Stock UOM	AM Status	Device Track	
1	.		<u>Te</u> So	<u>st 5</u> oftware	5349.00000	2.0000	Þ	EAQ		2.0000	Received	4323000001			EA	Moved	<u>Device</u> <u>Track</u>	×

STEP#2: Click on the red 'X' next to 'Receipt Status'

Maintain Recei	pts									
Receiving										
Business Unit:	BMC55	Receipt Status:	Moved X							
Receipt ID:	000000020	Add Comments	Activities							
	Header Details	Document Status								
→ Header										
Select Purchase Order										
Receipt Lines Personalize Find View All 🖾 🛗 First 💶 1 of 1 🚺 Last										
Receipt Lines	More Details Links and Status	ttem / Mfg Data Optional Input	Source Information	<u>.</u>						
Line Item	Description Price	Receipt Qty	Accept Status Category	<u>Serial</u> Device Stock Track UOM	<u>k AM Device</u> <u>Status Track</u>					
1 📑	Test 5 Software 5349.0000	0 2.0000 🗎 EA 🔍	2.0000 Received 43230000	001 🗌 🗖 EA	Moved Device Track X					





STEP 3: A message will pop up to confirm the cancelation. Click on 'Yes' and click on the **Save** button to save the receipt.

Message							
Canceling Receipt cannot be reversed. Do you wish to continue? (10300,33)							
	Yes	No					

A receipt cannot be canceled if a voucher has been entered against the receipt. If the voucher has not been paid, the voucher would need to be deleted before canceling the receipt. Work with your Accounts Payable Office.