

Business Process	Navigation
1. Cancel a receipt (Any Ship-To).	1. Main Menu > eProcurement > Receive Items

Use the following navigation to cancel a receipt (Any Ship-To).

- From the Main Menu page, select **eProcurement > Receive Items**.

- The **Received Date From** and **To** will default to a one month range backwards from current system date. **Change these dates if desired.**
- Select **Received** from the Show Status dropdown list.
- Enter a **Business Unit** – 62500 (should default from your user preferences).
- Enter any additional search criteria such as **Receipt ID, Ship To, PO Unit** or **PO ID** in order to limit your search results. After entering all the appropriate search criteria, click **Search**.
- The receipts meeting the entered criteria will display at in the lower portion of the page.

Receipts						Personalize Find View All	First	1 of 1	Last
Business Unit	Receipt ID	Date	PO ID	Vendor	Status				
62500	0000000060	04/22/2013	0000000200	SISTERROSA-001	Received				

- Click the Details button to display the receipt.

Favorites Main Menu > eProcurement > Receive Items

Maintain Receipts

Receiving

Business Unit: 62500 Receipt Status: Fully Received 

Receipt ID: 0000000108 [Add Header Comments](#) [Activities](#)

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

Header

Select Purchase Order [Close Short All Lines](#) [Print Delivery Report](#) [Run PO Receipt Accrual](#)

Receipt Lines Personalize | Find | View All |  First 1-2 of 2 Last

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM	AM Status
1	000000000000056952	Desktop: IMAC 21.5 8G RAM + So	1.0000	EA	1097.00000	1.0000	Received	20699	☐	☐	☐	EA	Pending
2	000000000000056953	MS Office License for MAC (3YF	1.0000	EA	43.35000	1.0000	Received	20899	☐	☐	☐	EA	Pending

☐ Interface Receipt ☐ Run Close Short [Interface Asset Information](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

- Click the Cancel icon  at the top of the page. **NOTE: You will be unable to cancel a receipt if there is an invoice against it or if it has been paid, contact the Accounts Payable office to help you if you need to cancel the receipt.**

Message

Canceling Receipt cannot be reversed. Do you wish to continue? (10300,33)

[Yes](#) [No](#)

- Click **Yes**.
- The receipt is canceled.

Favorites Main Menu > eProcurement > Receive Items

Maintain Receipts

Receiving

Business Unit: 62500 Receipt Status: **Canceled**

Receipt ID: 0000000110 [Add Header Comments](#) [Activities](#)

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

Header

Select Purchase Order [Close Short All Lines](#) [Print Delivery Report](#) [Run PO Receipt Accrual](#)

Receipt Lines Personalize | Find | View All |  First 1-2 of 2 Last

Line	Item	Description	Receipt Qty	Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM	AM Status
1	000000000000056954	Desktop: Dell Optiplex 7010 +		EA	915.00000		Canceled	20499	☐	☐	☐	EA	Pending
2	000000000000056954	Desktop: Dell Optiplex 7010 +		EA	915.00000		Canceled	20499	☐	☐	☐	EA	Pending

☐ Interface Receipt ☐ Run Close Short [Interface Asset Information](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)