

### Canceling a Receipt

You can cancel a receipt if it has not been paid. You will need to click on the 'Receiving' icon on your requisition.

The screenshot shows a requisition detail page for requisition ID 1000090356. The status is 'Received'. A workflow bar at the bottom includes icons for Requisition, Approvals, Inventory, Purchase Orders, Change Request, Receiving (highlighted with a red box and a red arrow), Returns, Invoice, and Payment. Below the workflow bar is a table with the following data:

Line	Description	Status	Price	Quantity	UOM	Vendor
1	MP Bio quote UNIV0007	Received	5110.00000 USD	1.0000	UNT	Valiant USA LLC
2	Shipping	Received	235.00000 USD	1.0000	UNT	Valiant USA LLC

Click on the 'Details' icon as shown below.

The screenshot shows the 'Manage Receipts' page. It includes a search form with fields for Business Unit (NAUBU), Show Status (Received), Received Date (11/13/2018), To Date (11/27/2018), Receipt Number, Requisition Name, PO Business Unit, and PO Number. Below the search form is a table of receipts with the following data:

Requisition	Receipt ID	Recv Date	PO ID	Net Received Quantity	Status
MP Bio Dillon	3000219449	11/15/2018	2000086672	2.0000	Received

Click on the big red 'X' on the line you want to cancel the receipt.

**Receive Items**

Receipt No: 3000219449  
 Business Unit: NAUBU  
 Receipt Status: Fully Received  
 Received Date: 11/15/2018

[Reject Shipment](#)

Line	Item Id	Item Description	Currency	Received Amount	Received Quantity	*UOM	Accept Quantity	Details	Cancel Line	Receipt	Asset Status	PO
1		<a href="#">PURCHASE ORDER FOR N</a>		5110.00000	1.0000	UNT	1.0000				Pending	
2		<a href="#">SHIPPING</a>	USD	235.00000	1.0000		1.0000					

[Add New Receipt](#)      [Manage Return to Vendors](#)      [Inquire Receipts](#)

A pop-up message will appear stating if you wish to continue, click 'yes'.

**Message**

Canceling Item cannot be reversed. Do you wish to continue? (10300,46)

  

Click on the 'Save Receipt' button.

**Receive Items**

Receipt No: 3000219449  
 Business Unit: NAUBU  
 Receipt Status: Fully Received  
 Received Date: 11/15/2018

[Reject Shipment](#)

Line	Item Id	Item Description	Currency	Received Amount	Received Quantity	*UOM	Accept Quantity	Details	Receipt	Asset Status	PO
1		<a href="#">PURCHASE ORDER FOR N</a>		5110.00000		UNT				Pending	
2		<a href="#">SHIPPING</a>	USD	235.00000							

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