

# 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.

**Maintain Receipts**

**Receiving**

Business Unit: BMC55      Receipt Status: Moved 

Receipt ID: 0000000020      [Add Comments](#)      [Activities](#)

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

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[Select Purchase Order](#)

**Receipt Lines**      Personalize | Find | View All |  |       First 1 of 1 Last

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Category	Serial	Device Track	Stock UOM	AM Status	Device Track	
1		<a href="#">Test 5 Software</a>	5349.00000	2.0000	 EA	2.0000	Received	4323000001		<input type="checkbox"/>	EA	Moved	<a href="#">Device Track</a>	

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

**Maintain Receipts**

**Receiving**

Business Unit: BMC55      Receipt Status: Moved 

Receipt ID: 0000000020      [Add Comments](#)      [Activities](#)

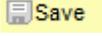
[Header Details](#)      [Document Status](#)

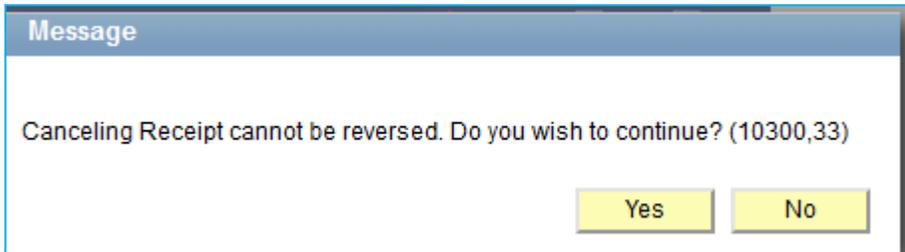
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**STEP 3:** A message will pop up to confirm the cancelation. Click on 'Yes' and click on the  button to save the receipt.



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.