

Managing Procurement: Cancel a Receipt

This quick reference guide (QRG) outlines the process to cancel a receipt for a purchase order.

CANCEL RECEIPT

1. Use the Related Actions (...) on the receipt, hover over the Receipt action, and select **Cancel**.

The screenshot shows the 'View Receipt' page for receipt RC-0000293714 for PO-1000072318. The status is 'Approved'. A red arrow points to the three-dot menu icon next to the receipt ID. Another red arrow points to the 'Receipt' action in the 'Actions' dropdown menu, which is also highlighted with a red box. A third red arrow points to the 'Cancel' option in the sub-menu that appears when 'Receipt' is selected. The page includes sections for 'Purchase Orders', 'Supplier', 'Information', 'Attachments', 'Process History', 'Lines', 'Goods Lines', and 'Line Information'.

2. Select **OK** to confirm your receipt cancellation.

The screenshot shows the 'Confirm Cancel Receipt' dialog box for receipt RC-0000293714 for PO-1000072318. The status is 'Approved', the total amount is \$34.45, and the currency is USD. The dialog displays details for the single line item: SYRINGE LL BOLD SCL PLNG ST LF DISP 3ML 200/BX. A red arrow points to the 'OK' button at the bottom left of the dialog. The dialog also includes a 'Cancel' button and an 'Additional Information' section.

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NEXT STEPS

Verify the cancellation was successful. The status of the receipt should now reflect Canceled.

View Receipt RC-0000293714 for PO-1000072318 ⋮		
Purchase Orders PO-1000072318	Supplier MEDLINE INDUSTRIES INC	Status Canceled ⋮