myFinance User Guide

Cancel a goods receipt

The following topic will demonstrate the process to cancel a receipt.

You may need to cancel a receipt that was entered incorrectly. Note that the Receipt Cancel process cannot be reversed; a new receipt needs to be created.

Learning Objectives

Upon completion of this lesson, users will be able to:

• Navigate to the Receipts module within myFinance
• Search for a specific receipt
• Cancel a receipt

Procedure

1. In the Menu, click the eProcurement link.
2. Click the Buyer Center link.
3. Click the Receipts link.
4. Click the Add/Update Receipts link.
5. You need to locate the Receipt you wish to cancel. Click the Find an Existing Value tab.
6. Enter the **Receipt ID** number into the **Receipt Number** field.

**Hint:** The Receipt ID number can be located via the **Manage Requisitions** page.

7. Click the Search button.

8. Click the **Cancel Receipt** button.
9. Click the Yes button.

10. The Receipt Status will now be changed to Cancelled. On the Manage Requisitions screen, the status will have reverted to PO(s) Dispatched, and a new receipt can now be created for these goods.

End of procedure.