

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.

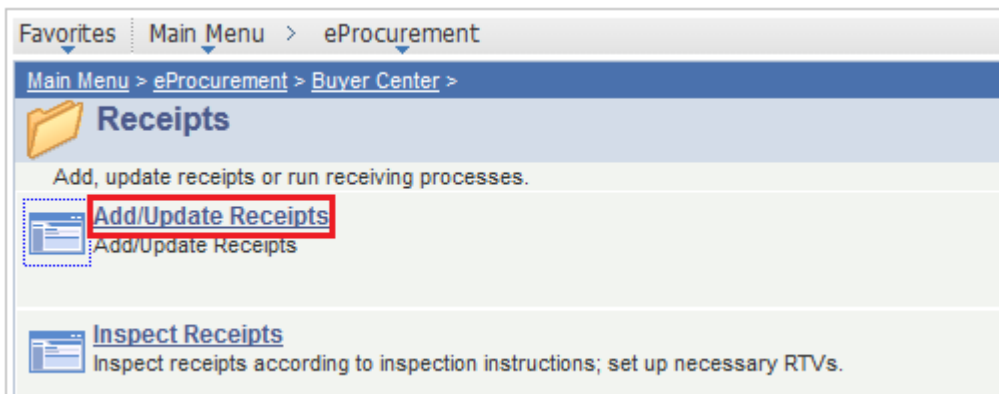
Learning Objectives

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.

Find an Existing Value
Add a New Value

Business Unit:

Receipt Number:

PO Receipt

Add

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.

Find an Existing Value
Add a New Value

Limit the number of results to (up to 300):

Business Unit: =

Receipt Number: begins with

Bill of Lading: begins with

PO Business Unit: begins with

Item ID: begins with

PO Number: begins with

Ship To Location: begins with

Shipment Number: begins with

Vendor ID: begins with

Received Date: =

Receipt Status: =

User ID: begins with

Case Sensitive

Search
Clear
[Basic Search](#)
 [Save Search Criteria](#)

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

Receiving

Business Unit: UB001 Receipt Status: Received X

Receipt ID: 0000058094 [Add Comments](#) [Activities](#)

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

▶ Header

[Select Purchase Order](#)

Receipt Lines Customize | Find | View All | First 1-3 of 3 Last

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Category	Serial	Device Track	Stock UOM	Device Track	
1		Artline Whiteboard Marker + Er	23.02000	1.0000	EA	1.0000	Received	44121700	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track	X
2		Officemax Dry Safe Wb colour Bu	6.07000	1.0000	EA	1.0000	Received	44121700	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track	X
3		Drawing Pin 9.5mm Box 100 Bras	0.64000	2.0000	EA	2.0000	Received	ALL_ITEMS	<input type="checkbox"/>	<input type="checkbox"/>	EA	Device Track	X

Interface Receipt [Interface Asset Information](#)

*Hint: Do not click on the **Cancel X** on the **Receipt Lines** as this will cancel the line in the order and you will not be able to retrieve or receipt that line.*

9. Click the **Yes** button.

Message ✕

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

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.

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon: ▾

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Total	
▾ 0000026833	0000026833	UB001	16/11/2011	PO(s) Dispatched	33.41AUD	<Select Action.. ▾ <input type="button" value="Go"/>

End of procedure.