Overview
This document explains how to cancel a receiver.
Cancel Receipt

Navigate to
Purchasing > Receipts
> Add /Update Receipts
> Find an Existing Value

The Receiving page displays.

1. Business Unit should default to HW001, if not enter it
2. Enter 10 digit receipt Number
3. Click Search

4. Before you cancel click the Add Comments Link
The Receipt Header Comments page displays

5. Always enter the reason you are canceling the line or receiver

6. Click OK

The Receiving page displays.

7. Once message has been entered you may cancel the line involved by clicking on the red X for that line

You will receive this warning message.

8. Click Yes

You will receive this message.
Cancel an Entire Receipt

The Receiving Page displays.

1. Note line 1 shows canceled
2. To cancel the entire receiver click on the Red X at the top of the screen
3. However before you do remember to add the comments as before
4. Once done you may click the RED X at the top of the screen

Same warning as before.

5. Click Yes

You should receive this message.

6. Click OK

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).