



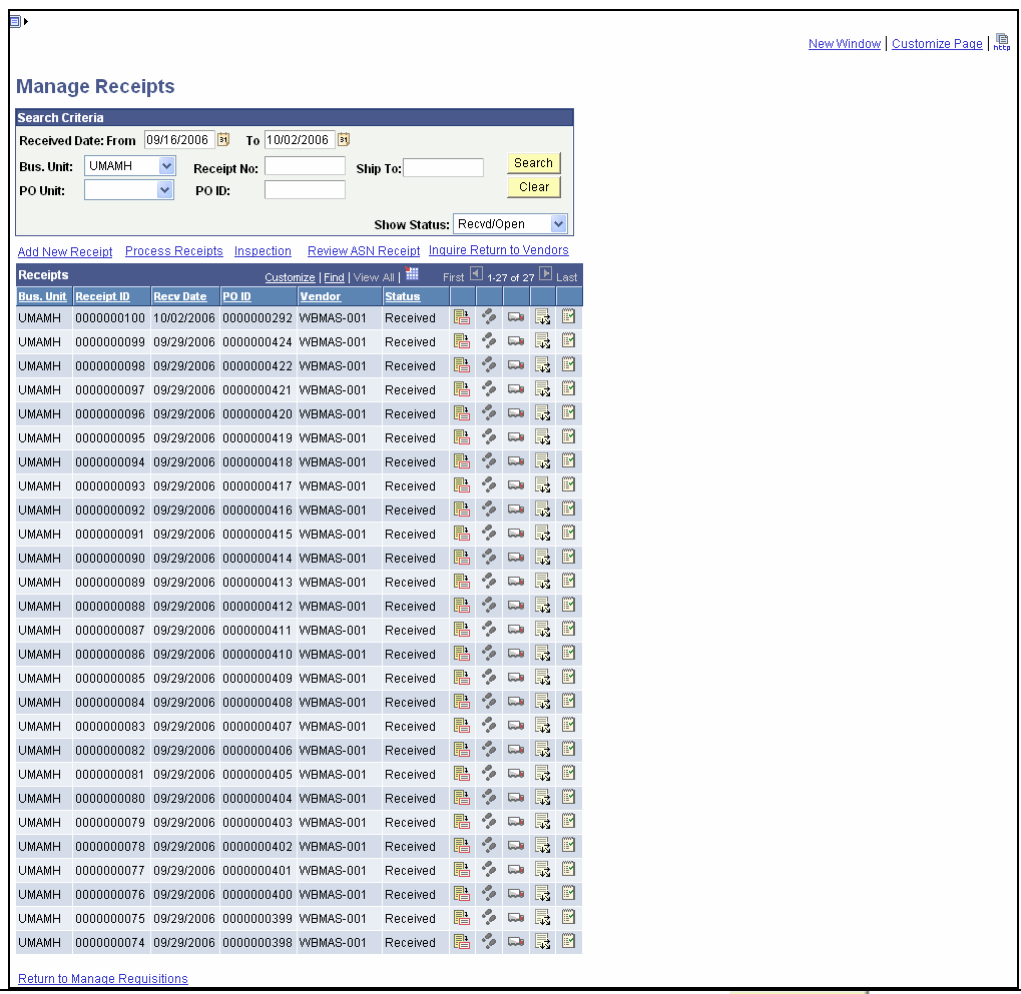
Canceling an Entire Receipt

 When an existing receipt and all PO line items must be cancelled, the ePro end user must retrieve the receipt and cancel the entire receipt. This process cannot be reversed. However, should a receipt or receipt line be vouchered, that receipt cannot be cancelled within the system.


Step 1. Log into the e*mpac Finance Application with your Username and Password.


 **Navigate to the following path:**
eProcurement → Receive Items

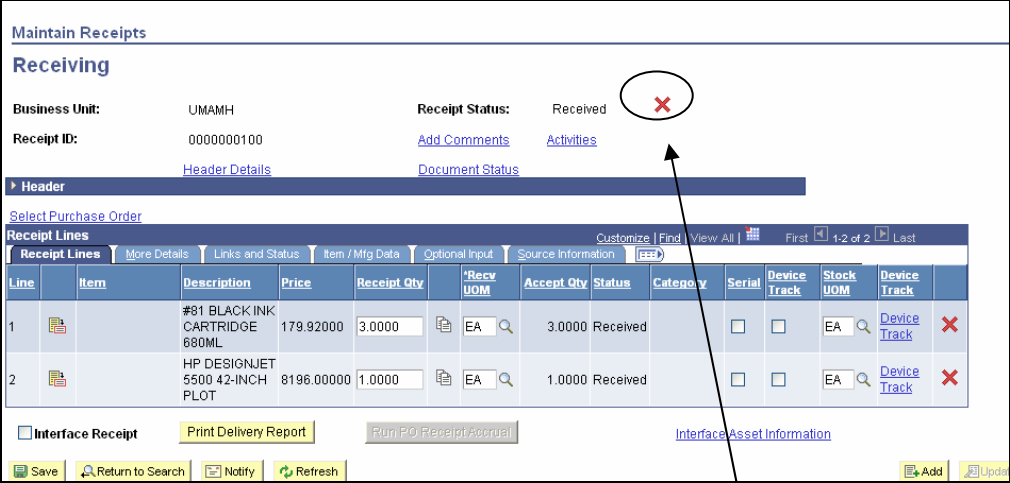

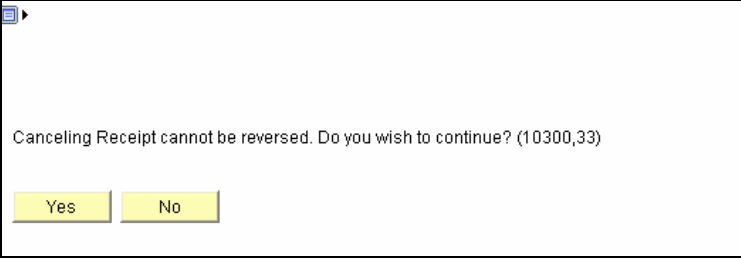

The **Manage Receipts** page opens.



The screenshot shows the 'Manage Receipts' interface. At the top right, there are links for 'New Window' and 'Customize Page'. Below the title, there is a 'Search Criteria' section with a search form. The form includes 'Received Date: From' (09/16/2006) and 'To' (10/02/2006), 'Bus. Unit' (UMAMH), 'Receipt No.', 'Ship To', 'PO Unit', and 'PO ID'. There are 'Search' and 'Clear' buttons. Below the search form, there are links for 'Add New Receipt', 'Process Receipts', 'Inspection', 'Review ASN Receipt', and 'Inquire Return to Vendors'. The main area contains a table of receipts with columns: Bus. Unit, Receipt ID, Recv Date, PO ID, Vendor, and Status. The table lists multiple receipts from UMAMH, all with a status of 'Received'. At the bottom left, there is a 'Return to Manage Requisitions' link.

Step 2. Enter the **Receipt Number** and/or the **PO Number** and click  .

Step 3. Click on the  button to the right of the **Receipt Number**.

	<p>The Maintain Receipts (Receiving) page opens.</p> 
	<p>Note: To cancel an entire receipt, use the cancel button (X) located next to the Receipt Status.</p>
<p>Step 4.</p>	<p>Click X next to the Receipt Status to cancel the receipt.</p> <p>A Warning page opens.</p> 
	<p>Caution: Once you cancel a receipt, you cannot reopen that receipt. You can enter a new receipt for the PO items once the information is valid.</p>
<p>Step 5.</p>	<p>Click <input type="button" value="Yes"/>.</p>

The **Maintain Receipts (Receiving)** page reopens.

Maintain Receipts



Receiving

Business Unit: UMAMH **Receipt Status:** Canceled
Receipt ID: 0000000100 Add Comments Activities
 Header Details Document Status

▶ Header

Select Purchase Order

Receipt Lines

Line	Item	Description	Price	Receipt Qty	Recv UOM	Accept Qty	Status	Category	Serial	Device Track	Stock UOM	Device Track
1		#81 BLACK INK CARTRIDGE 880ML	179.92000		EA		Canceled			<input type="checkbox"/>	EA	Device Track
2		HP DESIGNJET 5500 42-INCH PLOT	8196.00000		EA		Canceled			<input type="checkbox"/>	EA	Device Track

Interface Receipt Interface Asset Information



Note: The **Receipt Status** and **Receipt Line Status** now read "Cancelled." The receipt can no longer be updated. All the fields are grayed out.

END OF JOB AID



Last Edited Date	1/19/2007
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