

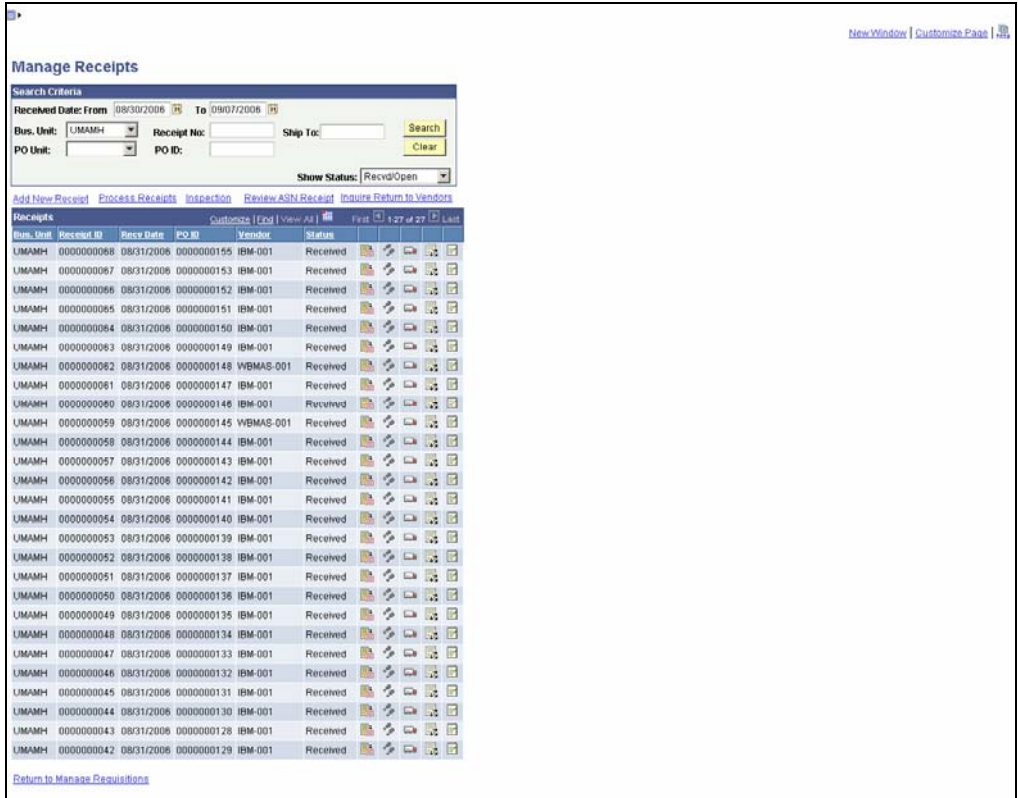
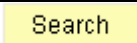



Canceling a Receipt Line

| | |
|---|--|
|  | <p>After a receipt has been entered into the system, the ePro end user does have the ability to cancel one or more receipt lines. Note that this process is not reversible. However, if a receipt has been vouchered, the receipt line(s) cannot be cancelled.</p> |
| <p>Step 1.</p> | <p>Log into the e*mpac Finance Application with your Username and Password.</p> |
|  | <p>Navigate to the following path:</p> <p style="text-align: center;">eProcurement → Receive Items</p> |
| | <p>The Manage Receipts page opens.</p> <div data-bbox="391 751 1404 1543" style="border: 1px solid black; padding: 5px;">  <p>The screenshot shows the 'Manage Receipts' interface. At the top, there are search criteria fields for 'Received Date: From' (08/30/2006) and 'To' (09/07/2006). Below these are dropdown menus for 'Bus. Unit' (UMAMH), 'Receipt No.', 'Ship To', 'PO Unit', and 'PO ID'. A 'Search' button is visible. Below the search fields is a table with columns: Bus. Unit, Receipt ID, Rcv Date, PO ID, Vendor, and Status. The table contains multiple rows of receipt data, all with a status of 'Received'. Navigation links like 'Add New Receipt', 'Process Receipts', and 'Inspection' are visible above the table.</p> </div> |
| <p>Step 2.</p> | <p>Enter the Receipt Number and/or the PO Number and click .</p> |
| <p>Step 3.</p> | <p>Click on the  button to the right of the Receipt Number.</p> |

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

Maintain Receipts

Receiving

Business Unit: UMAMH Receipt Status: Received **X**

Receipt ID: 0000000073 [Add Comments](#) [Activities](#)

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

▶ Header

[Select Purchase Order](#)

Receipt Lines

| Line | Item | Description | Price | Receipt Qty | Recv UOM | Accept Qty | Status | Serial | Device Track | Stock UOM | Device Track |
|------|------|--------------------------------|------------|-------------|----------|------------|----------|--------|--------------|-----------|-----------------------|
| 1 | | SAFCO COMPUTER MULTI-MEDIA CAB | 529.00000 | 2.0000 | EA | 2.0000 | Received | | | EA | Device Track X |
| 2 | | 5" BASE FOR MULTI-MEDIA CABINE | 65.00000 | 2.0000 | EA | 2.0000 | Received | | | EA | Device Track X |
| 3 | | MAYLINE FUTUR-MATIC DRAFTING T | 1648.00000 | 4.0000 | EA | 4.0000 | Received | | | EA | Device Track X |
| 4 | | COMBINATION LAMP IN CHROME | 69.98000 | 2.0000 | EA | 2.0000 | Received | | | EA | Device Track X |
| 5 | | ALL SEATING FLUID TASK CHAIR | 499.95000 | 4.0000 | EA | 4.0000 | Received | | | EA | Device Track X |
| 6 | | MAYLINE RANGER STEEL 4-POST LI | 1899.00000 | 2.0000 | EA | 2.0000 | Received | | | EA | Device Track X |

Interface Receipt [Print Delivery Report](#) [Run PO Receipt Accrual](#) [Interface Asset Information](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)



Note: To cancel **Receipt Lines**, use the **X** located next to each receipt line.

Step 4.

Click **X** next to the Receipt Line you want to cancel.

A **Warning** page appears.

Canceling Item cannot be reversed. Do you wish to continue? (10300,46)

[Yes](#) [No](#)



Caution: Once you cancel a line, you cannot reopen that line.

Step 5.

Click [Yes](#).

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

Maintain Receipts

Receiving

Business Unit: UMAMH **Receipt Status:** Received ✘






Receipt ID: 000000073 [Add Comments](#) [Activities](#)

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

Header

Select Purchase Order

Receipt Lines

| Line | Item | Description | Price | Receipt Qty | Recv UOM | Accept Qty | Status | Serial | Device Track | Stock UOM | Device Track |
|------|--|---|------------|-------------|----------|------------|-----------|--------|--------------------------|-----------|---|
| 1 |  | SAFCO COMPUTER MULT-MEDIA CAB | 529.00000 | | EA | | Cancelled | | <input type="checkbox"/> | EA | Device Track |
| 2 |  | 5' BASE FOR MULT-MEDIA CABINE | 65.00000 | 2.0000 | EA | 2.0000 | Received | | <input type="checkbox"/> | EA | Device Track ✘ |
| 3 |  | MAYLINE FUTUR-MATIC DRAFTING T | 1648.00000 | 4.0000 | EA | 4.0000 | Received | | <input type="checkbox"/> | EA | Device Track ✘ |
| 4 |  | COMBINATION LAMP IN CHROME | 69.98000 | 2.0000 | EA | 2.0000 | Received | | <input type="checkbox"/> | EA | Device Track ✘ |
| 5 |  | ALL SEATING FLUID TASK CHAIR | 499.95000 | 4.0000 | EA | 4.0000 | Received | | <input type="checkbox"/> | EA | Device Track ✘ |
| 6 |  | MAYLINE RANGER STEEL 4-POST LI | 1899.00000 | 2.0000 | EA | 2.0000 | Received | | <input type="checkbox"/> | EA | Device Track ✘ |

Interface Receipt [Print Delivery Report](#) [Run PO Receipt Accrual](#) [Interface Asset Information](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)



Note: The **Status** of Line 1 has changed to "Cancelled." This does not affect Line 2, which still reads "Received."

Step 6.

Click  .

END OF JOB AID



| | |
|-------------------------|-------------------------|
| Last Edited Date | 1/19/2007 |
| Last Edited By | Kristina England |