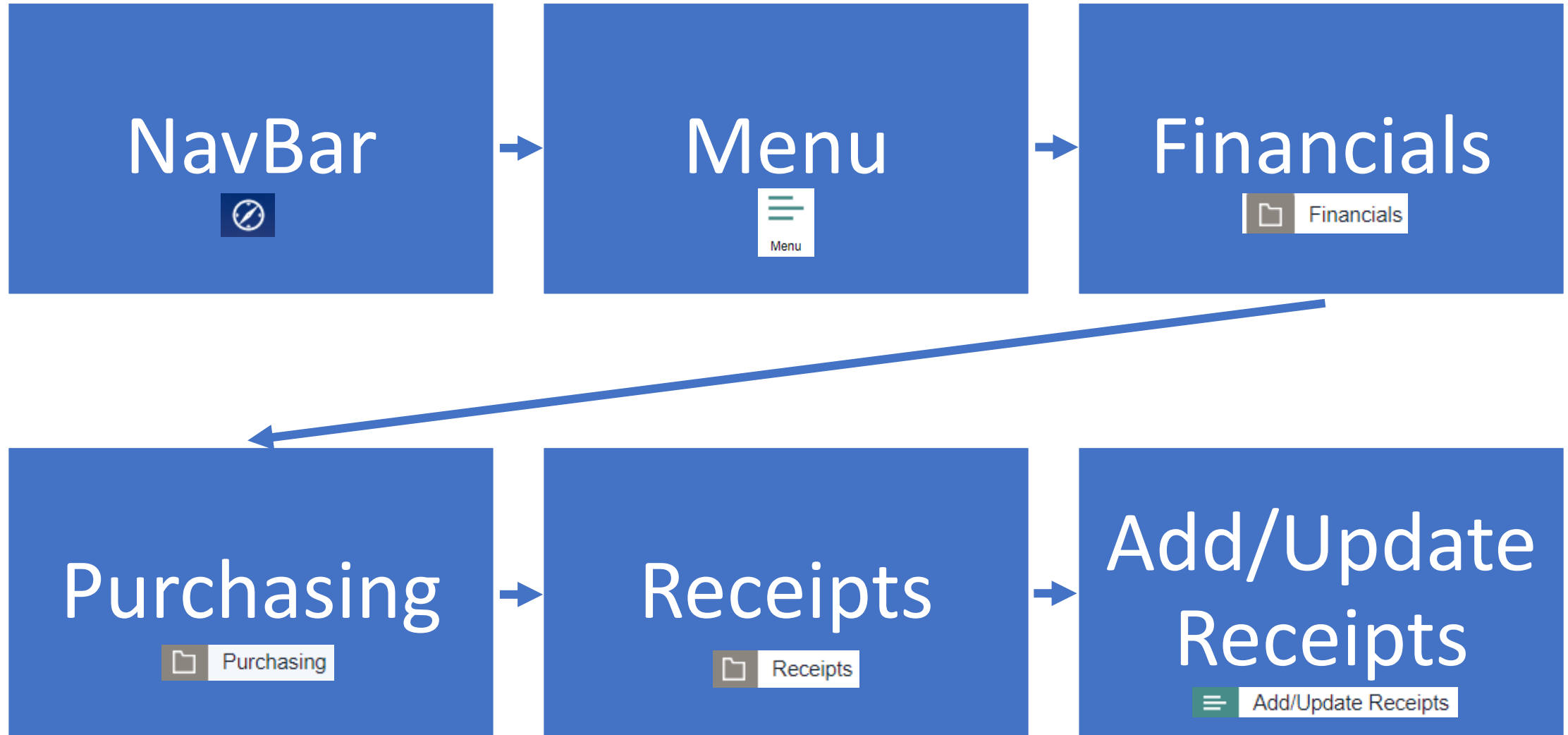# Canceling a PO Receipt

Procedures for Canceling a PO Receipt in PeopleSoft

Navigation

Receiving

- Click "Find an Existing Value"

- Enter the desired Receipt number.

- Click the Search button

Receiving

Find an Existing Value   ⊕ Add a New Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕑 Recent Searches | Choose from recent searches | ✎   🔖 Saved Searches | Choose from saved searches | ✎

*Business Unit	= ∨	UTTYL	🔍
Receipt Number	begins with ∨	0000020170	
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 ∨		
Supplier ID	begins with ∨		🔍
Received Date	= ∨		📅
Receipt Status	= ∨		
User ID	begins with ∨		🔍

∧ Show fewer options

☐ Case Sensitive

[Search]   [Clear]

Receiving

- Click on red **X** for the lines you wish to cancel or click the red **X** next to receipt status at top to cancel entire receipt.

- Click "Yes" at prompt.

Message

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

Yes   No

- Click the Save button.

Maintain Receipts

Receiving

Business Unit UTTYL   Receipt Status Fully Received ☒

Receipt ID 0000020170   Header Comments/Attachments   Activities

Header Details   Document Status

▶ Header

Select Purchase Order   Close Short All Lines   Print Delivery Report   Run PO Receipt Accrual

Receipt Lines   Personalize | Find | View All | 🔁 | 🔢   First ◀ 1 of 1 ▶ Last

| Receipt Lines | More Details | Links and Status | Item / Mfg Data | Optional Input | Source Information | |

Line		Item	Description	Receipt Qty		*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM	Device Track	
1	📋		Formula 55 (55Gal)	1.0000	📋	EA 🔍	1807.74000	1.0000	Received	47101500	☐	☐	☐	EA 🔍	Device Track	☒

☐ Interface Receipt   ☐ Run Close Short   Interface Asset Information

💾 Save   🔄 Return to Search   📧 Notify   🔄 Refresh   ➕ Add   📝 Update/Display

Receiving

- Verify that the Receipt Status is correct.

- End of Procedure