

You can change or cancel an existing receipt for goods or services that have not yet been invoiced

### Navigation

Main Menu > Finance Menu > eProcurement > Add/Update

### Select Receipt

Click **Find An Existing Value** and search for the receipt you want to change or cancel. The most common ways to search are by Receipt Number or by PO number. Click search.

Result: The system displays the search results list, or goes directly to the Receive Items page. If a search results list is displayed, click on the receipt you want to change. Then, the system displays the Receive Items page.

### Cancel a Line of a Receipt

1. If you want to remove an item/line that was previously received in error, click on the **Cancel Line** button
2. A pop-up message window appears that says "Canceling Item cannot be reversed. Do you wish to continue?" Click **Yes** and then **Save Receipt**

Receive Items

Receipt No: 4000012860 ✘ Click to completely remove an item that was previously received in error.

\*Business Unit: UNCCH

Receipt Status: Fully Received [Header Details](#)

\*Received Date: 04/16/2015 [Select Purchase Order](#) [Add Header Comments](#) [Reject Shipment](#)

Line	Item Id	Item Description	Received Amount	Received Quantity	*UOM	Accept Quantity	Details	Cancel Line	Receipt
1		PA0322-7ml Tyrosinas	175.05000	3.0000	EA	3.0000			
2		PA0813-7ml SOX-10 (P)	175.14000	2.0000	EA	2.0000			

[Save Receipt](#)

[Manage Return to Vendors](#) [Inquire Receipts](#)

[Add New Receipt](#)

[Return to Search](#) [Notify](#) [Refresh](#)

## Change Quantity or Amount Received

1. If you want to adjust the received quantity or amount, select the previously received value and change it to the correct value. Once you are finished, click **Save Receipt**

**Receive Items**

Receipt No: 4000012880 ✘

\*Business Unit: UNCCH

Receipt Status: Fully Received [Header Details](#)

\*Received Date: 04/16/2015 15 [Select Purchase Order](#) [Add Header Comments](#) [Reject Shipment](#)

Line	Item Id	Item Description	Received Amount	Received Quantity	*UOM	Accept Quantity	Details	Cancel Line	Receipt
1		PA0322-7ml Tyrosinas	175.05000		EA				
2		PA0813-7ml SOX-10 (P	175.14000	1	EA	2.0000		✘	

[Save Receipt](#)

[Add New Receipt](#) [Manage Return to Vendors](#) [Inquire Receipts](#)

[Return to Search](#) [Notify](#) [Refresh](#)

## Cancel Receipt Completely

1. If you want to cancel the receipt completely, click on the **Cancel Receipt** button
2. A pop-up message window appears that says "Canceling Receipt cannot be reversed. Do you wish to continue?" Click **Yes** and then **Save Receipt**

**Receive Items**

Receipt No: 4000012880 ✘ Click to cancel the entire receipt.

\*Business Unit: UNCCH

Receipt Status: Fully Received [Header Details](#)

\*Received Date: 04/16/2015 15 [Select Purchase Order](#) [Add Header Comments](#)

Line	Item Id	Item Description	Received Amount	Received Quantity	*UOM
1		PA0322-7ml Tyrosinas	175.05000		EA
2		PA0813-7ml SOX-10 (P	175.14000	1	EA

### Note:

1. Always remember to click **Save Receipt** after making any changes. Once the system saves your changes, you should receive a confirmation of the change.
2. You cannot cancel a receipt that has already been matched to a voucher