

Navigation

Finance WorkCenter > ePRO/PO > Add/Update Receipt by PO

Select Receipt

1. 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.
2. 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.

Result: A pop-up message window appears that says “Canceling Item cannot be reversed. Do you wish to continue?”

2. Click **Yes**.
3. Click **Save Receipt**.

Receive Items

Receipt No: 40000 ✘
 *Business Unit: UNCCH
 Receipt Status: Fully Received [Header Details](#)
 *Received Date: 04/13/2015
[Select Purchase Order](#) [Header Comments/Attachments](#) [Reject Shipment](#)

Receipt Lines ?

1-2 of 2 | [View All](#)

Line	Item Id	Item Description	Received Amount	Received Quantity		Accept Quantity	Details	Cancel Line	Receipt	Line Comments	Asset Status	PO
1		UXF50086A Revco Ult	11520.60000	1.0000	<input type="button" value="Print"/> <input type="button" value="Details"/>	1.0000	<input type="button" value="Details"/>	✘		<input type="button" value="Comment"/>	Pending	<input type="button" value="Comment"/>
2		10 359 104 Steamscru	6171.45000	1.0000	<input type="button" value="Print"/> <input type="button" value="Details"/>	1.0000	<input type="button" value="Details"/>	✘		<input type="button" value="Comment"/>		<input type="button" value="Comment"/>

[Add New Receipt](#) [Inquire Receipt](#) Click to completely remove an item that was previously received in error.

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.
2. Click **Save Receipt**.

Receive Items

Receipt No: 40000 ✖

*Business Unit: UNCCH

Receipt Status: Fully Received

*Received Date: 04/13/2015

[Header Details](#)

[Select Purchase Order](#) [Header Comments/Attachments](#) [Reject Shipment](#)

Receipt Lines ⓘ

Line	Item Id	Item Description	Received Amount	Received Quantity		Accept Quantity	Details	Cancel Line	Receipt	Line Comments	Asset Status	PO
1		UXF50086A Revco Ult	11520.60000	1.0000		1.0000		✖			Pending	
2		10 359 104 Steamsclu	6171.45000	1.0000		1.0000		✖				

Save Receipt

[Add New Receipt](#) [Inquire Receipts](#)

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Cancel Receipt Completely

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

Receive Items

Receipt No: 40000 ✖

*Business Unit: UNCCH

Receipt Status: Fully Received

*Received Date: 04/13/2015

[Header Details](#)

[Select Purchase Order](#)

Receipt Lines ⓘ

Line	Item Id	Item Description	Received Amount	Rece Quan
1		UXF50086A Revco Ult	11520.60000	1.000
2		10 359 104 Steamsclu	6171.45000	1.000

Save Receipt

[Add New Receipt](#)

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Ref](#)

Click to cancel the entire receipt.

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