

2009

The University of New Orleans

PeopleSoft 9.0: Cancel Received Item



THE UNIVERSITY *of*
NEW ORLEANS



Cancel Receipt

Navigation: Purchasing>Receipts>Add/Update Receipts>Find Existing Value

1. Purchasing
2. Receipts
3. Add/Update Receipts
4. Select Find and Existing Value

The screenshot shows a web application interface for 'Receiving'. On the left is a 'Menu' sidebar with options: Receipts (expanded), Review Receipt Information, Reports, and Add/Update Receipts (selected). The main content area is titled 'Receiving' and has two tabs: 'Find an Existing Value' (active, highlighted in red) and 'Add a New Value'. Below the tabs are input fields: 'Business Unit' with a search icon, 'Receipt Number' with the text 'NEXT', and 'PO Receipt' with a checked checkbox. A yellow 'Add' button is positioned below these fields. At the bottom of the main area, there are two blue links: 'Find an Existing Value' and 'Add a New Value'. A red arrow points from the top right towards the 'Find an Existing Value' tab.

5. Business Unit: Default's to **UNOLF**. If the business unit does not default key it in.
6. Enter the receipt number or Purchase Order Number you desire to cancel. ****Note.** The receipt number and PO number can be found on the match exception report.
7. Click Search

Menu

- ▼ Receipts
 - ▷ Review Receipt Information
 - ▷ Reports
 - Add/Update Receipts
- ▷ Return To Vendor
- ▷ Procurement Cards
- ▷ Supplier Schedules
- ▷ Analyze Procurement
- ▷ Inventory
- ▷ eProcurement
- ▷ Services Procurement
- ▷ Sourcing

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

Find an Existing Value | Find a New Value

Business Unit: = UNOLF

Receipt Number: contains 8

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

Vendor ID: begins with

Received Date: =

Receipt: =

User ID: begins with

Case sensitive

Search Clear Basic Search Save Search Criteria

8. From your search results select the desired receipt.

Search Results

View All First 1 1-7 of 7 Last

Business Unit	Receipt Number	Bill of Lading	PO Business Unit	Item ID	PO Number	PO Receipt	Receive Source	Ship To Location	Shipment Number	Vendor ID	Vendor Name 1	Received Date	Receipt Status	User ID
UNOLF	0000000068	(blank)	UNOLF	(blank)	VEND025626	Y	On-line	BIEN 216	(blank)	0000032331	FUEL TRAC INC	05/15/2009	Received	
UNOLF	0000000058	(blank)	UNOLF	(blank)	0000024404	Y	On-line	ARENA 112	(blank)	0000023733	PURE AIR FILTER	05/12/2009	Received	
UNOLF	0000000048	(blank)	UNOLF	(blank)	0000026290	Y	On-line	ENG 810	(blank)	0000013875	THERMO ELECTRON NORTH AMER LLC	05/11/2009	Received	
UNOLF	0000000038	(blank)	UNOLF	(blank)	0000005333	Y	On-line	MATH 312	(blank)	0000001427	DELL MARKETING LP	03/20/2002	Moved	
UNOLF	0000000028	(blank)	UNOLF	(blank)	0000005333	Y	On-line	MATH 312	(blank)	0000001427	DELL MARKETING LP	03/20/2002	Moved	
UNOLF	0000000018	(blank)	UNOLF	(blank)	0000005333	Y	On-line	MATH 312	(blank)	0000001427	DELL MARKETING LP	03/20/2002	Moved	
UNOLF	0000000008	(blank)	UNOLF	(blank)	0000004663	Y	On-line	ADA 2011	(blank)	0000013466	GERRY LANE ENTERPRISES INC	05/07/2002	Received	

9. Select the red X to the right of Receipt Status.

Maintain Receipts
Receiving

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

Receipt ID: 0000000075 [Add Comments](#) [Activities](#)

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

▷ Header

Select Purchase Order

Receipt Lines [More Details](#) [Links and Status](#) [Item / Mfg Data](#) [Optional Input](#) [Source Information](#) [Customize](#) | [Find](#) | [View All](#) First 1 of 1 Last

Line	Item	Description	Price	Receipt Qty	Accept Qty	Status	Category	Serial	Device Track	Device Track
1		BLANKET PURCHASE ORDER FOR DIS	1200.0000	1.0000	1.0000	Received	00322			Device Track X

Interface Receipt [Interface Asset Information](#)

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display



10. A message will appear displaying the below message.

11. Select Yes.

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

Yes No

12. The receipt will change to “Canceled”.

Maintain Receipts
Receiving

Business Unit: UNOLF **Receipt Status: Canceled**

Receipt ID: 0000000075 [Add Comments](#) [Activities](#)

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

▷ Header

Select Purchase Order

Receipt Lines [More Details](#) [Links and Status](#) [Item / Mfg Data](#) [Optional Input](#) [Source Information](#) [Customize](#) | [Find](#) | [View All](#) First 1 of 1 Last

Line	Item	Description	Price	Receipt Qty	Accept Qty	Status	Category	Serial	Device Track	Device Track
1		BLANKET PURCHASE ORDER FOR DIS	1200.00000			Canceled	00322			Device Track

Interface Receipt [Interface Asset Information](#)

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display