The University of New Orleans
PeopleSoft 9.0: Cancel Received Item
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
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

8. From your search results select the desired receipt.
9. Select the red X to the right of Receipt Status.

10. A message will appear displaying the below message.
11. Select Yes.

![Cancel Receipt]

Canceling Receipt cannot be reversed. Do you wish to continue? (Yes/No)

Yes / No

12. The receipt will change to “Canceled”.

![Receipt Status Changed]