Click on the Navigation button on the top right of the screen, highlighted below, which will then bring up three options to choose from.

Click on “Navigator” to bring up the classic menu from the previous version of PeopleSoft:
Select “Purchasing” from the Main Menu, then click on “Receipts” to pull up the Receipts menu option:

From here, click on “Add/Update Receipts” to search for an existing receipt:
After clicking on “Add/Update Receipts”, you will automatically default to the option of adding a new receipt. There are three options towards the top of the screen, of which you will choose “Find an Existing Value” to locate an existing receipt.

From here, you can search by Receipt ID (if known) or PO ID. Note that if you search by PO ID, it will always display the following message: “No matching values were found”. You can ignore this.

After entering the ID you are searching for, click “Search” at the bottom of the screen to pull up either the specific receipt ID, or all receipt IDs tied to the PO you’re searching for. If there is only one receipt tied to the PO, it will automatically pull up. If there are multiple receipts tied to the PO, it will pull up every single receipt available.
Once you have pulled up the receipt you are wishing to cancel, you can either click the red X at the top of the screen to cancel the entire receipt, or the red X to the far right of the line you wish to cancel.

- If you are asked to cancel one line of the receipt, the red X to the far right will be the only one you will need to click on.
- If you are asked to cancel the entire receipt, the red X at the top will be the one you click on.

Depending on which X you click, you will receive one of two messages:

- If you cancel a line from the receipt (far right red X), the message displayed will be: “Canceling Item cannot be reversed. Do you wish to continue? (10300,46)”

- If you cancel the entire receipt (red X at the top), the message displayed will be: “Canceling Receipt cannot be reversed. Do you wish to continue? (10300,33)”

You can click “OK” to continue for both of these messages. The message is just warning you that you will need to re-receive the item(s) again as the receipt is no longer usable.

Once you are finished canceling the line or the entire receipt, click “Save” at the bottom to update the receipt information.