

# PeopleSoft Training Document

## Financials 9.2

### Receipting Goods and/or Services

<b>Functional Area</b>	PeopleSoft Finance 9.2
<b>Process Area</b>	Purchasing
<b>Processes covered in this document</b>	1.1.1 Receipt by value or quantity 1.1.2 Receipt remaining quantity and/or value 1.1.3 Adding attachments to a receipt 1.1.4 Amend an Existing Receipt 1.1.5 Cancel a Receipt
<b>Process Map Reference</b>	Unitec Processes 9.2

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## Terminology

<b>Purchase Order</b>	Is the PeopleSoft Purchase Order
<b>Voucher</b>	Refers to the invoice once it has been entered in the system
<b>Receipt</b>	Refers to the receipt process in the system
<b>Dispatch</b>	Refers to the PO dispatch process

## Receipting

Receipting of purchase orders in PeopleSoft is an important part of the buyer's responsibility. Once the goods or services have been received by Unitec, the buyer needs to receipt them in PeopleSoft to allow for payment to the supplier.

The receipting process involves recording the items delivered and comparing the shipment against what was originally ordered on the purchase order. Only receipt goods or services after they have been received, and only if they are of approved quality.

If not all the order is received, you can partially receipt the goods or services. This allows for split delivery of an order.

If receipting is not done, the accounts department may process the invoice from the supplier but the matching process does not take place. This means that suppliers will not get paid and the transaction will appear on the Match Exception Report with the reason R500 – No Receipt.

There are two types of receipting that can occur – by amount, or by quantity, depending on the type of Purchase Order that has been created.

## Three Way Matching

Unitec uses a three way matching process between the:


**Voucher** – Invoice  
**Purchase Order** and  
**Receipt**.


If all these match as defined by the match rules (refer to Matching for Buyers Manual) and the invoice is due for payment, then payment is made to the supplier.

# Receipt by Quantity

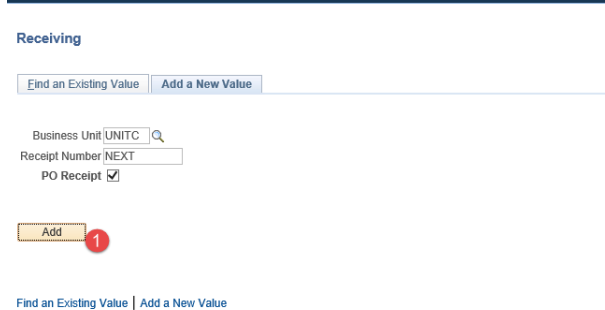
## Objective

Goods were ordered by quantity, for example 10 boxes of paper. You receipt the quantity of the order that has been received, either the complete order – in this case 10 - or if only a partial order, then just the number of boxes that have been delivered. Later if the remainder of the order is delivered, you can create another receipt for that quantity.

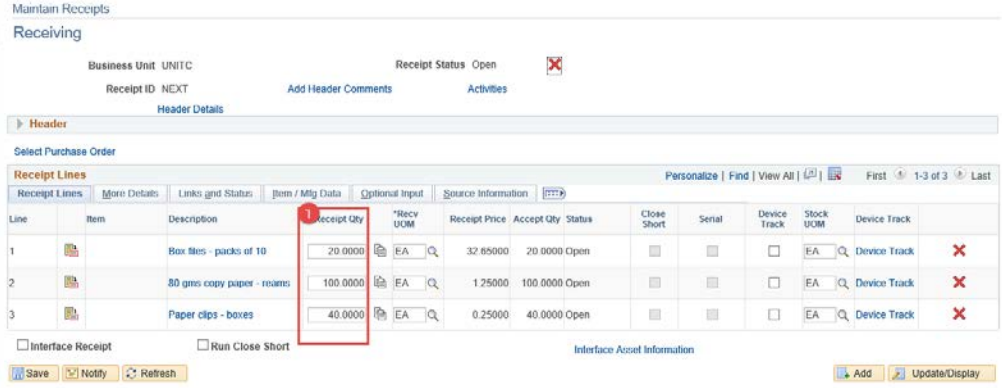

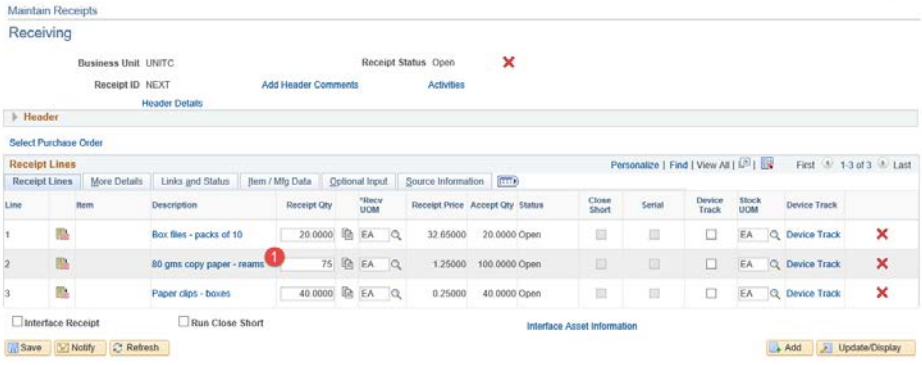
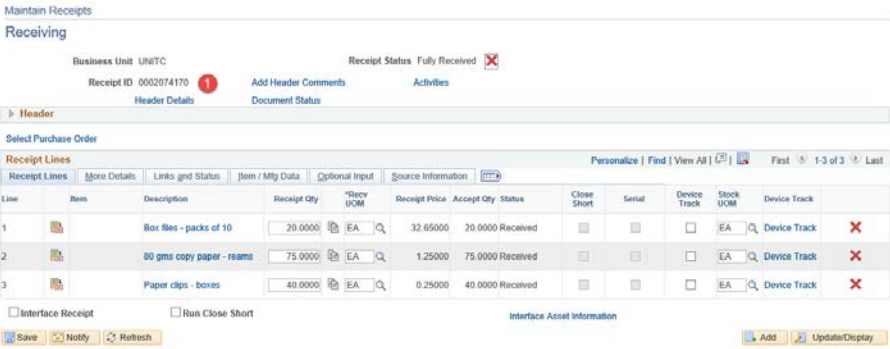
	<p>Even if all the items have been delivered, if any of them are not of the expected quality, or are damaged, then you do not receipt these goods, as you will be returning them to the supplier.</p> <p>Only receipt items that are of good, undamaged quality, or services that have been delivered and are of good quality.</p>
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	<p>Only Purchase Orders with the status “dispatched” can be receipted. If your search does not retrieve any rows, check if the PO status is “dispatched”.</p>
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You do this for each item on the original purchase order.

STEP	RECEIPT THE ORDER – BY QUANTITY
Path	Buyer WorkCentre > Add/Update Receipts
<p>Add a New Value</p> <p>1. Click Add</p>	




STEP	RECEIPT THE ORDER – BY QUANTITY
<p>When you click OK you are taken to a screen that shows the receipt lines.</p> <p>1. Receipt Qty column shows the total available for receipting. The white background indicates that it is editable.</p>	
<p>1. Enter the quantity of goods received</p> <p>In this example, you only received 75 of item 2. The other two items were received in full.</p> <p>2. Click  Save</p>	
<p>1. A receipt ID is generated</p>	


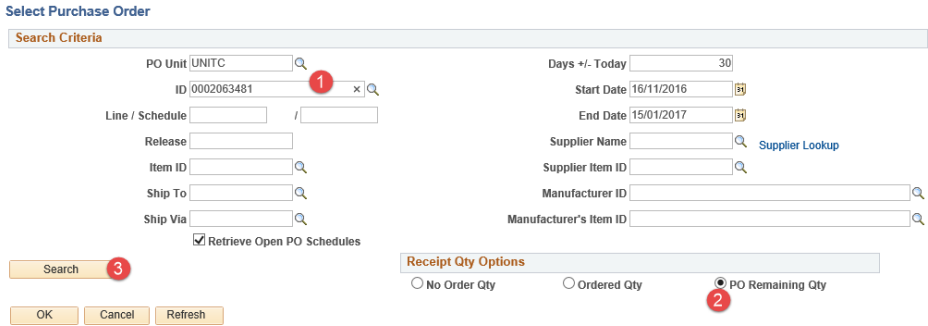
In this example, you have receipted 75 items of a total of 100 that were ordered on line 2, leaving 25 still to be supplied and receipted.


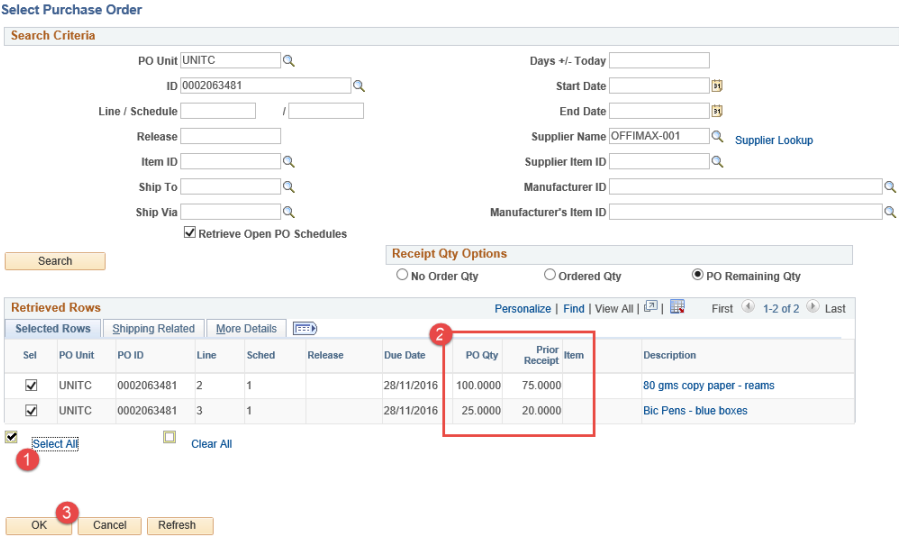

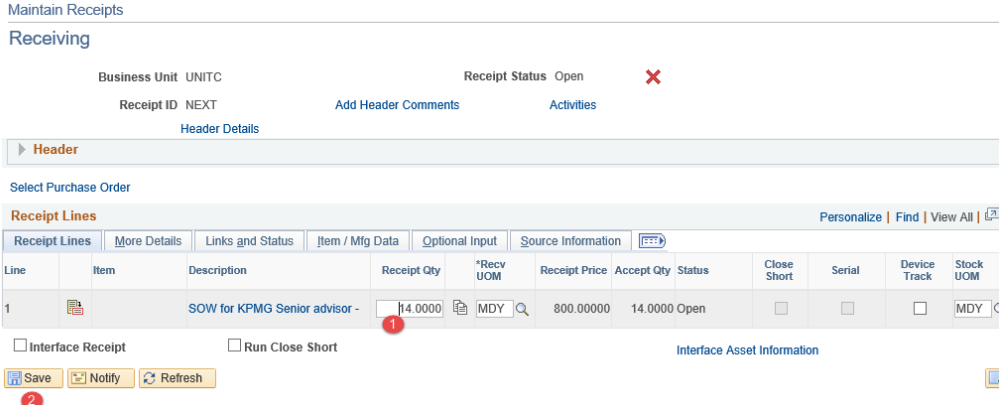
# Receipt Remaining Quantity

## Objective

To understand how to receipt goods, where some of the items have been previously receipted. For example, some items delivered one week, the remaining items delivered two weeks later.

	Receipt Quantity Options	
	PO Remaining Quantity	<p>This option is the default, and is the recommended view.</p> <p>Shows the <b>remaining</b> quantity to be delivered/receipted.</p>
	Ordered Quantity	<p>This view will show the total amount ordered. Does not take into account any part delivery that may have happened. By selecting this option, there is a danger you could over-receipt.</p>
	No Order Quantity	Doesn't show any quantity.

STEP	RECEIPT REMAINING QUANTITY
Path	Buyer WorkCenter > Add/Update Receipts
<ol style="list-style-type: none"> <li>1. Enter PO ID</li> <li>2. PO Remaining Qty is the default selection</li> <li>3. Click </li> </ol>	

STEP	RECEIPT REMAINING QUANTITY
<ol style="list-style-type: none"> <li>1. Select the line or lines to receipt – Use <b>Select All</b> to select all lines</li> <li>2. <b>Note</b> the PO Qty and the Prior Receipt columns</li> <li>3. Click </li> </ol>	
<ol style="list-style-type: none"> <li>1. Check the total Receipt Qty –  Enter the total number to be receipted, if different from the total remaining.</li> <li>2. Click </li> </ol>	

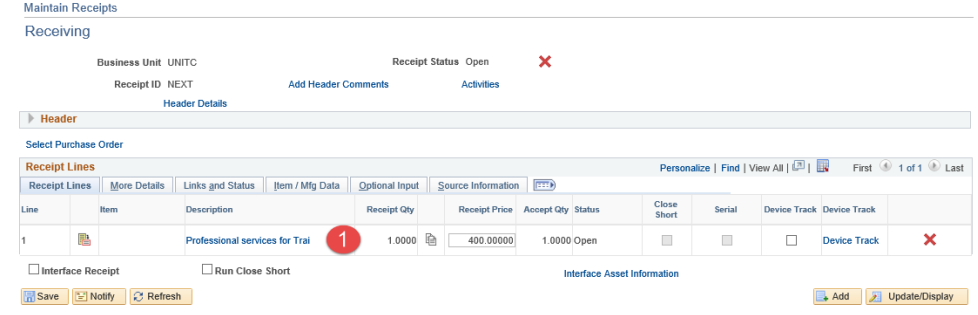



# Receipt Value Purchase Order


## Objective


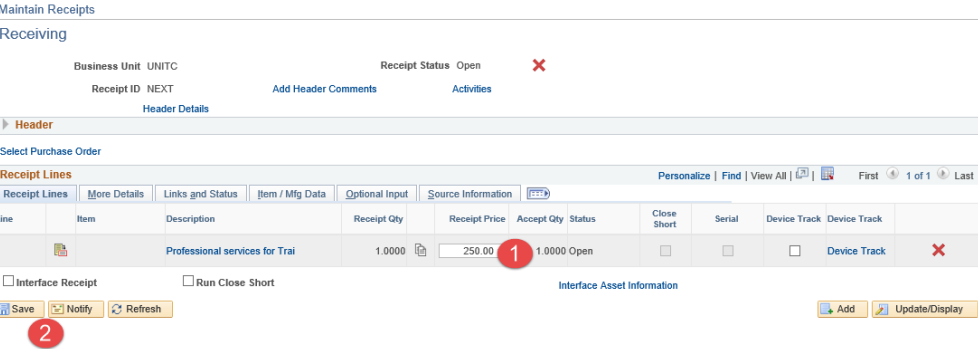

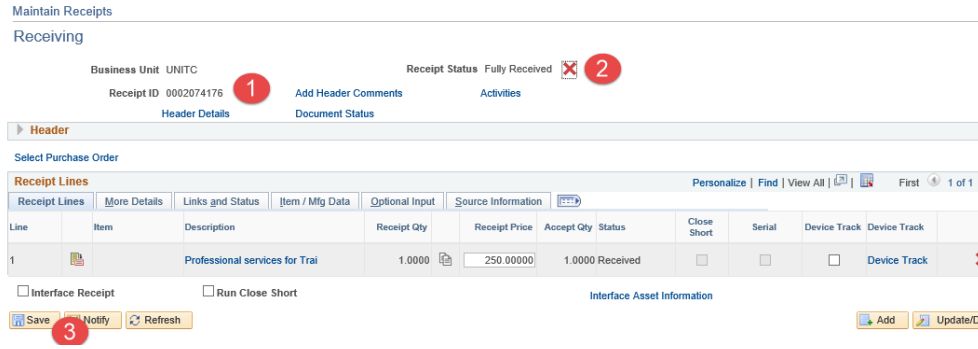
A PO was raised for a dollar value, and needs to be receipted for the value of the services delivered.

STEP	RECEIPT VALUE AND QUANTITY																																												
Path	Buyer WorkCentre > Add/Update Receipts																																												
1. Click <div>Add</div>	<div><div>Receiving</div><div><div>Find an Existing Value</div><div>Add a New Value</div></div><div><div>Business Unit</div><div>UNITC</div><div>Receipt Number</div><div>NEXT</div><div>PO Receipt</div><div><input checked="" type="checkbox"/></div></div><div><div>Add</div><div>1</div></div><div><div>Find an Existing Value</div><div>Add a New Value</div></div></div>																																												
1. Select either by PO ID, or by Date Range  2. Click <div>Search</div>  3. Select the rows to receipt  4. Click <div>OK</div>	<div><div>Select Purchase Order</div><div><div>Search Criteria</div><div><div>PO Unit</div><div>UNITC</div><div>ID</div><div>0002063501</div><div>Line / Schedule</div><div>Release</div><div>Item ID</div><div>Ship To</div><div>Ship Via</div><div>Days +/- Today</div><div>Start Date</div><div>End Date</div><div>Supplier Name</div><div>Supplier Item ID</div><div>Manufacturer ID</div><div>Manufacturer's Item ID</div><div>1</div><div>1</div></div><div><div>Search</div><div>2</div></div><div><div>Retrieve Open PO Schedules</div><div>Receipt Qty Options</div><div><div>No Order Qty</div><div>Ordered Qty</div><div>PO Remaining Qty</div></div></div></div><div><div>Retrieved Rows</div><div><div>Selected Rows</div><div>Shipping Related</div><div>More Details</div><div>FF</div></div><div><div>Personalize</div><div>Find</div><div>View All</div><div>First</div><div>1-3 of 3</div><div>Last</div></div><table><thead><tr><th>Sel</th><th>PO Unit</th><th>PO ID</th><th>Line</th><th>Sched</th><th>Release</th><th>Due Date</th><th>PO Qty</th><th>Prior Receipt</th><th>Item</th><th>Description</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>UNITC</td><td>0002063501</td><td>1</td><td>1</td><td></td><td>16/12/2016</td><td>1.0000</td><td></td><td></td><td>Consulting fees for project on</td></tr><tr><td><input type="checkbox"/></td><td>UNITC</td><td>0002063501</td><td>2</td><td>1</td><td></td><td>16/12/2016</td><td>2.0000</td><td></td><td></td><td>Supply of wiring for the proje</td></tr><tr><td><input checked="" type="checkbox"/></td><td>UNITC</td><td>0002063501</td><td>3</td><td>1</td><td></td><td>16/12/2016</td><td>20.0000</td><td></td><td></td><td>Labour for installing wiring -</td></tr></tbody></table><div><div><input checked="" type="checkbox"/> Select All</div><div><input type="checkbox"/> Clear All</div></div><div><div>OK</div><div>Cancel</div><div>Refresh</div><div>4</div></div></div></div>	Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description	<input type="checkbox"/>	UNITC	0002063501	1	1		16/12/2016	1.0000			Consulting fees for project on	<input type="checkbox"/>	UNITC	0002063501	2	1		16/12/2016	2.0000			Supply of wiring for the proje	<input checked="" type="checkbox"/>	UNITC	0002063501	3	1		16/12/2016	20.0000			Labour for installing wiring -
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description																																			
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<input checked="" type="checkbox"/>	UNITC	0002063501	3	1		16/12/2016	20.0000			Labour for installing wiring -																																			

STEP	RECEIPT VALUE AND QUANTITY
In this example the purchase order was for services to the value of \$400.00	 <p>The screenshot shows the 'Maintain Receipts' interface. At the top, 'Business Unit' is 'UNITC' and 'Receipt Status' is 'Open'. Below this, 'Receipt ID' is 'NEXT'. The 'Header' section shows 'Professional services for Trail' with a quantity of 1.0000 and a price of 400.00000. The 'Receipt Lines' table has one line item with a quantity of 1.0000 and a price of 400.00000. The 'Status' column shows 'Open'. The 'Device Track' column has a red 'X' icon. The 'Interface Receipt' section has buttons for 'Save', 'Notify', and 'Refresh'. The 'Interface Asset Information' section has buttons for 'Add' and 'Update/Display'.</p>

	White background in the amount field indicates that the field can be edited.
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	You receipt amount orders by a dollar value for the value of the work that has been delivered.
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STEP	RECEIPT VALUE AND QUANTITY
1. Receipt the value of the work for the contract completed so far, \$250.00  2. Click  Save	 <p>The screenshot shows the 'Maintain Receipts' interface. At the top, 'Business Unit' is 'UNITC' and 'Receipt Status' is 'Open'. Below this, 'Receipt ID' is 'NEXT'. The 'Header' section shows 'Professional services for Trail' with a quantity of 1.0000 and a price of 250.00. The 'Receipt Lines' table has one line item with a quantity of 1.0000 and a price of 250.00. The 'Status' column shows 'Open'. The 'Device Track' column has a red 'X' icon. The 'Interface Receipt' section has buttons for 'Save', 'Notify', and 'Refresh'. The 'Interface Asset Information' section has buttons for 'Add' and 'Update/Display'.</p>
1. A receipt ID has been generated  2. Receipt Status = Fully Received (This does <i>not</i> mean that the PO is fully receipted)  3. Click  Save	 <p>The screenshot shows the 'Maintain Receipts' interface. At the top, 'Business Unit' is 'UNITC' and 'Receipt Status' is 'Fully Received'. Below this, 'Receipt ID' is '0002074176'. The 'Header' section shows 'Professional services for Trail' with a quantity of 1.0000 and a price of 250.00. The 'Receipt Lines' table has one line item with a quantity of 1.0000 and a price of 250.00. The 'Status' column shows 'Received'. The 'Device Track' column has a red 'X' icon. The 'Interface Receipt' section has buttons for 'Save', 'Notify', and 'Refresh'. The 'Interface Asset Information' section has buttons for 'Add' and 'Update/Display'.</p>

## Receipt the Remaining Value

A Purchase Order is raised for the total value of the work to be carried out. A contract is usually invoiced on a monthly basis, for the value of the work carried out for the previous month, with multiple – often monthly - receipts over the entire life of the PO. The remaining value will reduce after each receipt.


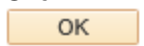
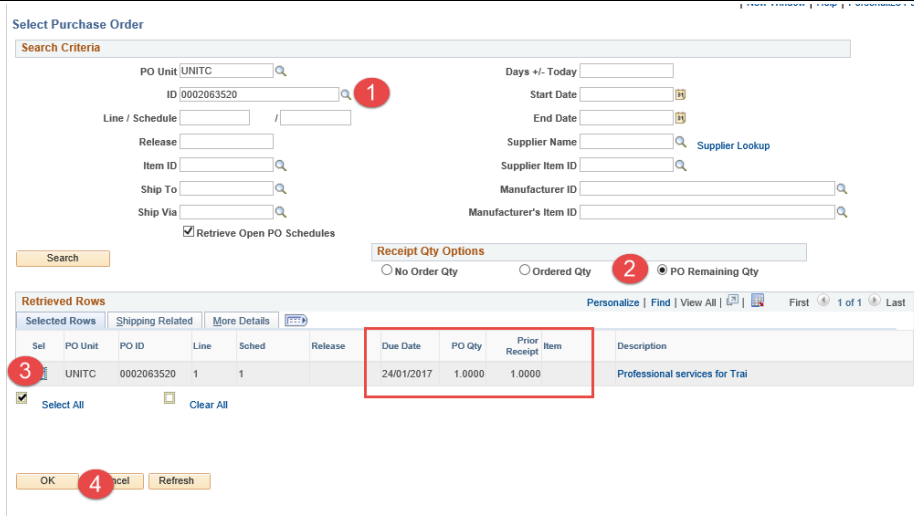
This also applies for a contractor who is contracted for a specific number of hours, that may spread over several months.

### Objective

Receipt a remaining value on a dollar value purchase order.

In the example above, a Purchase Order had been raised for \$400. A receipt for \$250 was processed.

The work has been finished and the remaining \$150.00 needs to be receipted in PeopleSoft.

STEP	RECEIPT THE REMAINING VALUE
Path	Buyer WorkCenter > Add/Update Receipts
1. Search for the PO  2. Default PO Remaining Qty is selected  Click   3. Select the Rows to be receipted  4. Click 	 <p>Note the Prior Receipt column indicates that there has been a prior receipt for this PO</p>

STEP	RECEIPT THE REMAINING VALUE																								
<div>1. Receipt price = remaining \$150.00</div> <div>If this is the final invoice for \$150.00, Don't do anything</div> <div>Or</div> <div>Enter the value of the invoice to receipt.</div> <div>2. Click</div> <div><div><div><div><div></div><div>Save</div></div></div></div></div>	<div><div>Maintain Receipts</div><div>Receiving</div><div>Business Unit UNITC      Receipt Status Open      <div>×</div></div><div>Receipt ID NEXT      Add Header Comments      Activities</div><div>Header Details</div><div>Header</div><div>Select Purchase Order</div><div><div>Receipt Lines</div><div>More Details   Links and Status   Item / Mfg Data   Optional Input   Source Information   <div>PDF</div></div><div>Personalize   Find   View All   <div>Filter</div>   First 1 of 1 Last</div><table><tr><th>Line</th><th>Item</th><th>Description</th><th>Receipt Qty</th><th>Receipt Price</th><th>Accept Qty</th><th>Status</th><th>Close Short</th><th>Serial</th><th>Device Track</th><th>Device Track</th><th></th></tr><tr><td>1</td><td><div></div></td><td>Professional services for Trail</td><td>1.0000</td><td><div>150.00000</div> <div>1</div></td><td>0000</td><td>Open</td><td><div></div></td><td><div></div></td><td><div></div></td><td>Device Track</td><td><div>×</div></td></tr></table><div><div><div><input type="checkbox"/> Interface Receipt      <input type="checkbox"/> Run Close Short</div><div>Interface Asset Information</div></div><div><div><div><div><div></div><div>Save</div></div><div><div></div><div>Notify</div></div><div><div></div><div>Refresh</div></div></div><div><div><div></div><div>Add</div></div><div><div></div><div>Update/Display</div></div></div></div></div></div></div></div>	Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Device Track		1	<div></div>	Professional services for Trail	1.0000	<div>150.00000</div> <div>1</div>	0000	Open	<div></div>	<div></div>	<div></div>	Device Track	<div>×</div>
Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Device Track															
1	<div></div>	Professional services for Trail	1.0000	<div>150.00000</div> <div>1</div>	0000	Open	<div></div>	<div></div>	<div></div>	Device Track	<div>×</div>														

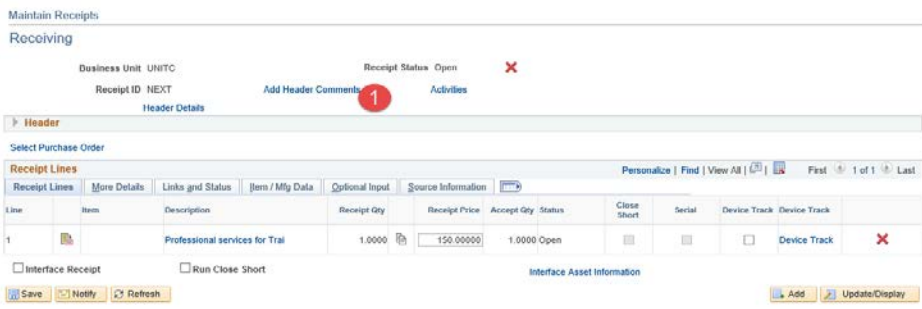
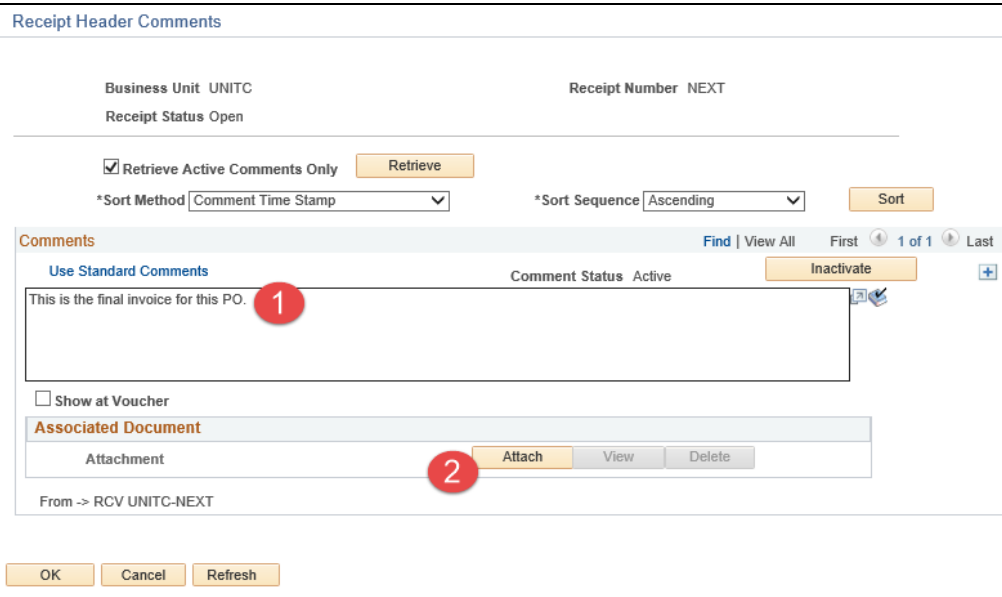
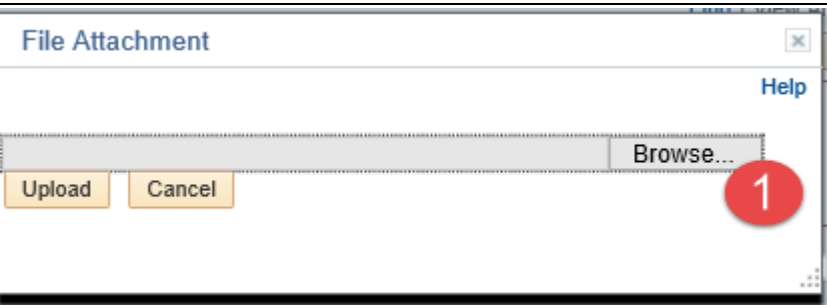
# Adding Comments and Attachments to Receipts

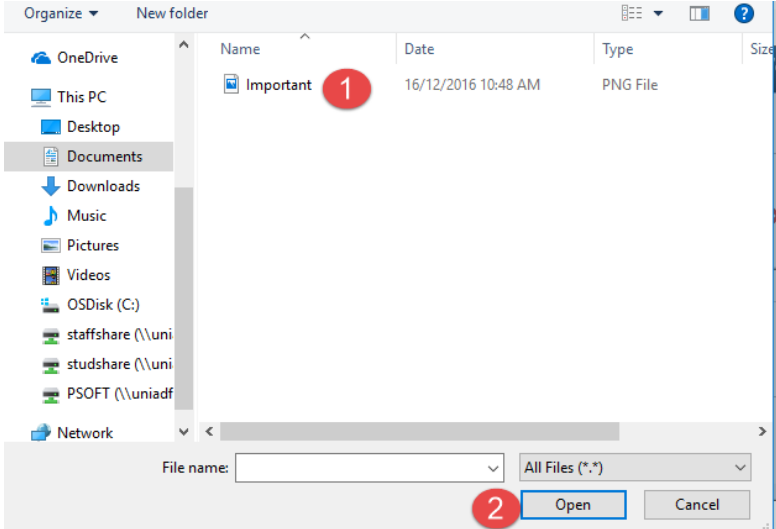
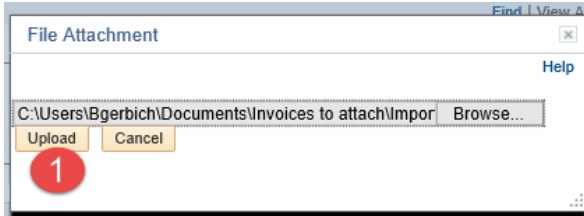
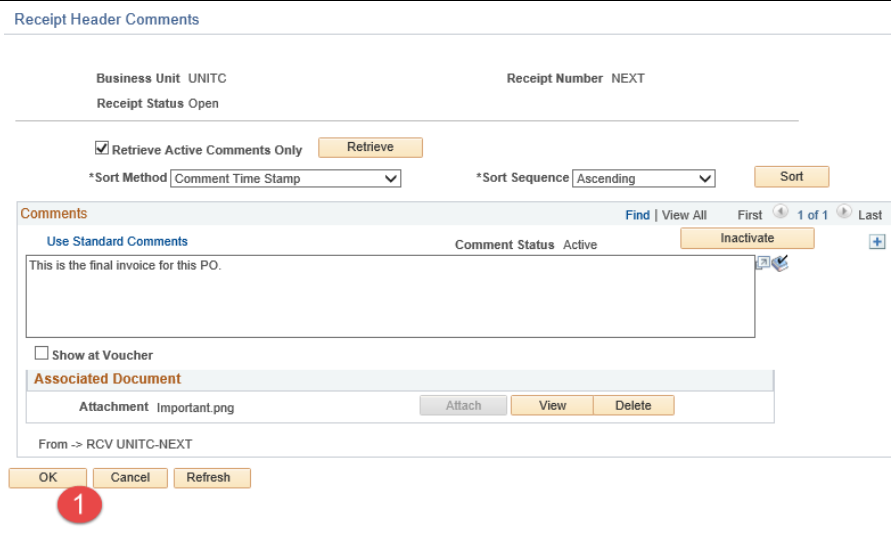
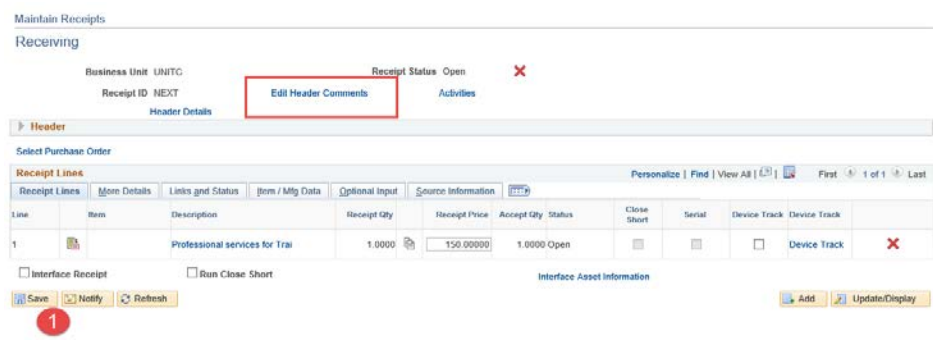
There may be occasions where you need to attach documents or comments to a receipt.

This could be for example because you want to attach an invoice or other document, or you want to record why you changed a receipt.

## Objective

To add comments and/or attachments to the receipt record in PeopleSoft.

STEP	ADD COMMENTS OR ATTACHMENTS TO RECEIPT
Path	Purchasing WorkCentre > Add/Update Receipts
In the Receipt 1. Click Add Header Comments	
1. Enter your comments  To attach a document  2. Click Attach	
1. Click Browse	

STEP	ADD COMMENTS OR ATTACHMENTS TO RECEIPT
<p>Navigate to the location of the saved document</p> <ol style="list-style-type: none"> <li>1. Select the file</li> <li>2. Click Open</li> </ol>	
<ol style="list-style-type: none"> <li>1. Click Upload</li> </ol>	
<ol style="list-style-type: none"> <li>1. Click OK</li> </ol>	
<p>The Header Comments, has been updated to <b>Edit Header Comments</b></p> <ol style="list-style-type: none"> <li>1. Click Save</li> </ol>	

## Making Changes to Existing Receipts

There may be occasions when you will be required to amend an existing receipt.


This could be because you discover that the supplier split the order over several invoices, because the amount or quantity receipted are incorrect, or because you need to resolve a match exception.

There are 3 actions that can be taken:

**Amend a receipt**

**Cancel a receipt line from a multi line receipt**

**Cancel the entire receipt**

	If a receipt has already been matched to an invoice you will NOT be able to cancel the receipt or receipt line or reduce the receipted amount or quantity below what has been matched. You will receive an error message if you attempt this.
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### Objective

You may have receipted an item in error, or receipted the incorrect amount.

### Alter the Receipt Amount

STEP	ALTER THE RECEIPT AMOUNT
Path	Purchasing WorkCentre > Add/Update Receipt
1. Enter PO number 2. Click Search	<div><p><b>Receiving</b></p><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><p><a href="#">Find an Existing Value</a> <a href="#">Add a New Value</a></p><p><b>Search Criteria</b></p><p>Business Unit = <input type="text" value="UNITC"/></p><p>Receipt Number begins with <input type="text"/></p><p>Bill of Lading begins with <input type="text"/></p><p>PO Business Unit begins with <input type="text"/></p><p>Item ID begins with <input type="text"/></p><p>PO Number begins with <input type="text" value="0002063520"/></p><p>Ship To Location begins with <input type="text"/></p><p>Shipment Number begins with <input type="text"/></p><p>Supplier ID begins with <input type="text"/></p><p>Received Date = <input type="text"/></p><p>Receipt Status = <input type="text"/></p><p>User ID begins with <input type="text"/></p><p><input type="checkbox"/> Case Sensitive</p><p><a href="#">Search</a> <a href="#">Clear</a> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p></div>

STEP	ALTER THE RECEIPT AMOUNT																																													
1. Select the row to amend, or delete	<div>Receiving</div> <div>Enter any information you have and click Search. Leave fields blank for a list of all values.</div> <div><div>Find an Existing ValueAdd a New Value</div><div>Search Criteria</div><div><div>Business UnitUNITC</div><div>Receipt Numberbegins with</div><div>Bill of Ladingbegins with</div><div>PO Business Unitbegins with</div><div>Item IDbegins with</div><div>PO Numberbegins with0002063520</div><div>Ship To Locationbegins with</div><div>Shipment Numberbegins with</div><div>Supplier IDbegins with</div><div>Received Date=</div><div>Receipt Status=</div><div>User IDbegins with</div><div>Case Sensitive</div></div><div><div>SearchClearBasic SearchSave Search Criteria</div></div><div>Search Results</div><div>View All</div><div><div>First1-2 of 2Last</div><table><tr><th>Business Unit</th><th>Receipt Number</th><th>Bill of Lading</th><th>PO Business Unit</th><th>Item ID</th><th>PO Number</th><th>PO Receipt</th><th>Receive Source</th><th>Ship To Location</th><th>Shipment Number</th><th>Supplier ID</th><th>Supplier Name</th><th>Received Date</th><th>Receipt Status</th><th>User ID</th></tr><tr><td>UNITC</td><td>0002074177</td><td></td><td>UNITC</td><td>(blank)</td><td>0002063520</td><td>Y</td><td>On-line</td><td>INWARD_GDS</td><td>(blank)</td><td></td><td></td><td>31/01/2017</td><td>Received</td><td>HAUYEUN</td></tr><tr><td>UNITC</td><td>0002074176</td><td></td><td>UNITC</td><td>(blank)</td><td>0002063520</td><td>Y</td><td>On-line</td><td>INWARD_GDS</td><td>(blank)</td><td></td><td></td><td>31/01/2017</td><td>Received</td><td>HAUYEUN</td></tr></table></div></div>	Business Unit	Receipt Number	Bill of Lading	PO Business Unit	Item ID	PO Number	PO Receipt	Receive Source	Ship To Location	Shipment Number	Supplier ID	Supplier Name	Received Date	Receipt Status	User ID	UNITC	0002074177		UNITC	(blank)	0002063520	Y	On-line	INWARD_GDS	(blank)			31/01/2017	Received	HAUYEUN	UNITC	0002074176		UNITC	(blank)	0002063520	Y	On-line	INWARD_GDS	(blank)			31/01/2017	Received	HAUYEUN
Business Unit	Receipt Number	Bill of Lading	PO Business Unit	Item ID	PO Number	PO Receipt	Receive Source	Ship To Location	Shipment Number	Supplier ID	Supplier Name	Received Date	Receipt Status	User ID																																
UNITC	0002074177		UNITC	(blank)	0002063520	Y	On-line	INWARD_GDS	(blank)			31/01/2017	Received	HAUYEUN																																
UNITC	0002074176		UNITC	(blank)	0002063520	Y	On-line	INWARD_GDS	(blank)			31/01/2017	Received	HAUYEUN																																

To change the value of the receipt,

1. Select the field and enter the correct information
2. Click

Maintain Receipts

Receiving

Business UnitUNITC

Receipt ID0002074177

Receipt StatusFully Received

Edit Header Comments

Activities

Header Details

Document Status

Header

Select Purchase Order

Receipt Lines

More Details

Links and Status

Item / Mfg Data

Optional Input

Source Information

Personalize

Find

View All

First1 of 1Last

Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Device Track
1		Professional services for Trai	1.0000	100.00000	1.000	Received	245720				Device Track

Interface Receipt

Run Close Short

Interface Asset Information

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Add

Update/Display

## Alter the Receipted Quantity

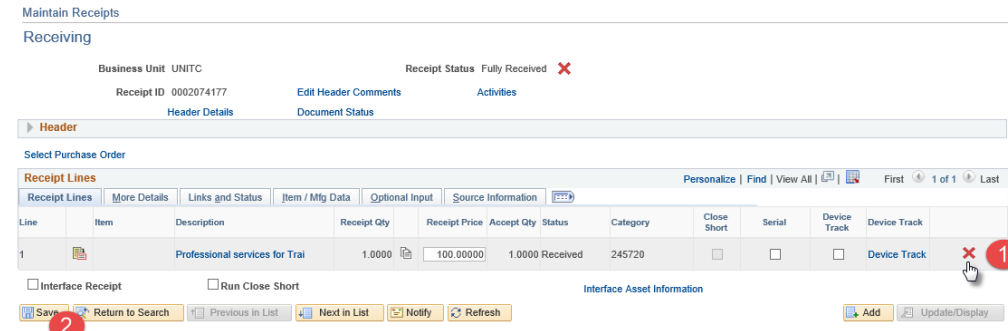
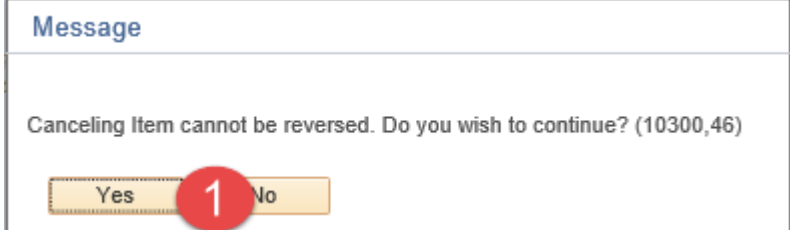

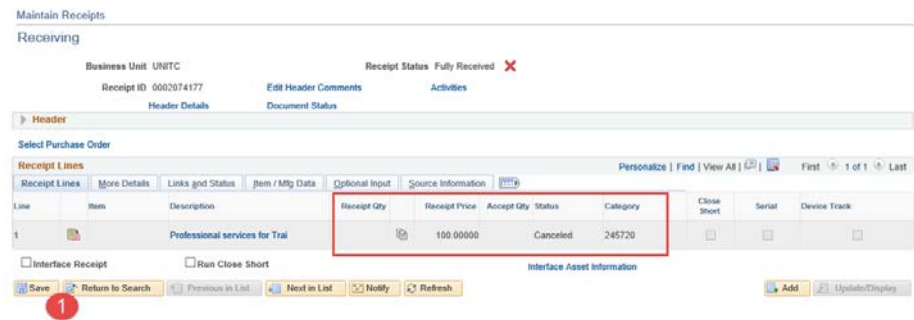
STEP	ALTER THE RECEIPTED QUANTITY																								
Path	Purchasing WorkCentre > Add/Update Receipt																								
Search for and open the receipt in PeopleSoft	<div><div>Maintain Receipts</div><div>Receiving</div><div>Business Unit UNITCReceipt ID 0002074175Receipt Status Fully Received</div><div>Add Header CommentsActivities</div><div>Header DetailsDocument Status</div><div>Header</div><div>Select Purchase Order</div><div>Receipt Lines</div><div>Receipt LinesMore DetailsLinks and StatusItem / Mfg DataOptional InputSource Information</div><div><table><thead><tr><th>Line</th><th>Item</th><th>Description</th><th>Receipt Qty</th><th>Receipt Price</th><th>Accept Qty</th><th>Status</th><th>Category</th><th>Close Short</th><th>Serial</th><th>Device Track</th><th>Device Track</th></tr></thead><tbody><tr><td>1</td><td></td><td>Total Item 2 - Receipt bal no v</td><td>10.0000</td><td>100.00000</td><td>10.0000</td><td>Received</td><td>212000</td><td></td><td></td><td></td><td></td></tr></tbody></table></div><div><div>Interface ReceiptRun Close Short</div><div>Interface Asset Information</div><div>SaveReturn to SearchPrevious in ListNext in ListNotifyRefresh</div><div>AddUpdate/Display</div></div></div>	Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Device Track	1		Total Item 2 - Receipt bal no v	10.0000	100.00000	10.0000	Received	212000				
Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Device Track														
1		Total Item 2 - Receipt bal no v	10.0000	100.00000	10.0000	Received	212000																		
1. Edit the Receipt Qty																									
2. Click																									
<div>Save</div>																									

<p>Please note...</p>	<p>If the Quantity field is greyed out, you are unable to make changes.</p> <p>Please contact AP to see if the voucher can be disassociated from the receipt.</p>
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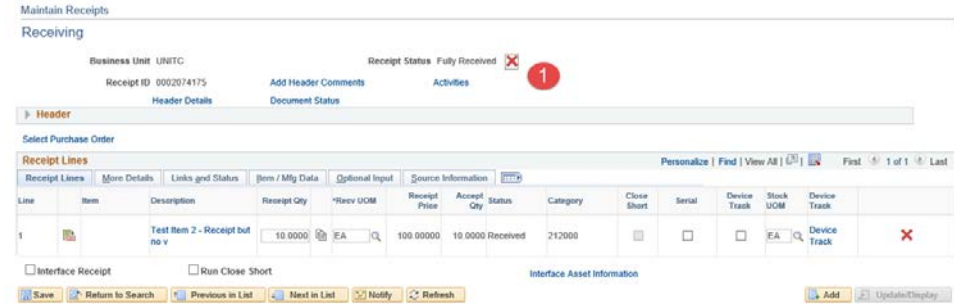
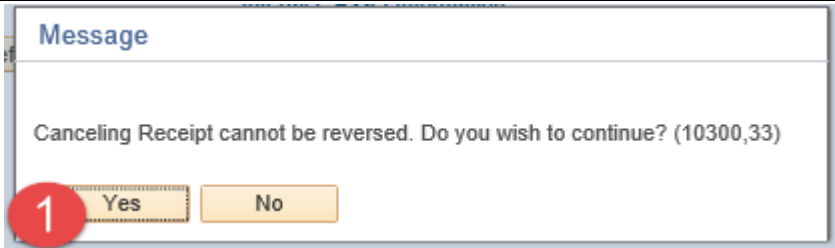


## Delete a Receipted Row

A row of a PO has been receipted in error. You need to delete it.

STEP	DELETE A RECEIPTED ROW
<p>To delete the receipted row,</p> <ol style="list-style-type: none"> <li>1. Click Delete at the end of the row</li> </ol>	 <p>The screenshot shows the 'Maintain Receipts' window. At the top, it says 'Receiving' and 'Business Unit: UNITC'. Below that, 'Receipt ID: 0002074177' and 'Receipt Status: Fully Received' with a red 'X' icon. A table of 'Receipt Lines' is shown with one line item: 'Professional services for Trail' with a quantity of 1.0000 and a price of 100.00000. At the end of this row, there is a red 'X' icon with a red circle containing the number '1' next to it, indicating the delete action.</p>
<p>Confirm the deletion</p> <ol style="list-style-type: none"> <li>1. Click Yes</li> </ol>	 <p>The screenshot shows a 'Message' dialog box. The text inside says 'Canceling Item cannot be reversed. Do you wish to continue? (10300,46)'. At the bottom, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red circle containing the number '1'.</p>
<p>Note line is now cancelled</p> <ol style="list-style-type: none"> <li>1. Click  Save</li> </ol>	 <p>The screenshot shows the 'Maintain Receipts' window again. The 'Receipt Lines' table now shows the status of the line as 'Canceled'. A red box highlights the 'Canceled' status and the 'Save' button at the bottom left, which is also highlighted with a red circle containing the number '1'.</p>

## Cancel a Receipt

STEP	CANCEL A RECEIPT
Path	Purchasing WorkCentre > Add/Update Receipt
Search for and open the receipt in PeopleSoft  1. Click the 	
1. Click Yes	
Status is now Cancelled  1. Click 