

## Cancel Receipt

If an error is on a saved Receipt, then the Receipt may be canceled. Receipts may be cancelled at the receipt or at the line level. The transaction may not be reversed. As needed, a new Receipt would then be entered.

Step	Action
1.	Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser's address bar: <ul style="list-style-type: none"> <li>Enter your Username and Password and click the <b>Log In</b> button.</li> <li>From the <b>Enterprise Menu</b>, select the <b>Financials Supply Chain</b> link.</li> </ul>
2.	Navigate to: <b><u>eProcurement &gt; Buyer Center &gt; Receipts &gt; Inspect Receipts.</u></b>
3.	On the <b>Receiving</b> search page, select the <b>Find an Existing Value</b> tab.
4.	In the <b>Receipt Number</b> field, enter the number of the Receipt to be cancelled.
5.	Click the <b>Search</b> button.
6.	On the <b>Maintain Receipts Receiving</b> page in the <b>Receipt Lines</b> section on the <b>Receipt Lines</b> tab to cancel a line on a receipt, click the at the line level.
7.	To cancel the entire receipt, click the at the header level.
8.	This message displays "Canceling Receipt cannot be reversed. Do you wish to continue?" Click the <b>Yes</b> button.
9.	Verify the Receipt Status is cancelled. <b>Note: As needed, create a new Receipt.</b>
	<b>End of Procedure.</b>

[Back to Table of Contents](#)