

QUICK REFERENCE GUIDE

Updated November 1, 2019

Cancel Purchase Order Receipts or Receipt Lines

Agencies create a receipt in the Purchasing module by selecting a purchase order and pulling its information into a receipt. Once a receipt is created, you may need to update it or cancel it for a variety of reasons.

- You can update or cancel a receipt only if it is not in these statuses: *Moved, Matched, or Closed.*
- You cannot cancel a receipt if there is an active voucher against it.
- You can cancel individual lines if there is more than one line on a purchase order receipt.
- Once you cancel a receipt, you cannot reverse this process in SWIFT.

This guide lists the steps to cancel a receipt or receipt line in SWIFT’s Receipt module.

Steps to complete

- Step 1: Navigate to the Receiving page
- Step 2: Cancel the purchase order receipt or line

Step 1: Navigate to the Receiving page

1. Navigate to the **Receiving** page.

Navigation Options	Navigation Path
Navigation Collection	Procurement, Purchasing, Receipts. The Receiving page defaults.

2. On the **Receiving** page, select the **Find and Existing Value** tab.
 - Enter information (e.g., *Business Unit* and *Receipt Number*) and select **Search**.
 - You must specify the *Business Unit*. The primary *Business Unit* will default. It can be changed.

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

Find an Existing Value Keyword Search Add a New Value

▼ **Search Criteria**

Business Unit = [v] R2901 [Q]

Receipt Number begins with [v] 0000448292 [Q]

Origin begins with [v] [Q]

3. SWIFT displays the **Search Results** section. It contains receipts that match your search criteria. Select the desired *Receipt ID*.

Search Results

Only the first 300 results can be displayed.

View All

Business Unit	Receipt Number	Origin	Bill of Lading	PO Business Unit	Item ID	PO Number	PO Receipt	Receive Source	Ship To Location	Shipment Number	Supplier ID	Supplier Name 1	Received Date	Receipt Status	User ID
R2901	000048292	A12	(blank)	R2901	(blank)	3000110760	Y	On-line	R2980V0221	(blank)	R290000000	NATURAL RESOURCES DEPT	09/30/2017	Received	01000041
R2901	000048555	AS8	(blank)	R2901	(blank)	3000115606	Y	On-line	R294300043	(blank)	0000274788	MIN ST LBA MINNCOR IND	10/23/2017	Received	00348478

Step 2: Cancel the purchase order receipt

1. SWIFT opens up the **Maintain Receipts** page. Confirm that this is the correct receipt to cancel.

Maintain Receipts

Receiving

Business Unit: R2901 Receipt Status: Fully Received ✘

Receipt ID: 000048292 Header Comments/Attachments: Activities: Document Status:

Header

Select Purchase Order

Close Short All Lines Print Delivery Report Run PO Receipt Accrual

Receipt Lines

Receipt Lines More Details Links and Status Item / Mfg Data Optional Input Source Information

Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Device Track	Cancel icon
1		FY18 COMPUTER FLEET	1.0000	2458.47000	1.0000	Received	81111812	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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

2. To cancel a receipt, press the **Cancel Receipt** icon (e.g., red "X" at the top right of the page).
3. SWIFT displays a message. Once you cancel a receipt, it cannot be revised. Select **Yes**, if you wish to continue.

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

Yes No

SWIFT will update the *Receipt Status* field on the header and on its lines to "Canceled". This receipt is canceled.

4. Press **Save** at the bottom of the page.

Maintain Receipts

Receiving

Business Unit: G1001 Receipt Status: Canceled

Receipt ID: 0000013543 Header Comments/Attachments: Activities: Document Status:

Header

Select Purchase Order

Close Short All Lines Print Delivery Report Run PO Receipt Accrual

Receipt Lines

Receipt Lines More Details Links and Status Item / Mfg Data Optional Input Source Information

Line	Item	Description	Receipt Qty	Recv UOM	Receipt Price	Accept Qty	Status	Category
1		ee		EA	10.00000		Canceled	10121700

Interface Receipt Run Close Short Interface Asset Information

Save Return to Search Previous in List Next in List Notify Refresh

To cancel a receipt line

Step 1: Navigate to the Receiving page

Follow the instructions provided for canceling an entire receipt.

Step 2: Cancel the purchase order Receipt line

1. You can cancel individual lines if there is more than one line on a purchase order receipt. Press the **Cancel Receipt** icon (red X) on the line.

Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Device Track	
1		Chair- Ignition Wk Mid-bck Pnc	1.0000	325.38000	1.0000	Received	56101500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Device Track	
2		Installation - \$ 90.00	1.0000	90.00000	1.0000	Received	72153606	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Device Track	

2. SWIFT displays a message. Canceling the item cannot be reversed. Select **Yes**, if you wish to continue.

Canceling Item cannot be reversed. Do you wish to continue? (10300,46)

3. SWIFT updates the receipt page to show that the line was canceled. Press **Save** at the bottom of the page.

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status
1		ee	1.0000	EA	20.00000	1.0000	Received
2		ee		EA	20.00000		Canceled

You have successfully canceled a purchase order receipt or receipt line.