

**JOHN
JAY** COLLEGE
OF
CRIMINAL
JUSTICE

SAA
STUDENT ACTIVITIES
ASSOCIATION, INC.
AN AFFILIATE OF JOHN JAY COLLEGE

RECEIPTS

CONTACT INFO:

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GLOSSARY TERMS

- **REQUISITION** : ONLINE FORM OF REQUESTING ITEMS/SERVICES. AFTER YOU ENTER & SUBMIT A REQUISITION, YOU CAN ROUTE IT FOR APPROVAL. FOR ALL INTENTS AND PURPOSES, A REQUISITION IS WHAT WE WILL NOW CALL PURCHASE REQUEST.
- **INSPECTION** : EXAMINATION OF CERTAIN PURCHASES SUCH AS; EQUIPMENT, FURNITURE AND HAZARDOUS WASTE
- **PURCHASE ORDER** : USED BY A BUYER TO PLACE AN ORDER AND IS ISSUED BEFORE DELIVERY.
- **RECEIPT**: PROOF THAT GOODS/SERVICES WERE RECEIVED
- **VOUCHER**: A DOCUMENT USED TO GATHER AND FILE ALL OF THE SUPPORTING DOCUMENTS NEEDED TO APPROVE THE PAYMENT OF A LIABILITY.
- **QUERY**: A REQUEST FOR DATA OR INFO.
- **CHARTFIELD**: THE CHART OF ACCOUNTS IS COMPROMISED OF INFO FIELDS THAT PROVIDE BASIC STRUCTURE TO SEGREGATE AND CATEGORIZE TRANSACTIONAL AND BUDGET DATA. EACH INFORMATIONAL FIELD IS CALLED A CHARTFIELD.

FLOW OF RECEIPTS PROCESS

ONCE A/P RECEIVES AN INVOICE, YOU WILL RECEIVE AN EMAIL WITH A COPY OF THE INVOICE ALONG WITH THE VOUCHER # SUBJECT LINE.

IF ALL ITEMS HAVE BEEN RECEIVED, CREATE A RECEIPT IN CUNYFIRST AGAINST THE PO, NOT REQUISITION.

PLEASE RESPOND TO THE EMAIL WITH THE RECEIPT NUMBER, ON THE INVOICE INDICATE "Ok to Pay" AND IF THIS IS FINAL PAYMENT.

ANY INVOICES DEPARTMENT RECEIVES FROM VENDOR WITH A PO, SCAN IT APPROVED WITH RECEIPT NUMBER TO
saabo@jjay.cuny.edu

DEPARTMENTS HAVE (5) FIVE DAYS TO SUBMIT RECEIPTS INTO CUNYFIRST.



John Jay College - CUNY
 Purchasing Department
 Room ML-746
 524 West 59th Street
 NEW YORK NY 10019
 United States

Vendor: 2000003622
 ONE TO WORLD INC
 307 SEVENTH AVE #2003
 NEW YORK NY 10001

Purchase Order

Dispatch via Print

Purchase Order	Date	Revision	Page
SWCPR-000006053	08/01/2017		1
Payment Terms	Freight Terms	Ship Via	
Net 30	Free On Board		
Buyer	Phone	Currency	
Mandy Fan	212/237-8007	USD	

Ship To: NB-L2.65
 Central Receiving
 524 West 59th Street
 NEW YORK NY 10019
 United States

Bill To: John Jay College - Accounts Payable
 524 West 59th Street, Annex Bldg.
 Email to: Invoices@jay.cuny.edu
 NEW YORK NY 10019
 United States

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1-1	One To World Institutional Membership FY '18		1	00EA	700.00	700.00	09/01/2017
As per Invoice #mem 17-18_03							
Attn: Flor Maldonado							
Schedule Total						<u>700.00</u>	
Item Total						<u>700.00</u>	
Total PO Amount						<u>700.00</u>	

1. **TERMS AND CONDITIONS.** This Purchase Order and the transactions contemplated herein are governed by the University's standard Purchase Order Terms and Conditions and by Appendix A, Standard Clauses for all New York State contracts (Appendix A), which are incorporated herein and made a part hereof, copies of which are available upon request if not attached. The Vendor named in this Purchase Order ("Vendor") signifies its acceptance of the University's Purchase Order Terms and Conditions and of Appendix A by delivery of the goods or services and/or by the acceptance of payment.

2. **TAX EXEMPTION.** The City University of New York and its constituent colleges are exempt from the payment of any state and local sales and use taxes.

3. **MATERIAL SAFETY DATA SHEETS.** If Vendor is furnishing a toxic substance as defined by Section 875 of the Labor Law, then Vendor shall provide the University with not fewer than two copies of a material safety data sheet, which shall include for each such toxic substance the information set forth in Section 876 of the Labor Law. All applicable material safety data sheets must be delivered with each order containing such toxic substance; invoices cannot be processed unless appropriate material safety data sheets are included with the applicable order.

Invoice Attached

To A/P
 Original _____
 Dispatched 8/1/17 _____

Hazel Stewart
 Authorized Signature
 Electronically Authorized

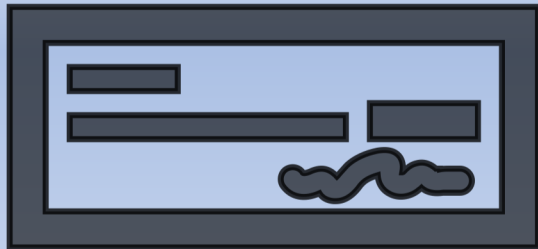
ONCE YOU HAVE RECEIVED A COPY OF THE DISPATCH PO AND ITEMS OR SERVICES HAVE BEEN RECEIVED, THEN YOU MUST SUBMIT A RECEIPT IN CUNYFIRST.

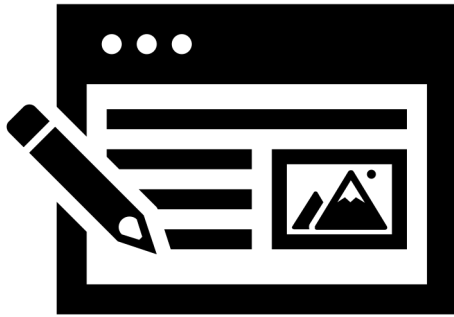
CREATING RECEIPTS

REQUESTORS **MUST** CREATE A RECEIPT IN CUNYFIRST FOR ALL GOODS AND SERVICES RECEIVED.
REQUESTORS **ARE NOT** TO CREATE RECEIPTS PRIOR TO SATISFACTORY VERIFICATION OF GOODS
AND/OR SERVICES RECEIVED.

PRIOR TO ENTERING A RECEIPT IN CUNYFIRST, REQUESTORS MUST REVIEW AND VERIFY THE
FOLLOWING:

1. A VALID PURCHASE ORDER NUMBER MUST BE PRINTED ON THE INVOICE BY THE VENDOR (OR WRITTEN BY THE REQUESTOR).
2. INVOICES SHOULD BE SENT TO SAABO@JJAY.CUNY.EDU IN THE EVENT INVOICES ARE SENT TO THE REQUESTOR, THE INVOICE MUST BE SCANNED & ATTACHED TO THE RECEIPT IN CUNYFIRST.
3. THE REQUESTOR SHOULD ALSO SCAN & ATTACH DOCUMENTS TO THE RECEIPT THAT DEMONSTRATE THAT THE GOODS HAVE BEEN RECEIVED (EX: PACKAGING SLIPS) OR THAT THE SERVICES HAVE BEEN PERFORMED (DETAILED DESCRIPTION OF SERVICES PROVIDED BY THE VENDOR).





CUNYfirst
Fully Integrated Resources & Services Tool

Favorites Main Menu

Menu

Search:

- My Favorites
- CUNY
- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Vendors
- Purchasing 1**
 - Requisitions
 - Procurement Contracts
 - Purchase Orders
 - Receipts 2**
 - Review Receipt Information
 - Reports
 - Add/Update Receipts 3**
 - Maintain Delivery Information
 - Maintain Activity and Comments
- Analyze Procurement
- eProcurement

Favorites Main Menu > Purchasing > Receipts > Add/Update Receipts

Receiving

Business Unit:

Receipt Number:

PO Receipt

NAVIGATE TO
Purchasing>Receipts>Add/Update Receipts. SELECT YOUR **Business Unit** AND CLICK ON **Add**.

Select Purchase Order

Search Criteria

PO Unit:

ID:

Line/Sched Num: /

Release:

Item ID:

Ship To:

Ship Via:

Retrieve Open PO Schedules

Days +/- Today:

Start Date:

End Date:

Vendor Name: [Vendor Lookup](#)

Vendor Item ID:

Manufacturer ID:

Manufacturer's Item ID:

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

Enter PO # here

ENTER AS MUCH INFORMATION TO SELECT THE PURCHASE ORDER TO BE RECEIVED. IF YOU DO NOT KNOW THE PO NUMBER, YOU MAY SEARCH BY VENDOR NAME.

CLICK ON **Search**.

Fully Integrated Resources & Services Tool
 Favorites Main Menu > Purchasing > Receipts > Add/Update Receipts

Select Purchase Order

Search Criteria

PO Unit: **JJC03** Days +/- Today: 30
 ID: Start Date: 04/07/2019
 Line/Sched Num: End Date: 06/06/2019
 Release: Vendor Name: Vendor Lookup
 Item ID: Vendor Item ID:
 Ship To: Manufacturer ID:
 Ship Via: Manufacturer's Item ID:

Retrieve Open PO Schedules

Receipt Qty Options
 No Order Qty Ordered Qty PO Remaining Qty

Search

Retrieved Rows Personalize Find View All First 1 of 1 Last

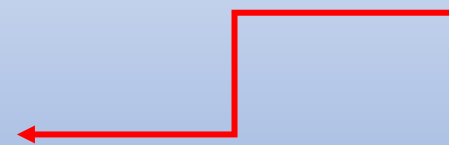
Selected Rows	Shipping Related	More Details								
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	JJC03	0000000003	1	1		05/02/2019	2.0000			FY19 - Computers for Office St

Select All Clear All

OK Cancel Refresh

PURCHASE ORDER DISPLAYS ALL APPLICABLE LINES.

CHECK THE BOX TO THE LEFT OF **PO Unit** TO SELECT THE LINE AND CLICK **OK**.



Maintain Receipts

Receiving

Business Unit: **JJC03** Receipt Status: Open
 Receipt ID: NEXT Add Comments Activities

Header

Select Purchase Order

Receipt Lines Personalize Find View All First 1 of 1 Last

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information							
Line	Item	Description	Price	Receipt Qty	*Recy UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Status	Device Track
1		FY19 - Computers for Office St	1000.00000	2.0000	EA	2.0000	Open			EA	Pending	Device Track

Interface Receipt Interface Asset Information

Save Notify Refresh Add Update/Display

STEP#5: Click on **Optional Input** tab. Enter the Invoice Number as it appears on the actual invoice if available.

Receipt Lines Personalize Find View All First 1 of 1 Last

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information							
Line	Item	Description	User ID	Hold	Receipt Datetime	Invoice Number	Packing Slip	Lading	Pro Number	Origin Country	Replacement	Intrastat Distribution Status
1		FY19 - Computers for	14211180		05/07/2019 12:00AM	ABUT-15524					NA	Ignore

PURCHASE ORDER IS FOR A QUANTITY OF 2 COMPUTERS.

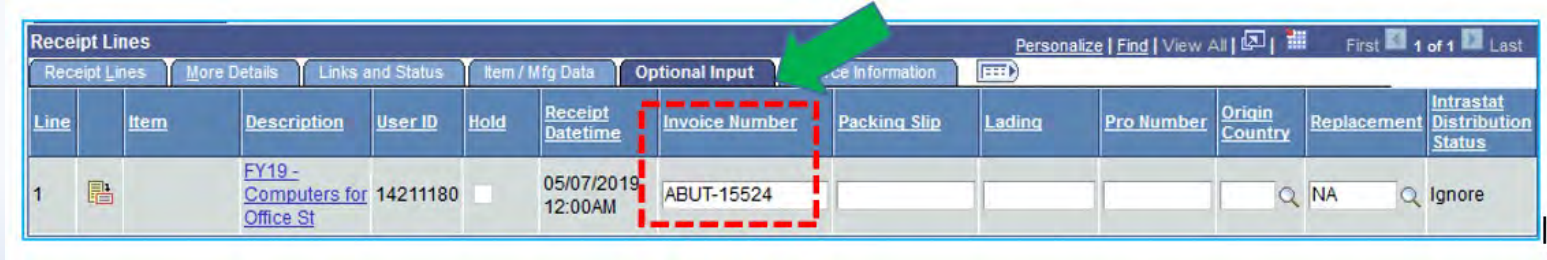
ENTER "2" IN THE **Receipt Qty**.

IF THE QUANTITY RECEIVED IS LESS THAN THE NUMBER ON THE PURCHASE ORDER, ENTER THE CORRECT NUMBER RECEIVED IN THE **Receipt Qty** BOX.



Click on **Optional Input** tab.

Enter the Invoice Number as it appears on the actual invoice if available.

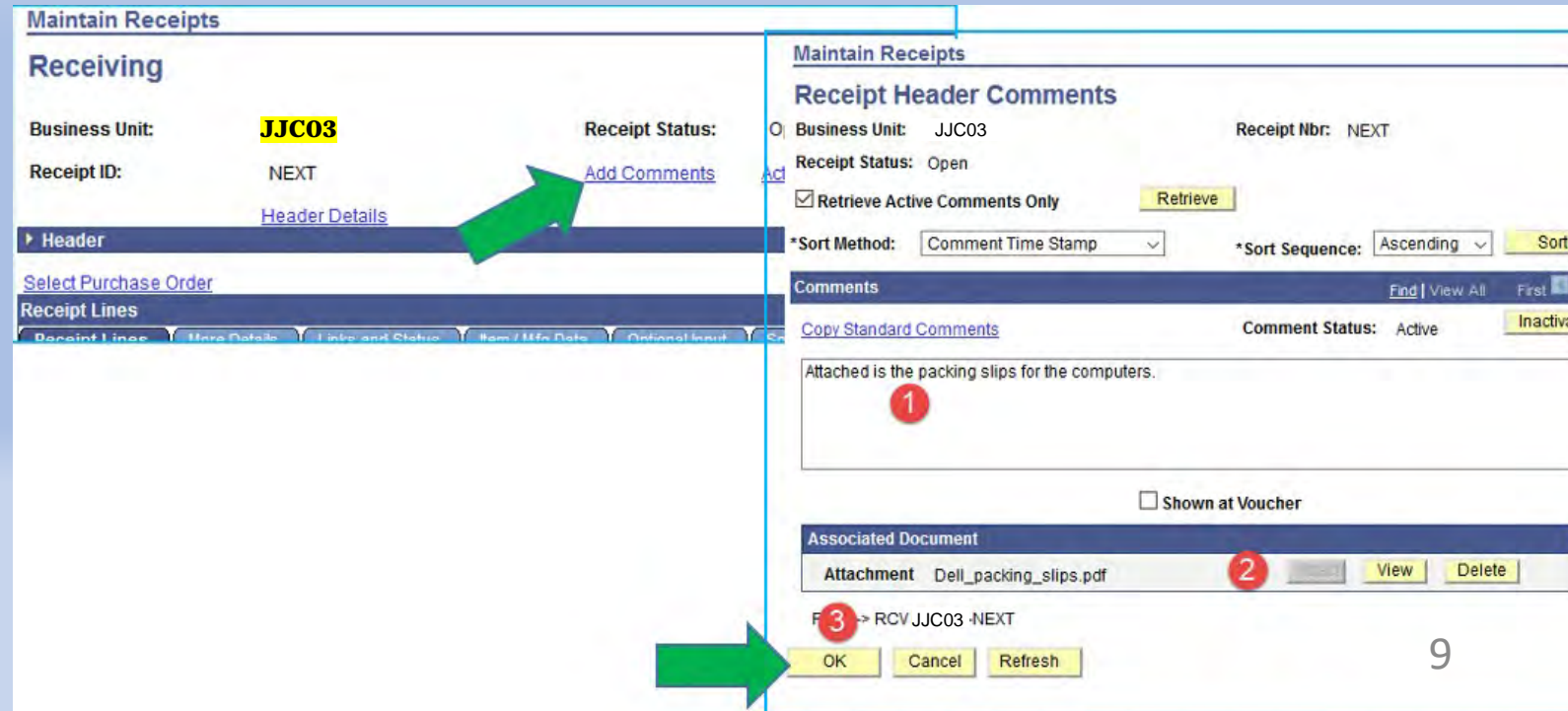


The screenshot shows the 'Receipt Lines' interface with the 'Optional Input' tab selected. A green arrow points to the 'Optional Input' tab. The 'Invoice Number' field is highlighted with a red dashed box, containing the value 'ABUT-15524'. Other fields include 'Line' (1), 'Item' (with a document icon), 'Description' (FY19 - Computers for Office St), 'User ID' (14211180), 'Hold' (checkbox), 'Receipt Datetime' (05/07/2019 12:00AM), 'Packing Slip', 'Lading', 'Pro Number', 'Origin Country' (with a search icon), 'Replacement' (with a search icon and 'NA'), and 'Intrastat Distribution Status' (Ignore).

Line	Item	Description	User ID	Hold	Receipt Datetime	Invoice Number	Packing Slip	Lading	Pro Number	Origin Country	Replacement	Intrastat Distribution Status
1		FY19 - Computers for Office St	14211180	<input type="checkbox"/>	05/07/2019 12:00AM	ABUT-15524				🔍	NA 🔍	Ignore

Click on **Add Comments** link.

Add a comment, attach documents to the receipt that demonstrate that the goods have been received and click **OK**.



The screenshot shows the 'Maintain Receipts' interface. The 'Receiving' section is active, showing 'Business Unit: JJC03' and 'Receipt ID: NEXT'. A green arrow points to the 'Add Comments' link. The 'Receipt Header Comments' dialog box is open, showing 'Business Unit: JJC03' and 'Receipt Nbr: NEXT'. The 'Add Comments' link is highlighted with a green arrow. The dialog box contains a text area with the comment 'Attached is the packing slips for the computers.' and a red circle with the number '1'. Below the text area is a checkbox for 'Shown at Voucher'. The 'Associated Document' section shows an attachment 'Dell_packing_slips.pdf' with a red circle with the number '2' and buttons for 'View' and 'Delete'. At the bottom, there is a red circle with the number '3' and buttons for 'OK', 'Cancel', and 'Refresh'.

Maintain Receipts
Receiving
Business Unit: **JJC03** Receipt Status: **Open**
Receipt ID: **NEXT** [Add Comments](#)
[Header Details](#)
[Select Purchase Order](#)
Receipt Lines

Maintain Receipts
Receipt Header Comments
Business Unit: JJC03 Receipt Nbr: NEXT
Receipt Status: Open
 Retrieve Active Comments Only [Retrieve](#)
*Sort Method: Comment Time Stamp *Sort Sequence: Ascending [Sort](#)
Comments [Find](#) [View All](#) [First](#)
[Copy Standard Comments](#) Comment Status: Active [Inactivate](#)
Attached is the packing slips for the computers.
1
 Shown at Voucher
Associated Document
Attachment **Dell_packing_slips.pdf** **2** [View](#) [Delete](#)
F **3** → RCV JJC03 -NEXT
[OK](#) [Cancel](#) [Refresh](#)

CLICK ON **Save**.

IN THIS CASE AN INSPECTION IS ALSO REQUIRED BECAUSE COMPUTERS HAVE BEEN PURCHASED.
AN INSPECTION RECEIPT WILL ALSO BE REQUIRED **BEFORE** THE VENDOR CAN BE PAID.

CLICK **Ok**.

THE RECEIPT WILL BE ASSIGNED A NUMBER AND THE STATUS WILL BE **“Received”**.


The screenshot displays the 'Maintain Receipts' application window. At the top, the 'Receiving' section shows 'Business Unit: JJC03' and 'Receipt Status: Open' with a red 'X' icon. Below this, there are tabs for 'Header', 'Select Purchase Order', and 'Receipt Lines'. The 'Receipt Lines' table contains one entry: 'FY19 - Computers for Office St' with a quantity of 2,000 and a status of 'Open'. A 'Message' dialog box is overlaid on the bottom right, with a red dashed border, containing the text: 'Warning -- inspection is required Not all receipt lines have been inspected (10300.258)'. The dialog has 'OK' and 'Cancel' buttons. A green arrow points to the 'Save' button in the bottom left of the main window, and another green arrow points to the 'OK' button in the message dialog.

Line	Item	Description	Price	Receipt Qty	Recv UOM	Access Qty	Status	Serial	Device Track	Stock UOM	AM Status	Device Track
1		FY19 - Computers for Office St	1000.00000	2.0000	EA	2.0000	Open			EA	Pending	

Maintain Receipts

Receiving

Business Unit: JJC03
Receipt ID: 0000000002

Receipt Status: Received 

[Add Comments](#) [Activities](#)

[Header Details](#)

[Document Status](#)

▶ Header

[Select Purchase Order](#)

Receipt Lines

Personalize | Find | View All |   First 1 of 1 Last

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information								
Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Status	Device Track	
1		FY19 - Computers for Office St	1000.00000	2.0000	 EA <input type="text" value=""/>	2.0000	Received	<input type="checkbox"/>	<input type="checkbox"/>	EA <input type="text" value=""/>	Pending	Device Track	

PLEASE MAKE NOTE OF YOUR CUNYFIRST RECEIPT ID.

CHECKING FOR AVAILABLE RECEIPT BALANCE

1

Fully Integrated Resources & Services Tool
Favorites | Main Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders

Purchase Order Inquiry

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

[Find an Existing Value](#)

Search Criteria

Business Unit: =

PO ID: begins with

Contract SetID: begins with

Contract ID: begins with

Release Number: =

Purchase Order Date: =

PO Status: =

Short Vendor Name: begins with

Vendor ID: begins with

Buyer: begins with

Buyer Name: begins with

PO Type: =

Case Sensitive

2

Activity Summary

Unit: JJCPR PO Status: Dispatched
PO ID: 0000006048 Vendor: NESTLE WATERS NORTH AMERICA

Lines Personalize | Find | View All | First 1 of 1 Last

Details **Receipt** Invoice Matched RTV

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1	<input type="button" value="Print"/>	(8) Five gallon water bottles	LOT	1.0000	140,000	USD	<input type="checkbox"/>

3

Activity Summary

Unit: JJCPR PO Status: Dispatched
PO ID: 0000006048 Vendor: NESTLE WATERS NORTH AMERICA

Lines Personalize | Find | View All | First 1 of 1 Last

Details Receipt **Invoice** Matched RTV

Line	Item	Item Description	UOM	Amount Received	Open Quantity	Open Amount	Currency
1	<input type="button" value="Print"/>	(8) Five gallon water bottles	LOT	44,900	1.0000	95,100	USD

The **Amount Received** is the total amount of the receipts entered by the department.

Open Amount is the remaining receipted amount against the purchase order

4

Activity Summary

Unit: JJCPR PO Status: Dispatched
PO ID: 0000006048 Vendor: NESTLE WATERS NORTH AMERICA

Lines Personalize | Find | View All | First 1 of 1 Last

Details Receipt Invoice **Matched** RTV

Line	Item	Item Description	UOM	Amount Only	Amt Invoiced	Currency	Un-invoiced Amount	Currency
1	<input type="button" value="Print"/>	(8) Five gallon water bottles	LOT	<input type="checkbox"/>	44,900	USD	95,100	USD

Amount Invoiced is the amount vouchered and paid against the P.O.

Un-invoiced Amount is the remaining balance to be paid against the P.O.

CHECKING FOR MATCHED RECEIPTS

1

CUNYfirst
Fully Integrated Resources & Services Tool

Favorites | Main Menu > Purchasing > Purchase Orders > Review PO Information > Activity Summary

PO Activity Summary

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

Find an Existing Value

Search Criteria

Business Unit: = ▼ JJC03 🔍

PO Number: begins with ▼

Purchase Order Date: = ▼ 📅

Purchase Order Reference: begins with ▼

Vendor ID: begins with ▼ 🔍

Case Sensitive

Search Clear Basic Search Save Search Criteria

Click here

Note: To make easier to find purchase orders change from “begins with” to “contains”

1. Insert the purchase order number.

CHECKING FOR MATCHED RECEIPTS

2

Activity Summary

Unit: JJC03 **PO Status:** Dispatched
PO ID: 0000006103 **Vendor:** UNITED PARCEL SERVICE INC

Line	Item	Item Description	UOM	Amount Received	Open Quantity	Open Amount	Currency
1		Blanket PO for UPS Overnight E	YRS	861.440	1.0000	7,938.560	USD

TOTAL AMOUNT DEPARTMENT RECEIVED TOTAL AMOUNT REMAINING AGAINST THE PO

[Return to Search](#) [Notify](#)

VOUCHER AMOUNT

3

Activity Summary JJC03

Unit: JJCPR **PO Status:** Dispatched
PO ID: 0000006103 **Vendor:** UNITED PARCEL SERVICE INC

Line	Item	Item Description	UOM	Amount Only	Amt Invoice	Currency	Un-invoiced Amount	Currency
1		Blanket PO for UPS Overnight E	YRS		236.23	USD	8,563.770	USD


PO Inquiry

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

Find an Existing Value

Search Criteria

Business Unit:

PO Number: 

Purchase Order Date:

Vendor ID:

Short Vendor Name:

4

PO Inquiry

Business Unit: JJCPR PO No.: 000006103 PO Date: 08/14/2017 Match Rule: STATE
Vendor ID: 2000007673 Location: MAINEPAY UNITED PARCEL SERVICE INC

PO Line

Line Number: 1 Sched Num: 1 Item ID: Description Blanket PO for UPS Overnight Express Service for FY '18 As per NYS OGS Contract #PS67706 Attn: Estefania DiBua
Amount: 8800.00 USD PO Qty: 1.0000 Match Status PO: Partial

Invoice Details

AP Unit	Voucher	Line	Entry Status	Close Status	Match Status	Amount	Currency	UOM	Quantity	BU Recv	Receipt No	Receipt Line	Finalized Distribution
JJC03	00019081	1	Postable	Open	Matched	236.23 USD	YRS	1.0000	JJCPR	0000016512	1	N	

Receiver Details

BU Recv	Receipt No	Receipt Line	Match Status	Amount	Currency	UOM	Recv Qty	Accept Qty
JJC03	0000016512	1	Matched	236.23 USD	YRS	1.0000	1.0000	1.0000
JJC03	0000016513	1	To Match	625.21 USD	YRS	1.0000	1.0000	1.0000

RTV Details

BU RTV	RTV ID	RTV Line	Status	Return Action	Disposition	Reason Code	UOM	Return Qty	Ship Qty
--------	--------	----------	--------	---------------	-------------	-------------	-----	------------	----------

5

NOTE: IF THE *Match Status* STATES *"To Match"* NO INVOICE HAS BEEN ENTERED AGAINST THE RECEIPT.

OUTSTANDING RECEIPTS

CHECKING FOR MATCHED RECEIPTS

6

Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Interfaces > Purchase Order

[New Window](#) | [Help](#) | [Personalize Page](#)

PO Inquiry

Business Unit: JJC03 **PO No.:** 0000003711 **PO Date:** 10/21/2015 **Match Rule:** STATE
Vendor ID: 2000003423 **Location:** MAINCHECK MBJ CAFETARIA CORP

PO Line [Find](#) | [View All](#) First 1 of 1 Last

Line Number: 1 **Sched Num:** 1 **Item ID:** **Description** Water Refreshment for Summer 2015 Epic Challenge. Invoice 17870: Invoice Dated 7/8/15.
ATTN: Mary Colon
Amount: 187.50 USD **PO Qty:** 1.0000 **Match Status PO:** Matched

Invoice Details [Personalize](#) | [Find](#) | [View All](#) First 1 of 1 Last

AP Unit	Voucher	Line	Entry Status	Close Status	Match Status	Amount	Currency	UOM	Quantity	BU Recv	Receipt No	Receipt Line	Finalized Distribution
JJC03	00007413	1	Postable	Open	Matched	187.50 USD	EA		1.0000	JJCPR	0000007668	1	Y

Receiver Details [Personalize](#) | [Find](#) | [View All](#) First 1 of 1 Last

BU Recv	Receipt No	Receipt Line	Match Status	Amount	Currency	UOM	Recv Qty	Accept Qty
JJC03	0000007668	1	Matched	187.50 USD	EA		1.0000	1.0000

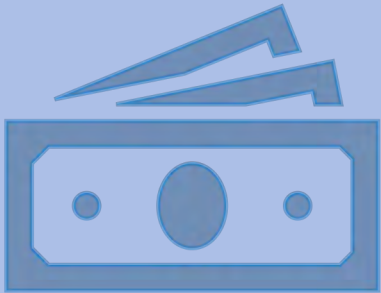
RTV Details [Personalize](#) | [Find](#) | [View All](#) First 1 of 1 Last

BU RTV	RTV ID	RTV Line	Status	Return Action	Disposition	Reason Code	UOM	Return Qty	Ship Qty

THIS WILL INFORM YOU WHICH RECEIPTS ARE MATCHED WITH VOUCHERS.

CANCELING RECEIPTS

AT TIMES, RECEIPTS NEED TO BE CANCELED DUE TO ENTERING INCORRECT INFORMATION OR MAKING A MISTAKE.



NAVIGATE TO *Purchasing>Receipts>Add/Update Receipts> Find an Existing Value*.
ENTER BUSINESS UNIT AND RECEIPT NUMBER OR PO NUMBER.
CLICK ON THE RED 'X' NEXT TO '*Receipt Status*'.

Maintain Receipts

Receiving

Business Unit: BMC55 Receipt Status: Moved  

Receipt ID: 00000JJC03 [Add Comments](#) [Activities](#)

[Header Details](#) [Document Status](#)

▶ Header

[Select Purchase Order](#)


Receipt Lines													
Personalize Find View All   First 1 of 1 Last													
Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information								
Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Category	Serial	Device Track	Stock UOM	AM Status	Device Track
1		Test 5 Software	5349.00000	2.0000	 EA	2.0000	Received	4323000001		<input type="checkbox"/>	EA	Moved	Device Track 

Message

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

Yes

No

A MESSAGE WILL POP UP TO CONFIRM THE CANCELATION.
CLICK ON 'Yes' AND CLICK ON THE ( Save) BUTTON TO SAVE THE RECEIPT.

PLEASE NOTE: A RECEIPT CAN NOT BE CANCELED IF A VOUCHER HAS BEEN ENTERED AGAINST THE RECEIPT.

IF THE VOUCHER HAS NOT BEEN PAID, THE VOUCHER WOULD NEED TO BE DELETED BEFORE CANCELING THE RECEIPT.
WORK WITH YOUR ACCOUNTS PAYABLE OFFICE.