

Deleting Receipts

Click on Favorites select Add/Update Receipts

Favorites Main Menu

Recently Used

My Favorites

- Add to Favorites
- Edit Favorites
- Add/Update Receipts**
- Approve Voucher
- Budgets Overview
- Open Encumbrances Report
- Process Monitor
- Purchase Orders
- Report Manager

Find an Existing Value Add a New Value

Maximum number of rows to return (up to 300): 300

Business Unit: =

Receipt Number: begins with

Bill of Lading: begins with

PO Business Unit: begins with

Item ID: begins with

PO Number: begins with

Ship To Location: begins with

Shipment Number: begins with

Vendor ID: begins with

Received Date: =

Receipt Status: =

User ID: begins with

Case Sensitive

Search Clear [Basic Search](#) [Save Search Criteria](#)

Delete Receipt(s)

Maintain Receipts

Receiving

Business Unit: LAGPR **Receipt Status:** Received

Receipt ID: 0000003351 [Add Comments](#) [Activities](#)

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

▶ **Header**

[Select Purchase Order](#)

Receipt Lines Customize | Find | View All | First 1 of 1 Last

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM
1		3 PLY CARBON LESS 3" X 67' REC	58.62000	4.0000	CS	4.0000	Received			CS

Interface Receipt

Save **Notify** **Refresh** **Add** **Up**

Delete Entire Receipt

Delete Line Only

- ❑ To delete all lines for a desired receipt click the red "X" at the top.
- ❑ To delete a single line click the red "X" on the line level only.



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Serving our Students, Faculty & Staff

Delete Receipt(s)

Message [X]

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

Yes No

Canceled all lines on a specified receipt.

Maintain Receipts

Receiving

Business Unit: LAGPR **Receipt Status:** Canceled

Receipt ID: 0000003307 Add Comments Activities

Header Details Document Status

▶ **Header**

Select Purchase Order

Canceled at line level

Select Purchase Order

Receipt Lines Customize | Find | View All | First 1 of 1 Last

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM
1		3 PLY CARBON LESS 3" X 67' REC	58.62000		CS		Canceled			CS

Comments / Suggestions

If there is material on this training guide that is confusing or if you have a suggestion as to how to improve it

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Please visit our website: <http://www.lagcc.cuny.edu/ap>
for additional information