## Cancel an Entire Receipt

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| 1.   | Your **Berkeley Financial System (BFS) Home** page may look different, depending on your user access.  
      Click the **Purchasing** link. |
| 2.   | Click the **Receipts** link. |
| 3.   | Click the **Add/Update Receipts** link. |
| 4.   | To see more of the page on the screen, click the **Collapse (Ctrl+Y) Menu** button. |
| 5.   | The **Receiving** page appears.  
      We are looking for an **existing** receipt.  
      Click the **Find an Existing Value** tab. |
| 6.   | Note that we can search for the **Receipt** by many parameters, including:  
      - **Receipt Number**  
      - **PO Number**  
      - **Ship To Location**  
      - **Vendor ID**  
      - **Received Date**  
      - **User ID** (person who input the Receipt), etc.  
      In this example, we know the **Receipt Number** of the Receipt we want to cancel/delete.  
      Click in the **Receipt Number**: field. |
| 7.   | Enter the Receipt Number you are looking for into the **Receipt Number**: field.  
      In this example, enter "0000000020".  
      Please note that the (8) **leading zeros are required**. |
<p>| 8.   | Click the <strong>Search</strong> button. |</p>
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| 9.   | The **Maintain Receipts - Receiving** page appears.  
Note the:  
- **Receipt ID** (0000000020)  
- **Receipt Status** (Received) at the top of the page and in the **Status** column  
- **Receipt Qty** (1.0000)  
For more information about the related **PO, Requisition, or Voucher**, you could click on the **Document Status** link in the upper right. |
| 10.  | We have reviewed the information about this item and determined that it was, in fact, **Received** in BFS in error.  
To cancel a **Receipt**, we need to click on the red **Cancel Receipt X** in the upper right corner of the page.  
Click the **Cancel Receipt X**. |
| 11.  | Click the **Yes** button to confirm that you do want to **cancel** the **Receipt**.  
| 12.  | Note that:  
- the **Receipt Status** (in the upper right and the **Status** column) now shows "Canceled."  
- the **Receipt Qty** is now **blank**  
- The **Save** button is greyed out, so this cancellation has been **saved**. |
| 13.  | We have now completed the **cancellation** of our Receipt in BFS.  
To go back to the **BFS Main Menu**, click the **Home** link.  
| 14.  | We are back at the **Main Menu** and can continue other actions in **BFS**.  
**End of Procedure.** |