Change or Cancel Part of a Receipt

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>In this example, we have found out that one line (Gloves) of Receipt 0000000038 was Received in BFS in error, so we need to cancel that line.</td>
</tr>
</tbody>
</table>
| 2.   | Your Berkeley Financial System (BFS) Home page may look different, depending on your user access.  
Click the Purchasing link. |
| 3.   | Click the Receipts link. |
| 4.   | Click the Add/Update Receipts link. |
| 5.   | To see more of the page on the screen, click the Collapse (Ctrl+Y) Menu button. |
| 6.   | The Receiving page appears.  
We are looking for an existing receipt.  
Click the Find an Existing Value tab. |
| 7.   | 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 with the line we want to cancel/delete.  
Click in the Receipt Number: field. |
| 8.   | Enter the Receipt Number you are looking for into the Receipt Number: field.  
In this example, enter "0000000038".  
Please note that the (8) leading zeros are required. |
| 9.   | Click the Search button. |
### Step 10
The **Maintain Receipts - Receiving** page appears.

In this example, the Gloves that were **Received** in BFS in error are on **Line 1**.

Note the:
- **Receipt ID** (0000000038)
- **Receipt Status** (**Received**) at the top of the page and in the **Status** column on each line
- **Receipt Qty** (1.0000 for each line)

Note also that we could **change** the Quantity Received rather than canceling the line, if that was appropriate.

For more information about the related **PO**, **Requisition**, or **Voucher**, you could click on the **Document Status** link in the upper right.

### Step 11
In this example, we have reviewed the information about the Gloves on **Line 1** and determined that they were, in fact, **Received** in BFS in error.

To cancel a **Receipt Line**, we need to click on the red **Cancel Line X** at the far right of that line.

Click the **Cancel Line X** at the far right of **Line 1**.

### Step 12
Click the **Yes** button to confirm that you do want to **cancel** the **Receipt Line** ("Item").

![Yes Button]

### Step 13
Note that:
- the **Status** column for **Line 1** now shows "Canceled."
- the **Receipt Qty** for **Line 1** is now **blank**.

### Step 14
We now need to **Save** the cancellation of **Line 1** of this **Receipt**.

Click the **Save** button.

![Save Button]

### Step 15
Click the **OK** button if a message appears warning you that it is **earlier** than the **PO Due Date** for this item.

![OK Button]

### Step 16
We have now completed the cancellation of **Receipt Line 1 (Gloves)** in BFS.

To go back to the **BFS Main Menu**, click the **Home** link.

### Step 17
We are now back at the **Main Menu** and can continue with other actions in **BFS**.

**End of Procedure.**