How to cancel a PeopleSoft Receipt –

1. First, find the Existing Receipt. In the main menu, Navigate to:

2. Receipts > Maintain Receipts.

3. Click on the tab labeled “Find an Existing Value”.

4. Enter the Receipt Number in the field labeled “Receipt Number:”

5. Click the button labeled “Search”.

6. Click the red “X” in the upper right of the screen to cancel the entire Receipt, OR Click the red “X” on the line to cancel one line of a multi-line Receipt.

7. Click “Save” Note: It is important to Save after clicking the cancel button.

To confirm, check the document status:

1. In the main menu, select Purchasing > Receipts > Review Receipt Information > Document Status.

2. In the field labeled “Receipt Number” enter the Receipt Number

3. Click the button labeled “Search”.

4. The system will open a panel with information about the receipt. The entry to the right of Receipt number should now say “cancelled”.