



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

## Canceling a Receipt

**Note:** This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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# Canceling a Receipt

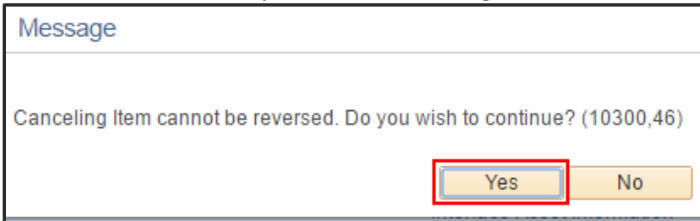
## Canceling a Receipt Line

**Navigation**  
**Dashboard:** Purchasing; **Tile:** Receiving

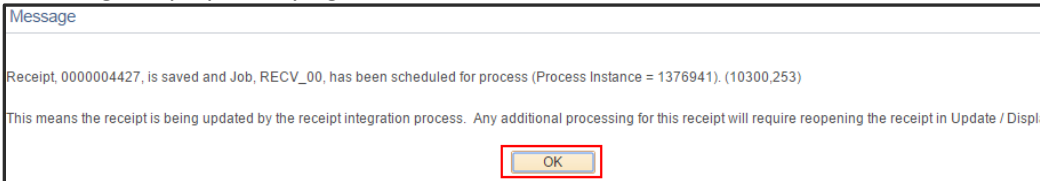
1. Select **Add/Update Receipts** page.
2. Select the **X** icon for the exact line to cancel.



3. Select **Yes** to confirm your understanding that the action cannot be reversed and you wish to continue.



4. Save the **Receipt**.  
 A message displays verifying that the line was canceled.

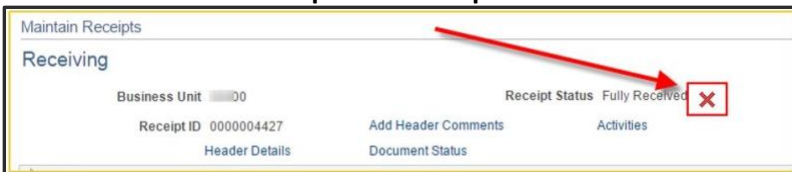


5. Select **OK**.

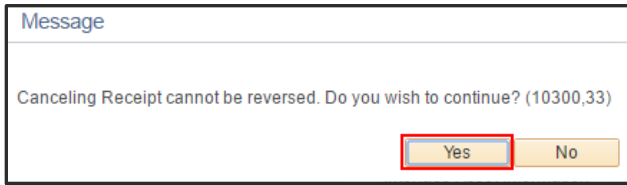
## Canceling an Entire Receipt

**Navigation**  
**Dashboard:** Purchasing; **Tile:** Receiving

1. Select **Add/Update Receipts** page.
2. Select the **X** icon at the top of the receipt to initiate the cancellation.



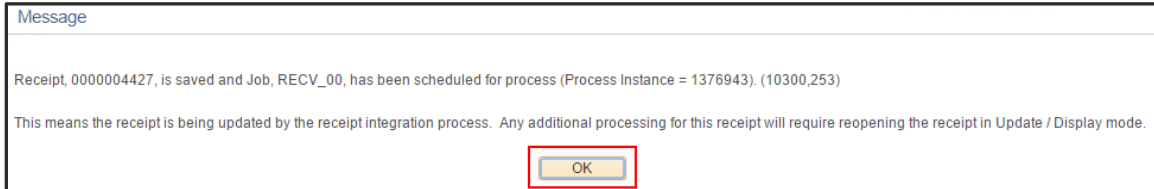
3. Select **Yes** to confirm the action cannot be reversed.



A dialog box titled "Message" with a light blue header. The main text reads: "Canceling Receipt cannot be reversed. Do you wish to continue? (10300,33)". At the bottom right, there are two buttons: "Yes" (highlighted with a red border) and "No".

The receipt saves automatically following confirmation.

4. Select **OK** clear the action complete message.



A dialog box titled "Message" with a light blue header. The main text reads: "Receipt, 0000004427, is saved and Job, RECV\_00, has been scheduled for process (Process Instance = 1376943). (10300,253)". Below this, it says: "This means the receipt is being updated by the receipt integration process. Any additional processing for this receipt will require reopening the receipt in Update / Display mode." At the bottom center, there is a single button labeled "OK" (highlighted with a red border).

**Notes:**

- A canceled receipt can no longer be accessed from the **Add/Update Receipts** navigation; however, the canceled receipt can be viewed by navigating to **Purchasing; Receiving; Receipt Inquiry** page.
- A receipt cannot be canceled if it is attached to a posted voucher.

## Revision History

Date	Description of Change	Changed By
Jan. 10, 2025	Initial release.	J. Goodman