TO DELETE OR CORRECT A DRAFT RECEIPT

Click on the “Receipts” tab on your PO

Click on the Receipt Number you want to delete or correct.

Now click on the “Reopen Receipt” button in the upper right corner of your screen.

Two pop-up boxes will appear. Click “OK” on the first pop-up box, then in the second box put the reason you are reopening the receipt (e.g., “Received by mistake”). Click “Reopen Receipt”.

You may now delete the Receipt by clicking on the “Delete” button in either the upper or lower right corner of your screen.

A pop-up box will appear asking if you are sure you want to delete this receipt. If you are sure, click OK.
If you just need to change the quantity of what you received you will enter in the new quantity and then click the “Complete” button in either the upper or lower right corner of your screen.

When the PO has been fully matched to an Invoice and a Receipt the PO will be locked and no changes can be made to the Receipt.
Or, if the Receipt has already been exported to FAMIS you will not be able to delete or correct the receipt (Reminder that Receipts are exported to FAMIS in batch, once every 4 hours; noon, 4:00 p.m., 8:00 p.m., etc.).