How can you cancel a receipt in Cetec ERP?
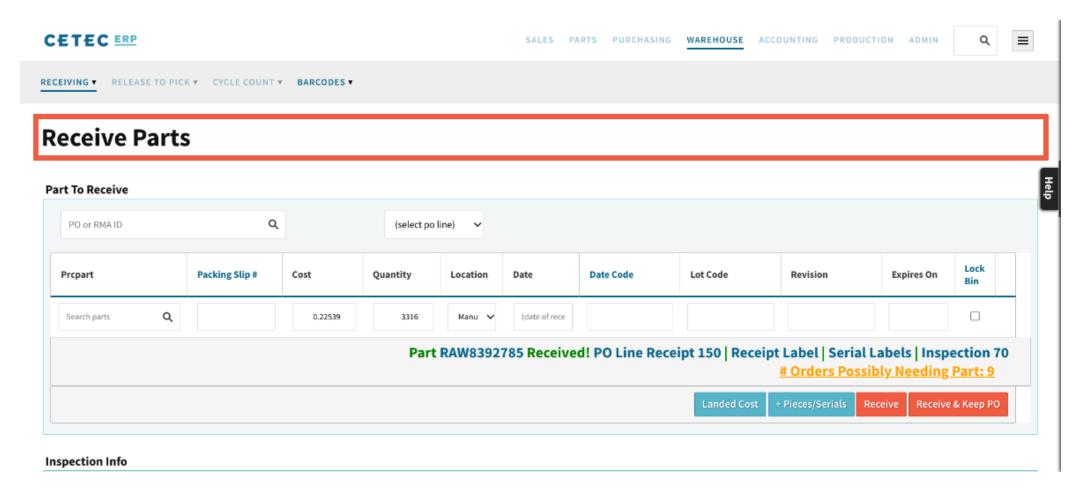
You may accidentally receive in the wrong product or the wrong quantity of product, or receive product at the wrong cost or at the wrong time.
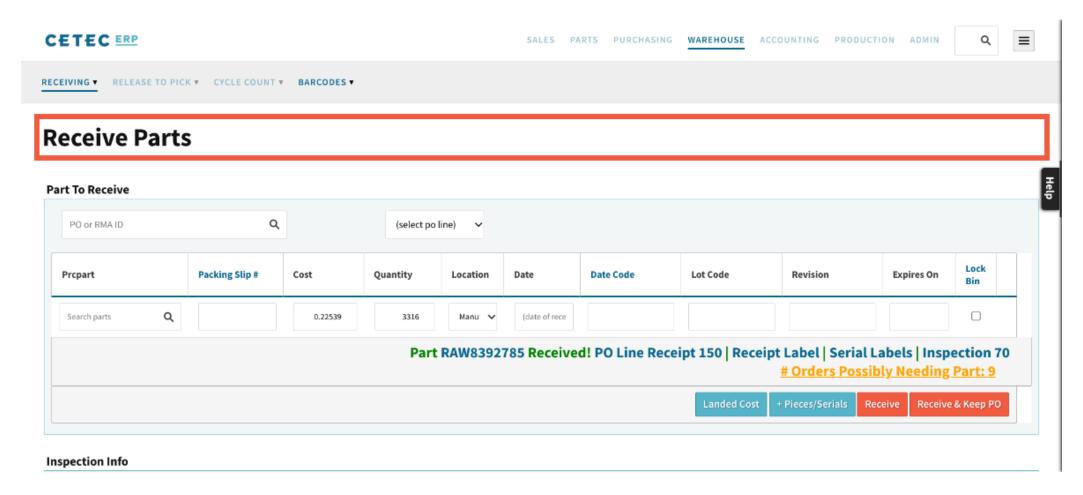
🖱 In these cases, you may want to use the "Cancel Receipt" button to undo your receiving action, unravel the transaction, re-open the vendor PO, etc.

To cancel the receipt, you'll want to navigate to the receipt. You can do this straight from the Receive Parts screen, as shown here,

or, from the home screen, you can find a receipt by clicking Purchasing,
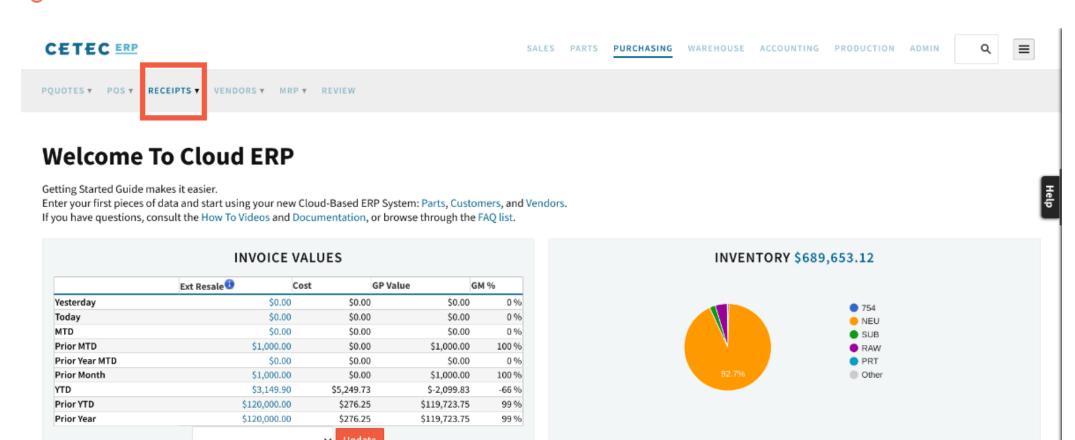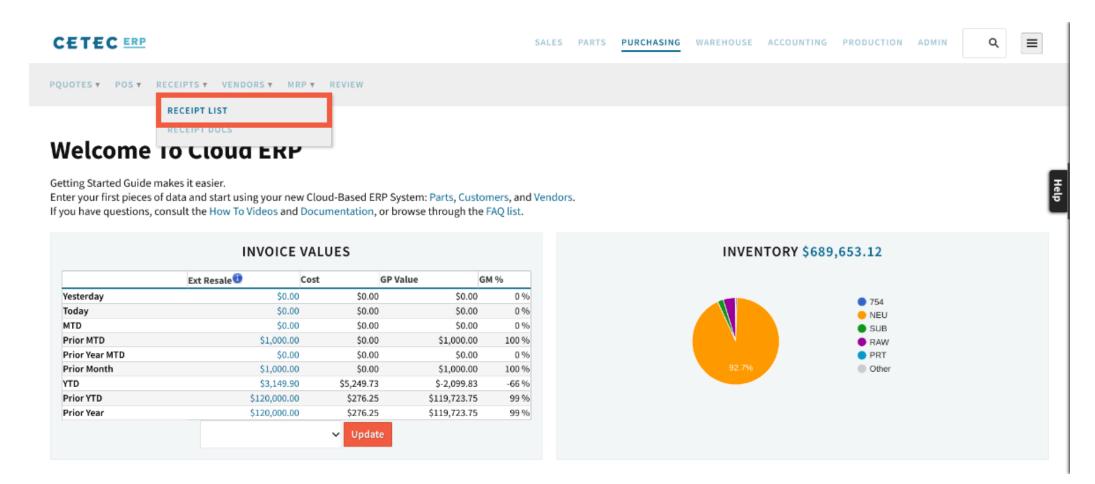
Receipts,

and then Receipt List.
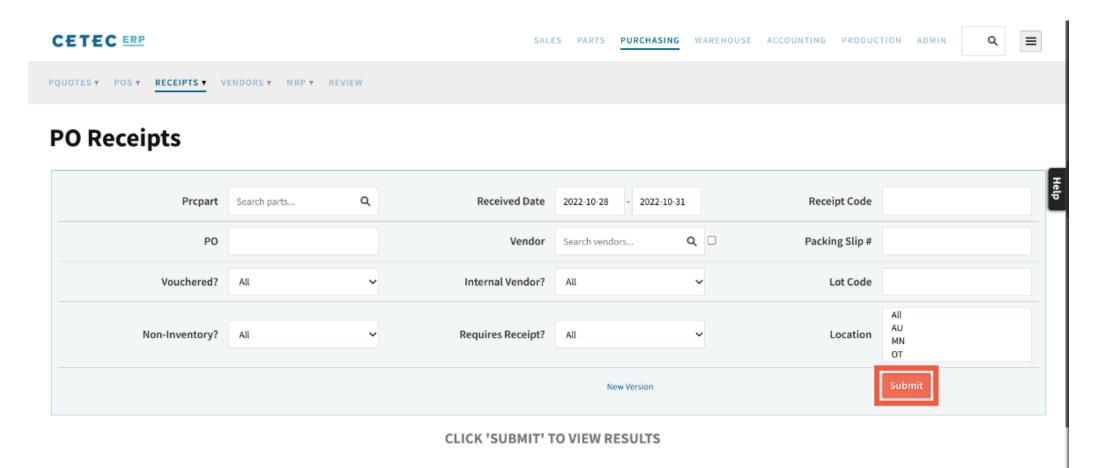
Run the PO Receipts report

and click into your receipt from the list.

Displaying 1 - 19 of 19   Export   +/- Columns

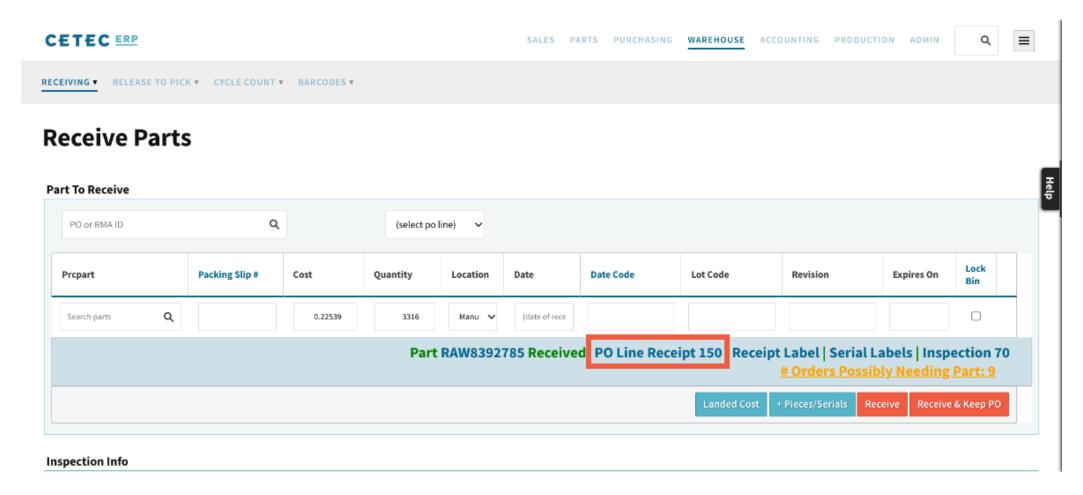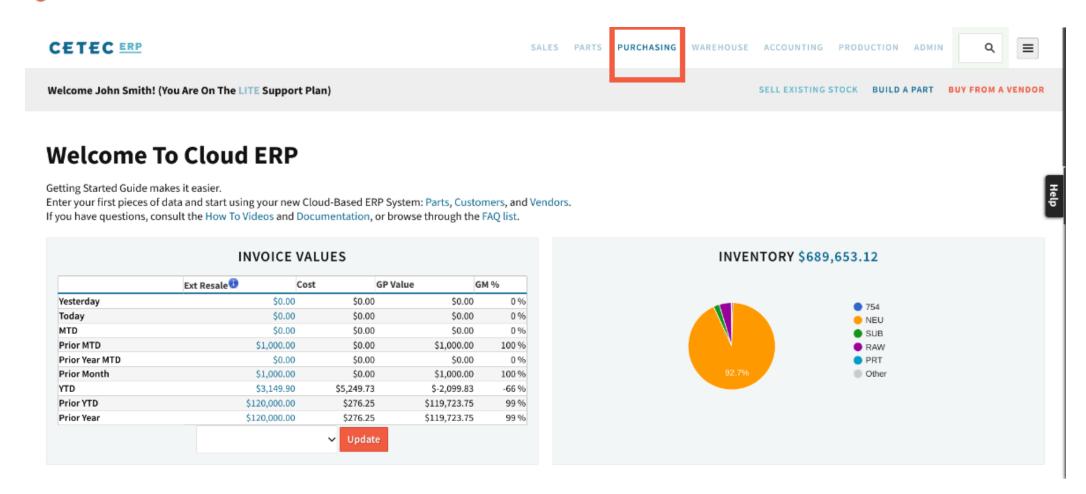| Receipt	Prcpart	Qty	Loc	PO	Line	Lot Code	Receipt Code	Vendor	Vendor #	Unit Cost	Ext. Cost	Dock Date	Received On
58	SER1000	1	MN	73.1	1		noninv-58	Bob's Outsourcing	6	$200.00	$200.00	2022-10-07	2022-10-07
57	SER1000	1	MN	50.1	1		noninv-57	Bob's Outsourcing	6	$1.00	$1.00	2022-05-26	2022-09-20
55	754-96-1	15	AU	49.1	1	187001	146	Engineering	5	$6.39	$95.88	2022-05-12	2022-09-20
54	754-96-1	10	OM	26.1	1		noninv-54	Outsource Vendor	4	$40.00	$400.00	2018-12-07	2022-09-20
53	PRT2	5	MN	65.1	1	PX4938	143	Master Distributor	2	$5.00	$25.00	2022-08-18	2022-08-18
52	RAW1314587	18927	MN	7.1	1		127	Master Distributor	2	$0.02	$454.25	2018-02-16	2022-08-16
51	RAW1314587	1000	MN	61.1	1		126	Master Distributor	2	$0.02	$24.00	2022-07-25	2022-08-16
50	SUB100	10	MN	57.1	1	2222001	124	Internal Vendor	1	$40.73	$407.25	2022-06-03	2022-06-03
49	SUB200	305	MN	29.1	3		123	Master Distributor	2	$0.00	$0.00	2018-12-04	2022-06-03
48	RAW9462711	355	MN	29.1	2		122	Master Distributor	2	$0.50	$177.50	2018-12-03	2022-06-03
47	RAW1314587	1115	MN	29.1	1		121	Master Distributor	2	$0.02	$26.76	2018-11-27	2022-06-03
46	RAW765-432-1	1000	MN	54.1	1		120	Master Distributor	2	$0.01	$10.00	2022-06-01	2022-06-01
45	754-96-1	1	MN	53.1	1	2221002	119	Internal Vendor	1	$0.03	$0.03	2022-05-25	2022-05-25
44	754-96-1	1	MN	52.1	1	2221001	118	Internal Vendor	1	$0.03	$0.03	2022-05-25	2022-05-25
43	754-96-1	15	OT	48.1	1		113	Engineering	5	$6.39	$95.88	2022-05-12	2022-05-12
42	NEU-COMBO-HINGE-GATE	15	AU	47.1	1		112	Internal Vendor	1	$0.00	$0.00	2022-05-12	2022-05-12

Help

ℹ️ If you go to the PO Receipt screen,
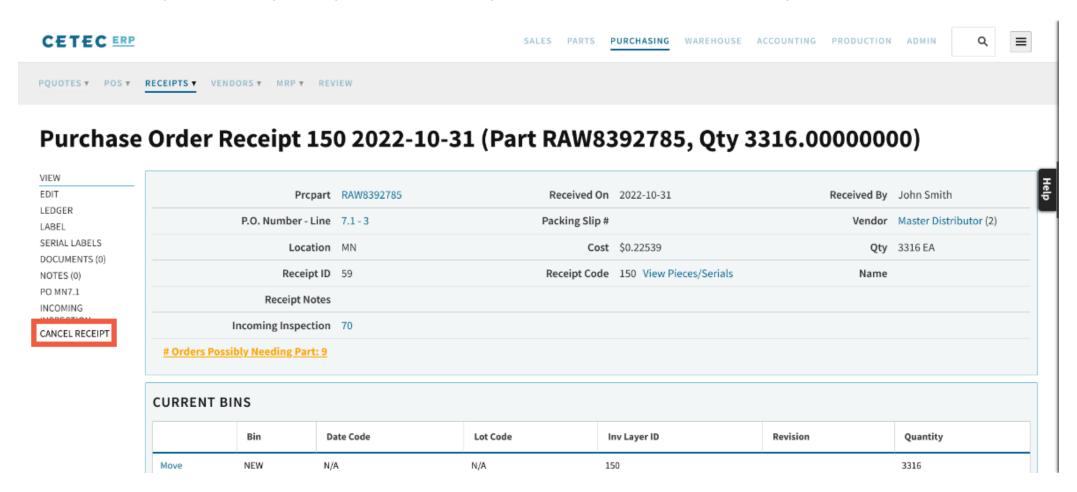
and you see the Cancel Receipt link on the left-side navigation menu (and it is not grayed out or disabled), most likely the system will allow you to cancel the receipt. Simply click Cancel Receipt.
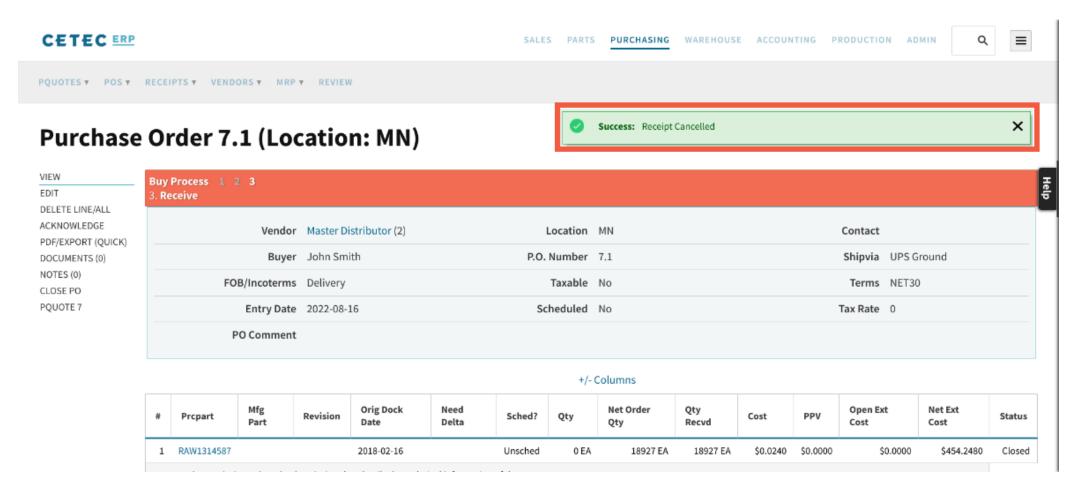
The system will undo the receipt, adjust back the inventory, reopen the vendor PO if necessary with updated backorder quantity,
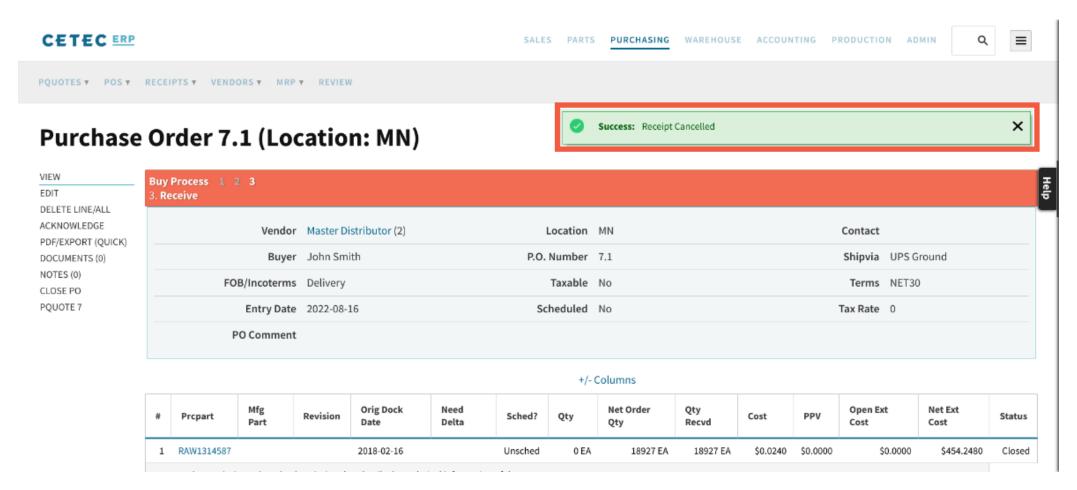
○ undo any financial ledger impact the initial receipt transaction had, and effectively unravel the receipt transaction to get you back to the point where you had not yet performed any receipt.
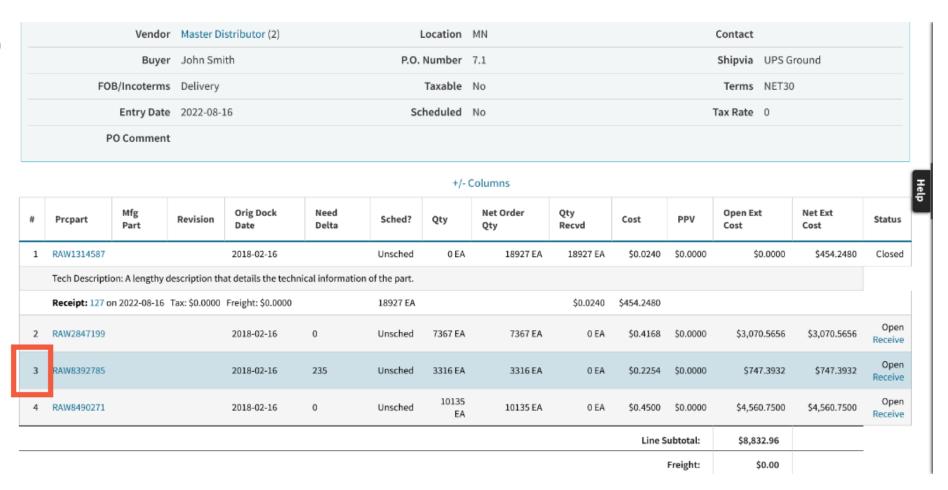
Back on the PO screen, I can see that line 3, the line I'd received in error, has been reset.

ACKNOWLEDGE
PDF/EXPORT (QUICK)
DOCUMENTS (0)
NOTES (0)
CLOSE PO
PQUOTE 7

Vendor	Master Distributor (2)	Location	MN	Contact
Buyer	John Smith	P.O. Number	7.1	Shipvia UPS Ground
FOB/Incoterms	Delivery	Taxable	No	Terms NET30
Entry Date	2022-08-16	Scheduled	No	Tax Rate 0
PO Comment				

+/- Columns

#	Prcpart	Mfg Part	Revision	Orig Dock Date	Need Delta	Sched?	Qty	Net Order Qty	Qty Recvd	Cost	PPV	Open Ext Cost	Net Ext Cost	Status
1	RAW1314587			2018-02-16		Unsched	0 EA	18927 EA	18927 EA	$0.0240	$0.0000	$0.0000	$454.2480	Closed
	Tech Description: A lengthy description that details the technical information of the part.													
	Receipt: 127 on 2022-08-16 Tax: $0.0000 Freight: $0.0000						18927 EA			$0.0240	$454.2480			
2	RAW2847199			2018-02-16	0	Unsched	7367 EA	7367 EA	0 EA	$0.4168	$0.0000	$3,070.5656	$3,070.5656	Open Receive
3	RAW8392785			2018-02-16	235	Unsched	3316 EA	3316 EA	0 EA	$0.2254	$0.0000	$747.3932	$747.3932	Open Receive
4	RAW8490271			2018-02-16	0	Unsched	10135 EA	10135 EA	0 EA	$0.4500	$0.0000	$4,560.7500	$4,560.7500	Open Receive
										Line Subtotal:		$8,832.96		
										Freight:		$0.00		

Help

And, if I click into that part that I had received,

ACKNOWLEDGE
PDF/EXPORT (QUICK)
DOCUMENTS (0)
NOTES (0)
CLOSE PO
PQUOTE 7

Vendor	Master Distributor (2)
Buyer	John Smith
FOB/Incoterms	Delivery
Entry Date	2022-08-16
PO Comment	

Location	MN
P.O. Number	7.1
Taxable	No
Scheduled	No

Contact	
Shipvia	UPS Ground
Terms	NET30
Tax Rate	0

+/- Columns

#	Prcpart	Mfg Part	Revision	Orig Dock Date	Need Delta	Sched?	Qty	Net Order Qty	Qty Recvd	Cost	PPV	Open Ext Cost	Net Ext Cost	Status
1	RAW1314587			2018-02-16		Unsched	0 EA	18927 EA	18927 EA	$0.0240	$0.0000	$0.0000	$454.2480	Closed
	Tech Description: A lengthy description that details the technical information of the part.													
	Receipt: 127 on 2022-08-16 Tax: $0.0000 Freight: $0.0000					18927 EA			$0.0240	$454.2480				
2	RAW2847199			2018-02-16	0	Unsched	7367 EA	7367 EA	0 EA	$0.4168	$0.0000	$3,070.5656	$3,070.5656	Open Receive
3	RAW8392785			2018-02-16	235	Unsched	3316 EA	3316 EA	0 EA	$0.2254	$0.0000	$747.3932	$747.3932	Open Receive
	Description: Material-B - Tech Description:													
4	RAW8490271			2018-02-16	0	Unsched	10135 EA	10135 EA	0 EA	$0.4500	$0.0000	$4,560.7500	$4,560.7500	Open Receive

Line Subtotal:	$8,832.96	
Freight:	$0.00	

Help

I see no record of the mistaken receipt.

QOO	0 EA	Total Backlog	110 EA	Activity End Qty	2891		
Std Cost	$0.22539	Std Package	EA	Lead Time (in weeks)	2		
Commodity Code		ABC Code		Country of Origin			
ROP	0 EA (EOQ0)	Purchasing MOQ		Purchasing Std Package			
Last Updated	2018-03-14	Last Counted	N/A				

Part Bin Data

Bin	Receipt	Date	Total Bin Qty	Date Code	Lot Code	Revision	Expand All
002-003-004 (History)	26-021618 (label) (Move)	2018-02-16	1560	1107	BCB772		Edit
			50 EA	Picked on 30.1 Line: 2 NOSI: 1 - Unpick			
			125 EA	Picked on 15.1 Line: 2 - Unpick			
			1250 EA	Picked on 16.1 Line: 1 - Unpick			
Bin Cost ⓘ	$0.22539	Actual Shelf Qty	135	(Reason C ⌄	Reason Comments		Set Qty/Cost
002-032-882 (History)	30-021618 (label) (Move)	2018-02-16	3310	1108	999999		Edit
Bin Cost ⓘ	$0.22539	Actual Shelf Qty	3310	(Reason C ⌄	Reason Comments		Set Qty/Cost

▸ **WAREHOUSE SPECIFIC DATA FOR OM - OUTSOURCE MFG** ✏

Warehouse Transfer   Vendor Return

Now you know how to cancel a receipt in Cetec ERP.

CETEC ERP

SALES   PARTS   **PURCHASING**   WAREHOUSE   ACCOUNTING   PRODUCTION   ADMIN

PQUOTES ▾   POS ▾   **RECEIPTS** ▾   VENDORS ▾   MRP ▾   REVIEW

Purchase Order Receipt 150 2022-10-31 (Part RAW8392785, Qty 3316.00000000)

VIEW
EDIT
LEDGER
LABEL
SERIAL LABELS
DOCUMENTS (0)
NOTES (0)
PO MN7.1
INCOMING
~~INSPECTION~~
CANCEL RECEIPT

Prcpart	RAW8392785	Received On	2022-10-31	Received By	John Smith
P.O. Number - Line	7.1 - 3	Packing Slip #		Vendor	Master Distributor (2)
Location	MN	Cost	$0.22539	Qty	3316 EA
Receipt ID	59	Receipt Code	150 View Pieces/Serials	Name	
Receipt Notes					
Incoming Inspection	70				

 # Orders Possibly Needing Part: 9

CURRENT BINS

	Bin	Date Code	Lot Code	Inv Layer ID	Revision	Quantity
Move	NEW	N/A	N/A	150		3316

Help

Scan to go to the interactive player