The Goods Receipt transaction is used for Posting a Goods Receipt. It is also used to cancel a posted goods receipt.


2. From the Goods Receipt Screen, change the transaction type to Cancellation.

3. Enter the Material Document # and click the Execute button. The Material Document # is found in the Shopping Cart’s Related Documents.

4. From the posted Lines, Click the OK checkbox on the lines that need to be canceled.

5. Click Check, to verify the cancellation transaction.

6. If the status of all the line items is green, click Post to complete the Cancellation transaction.

7. Last step is to Log Off, click the Systems menu and select Log Off.