Use this job aid to reverse a partial Goods Receipt:

1. Access the Confirmation/Goods Receipt transaction **Procurement/Contracts** tab:

   ![Image of Procurement/Contracts tab]

   - Click in the **Movement Type** field and then click the cascade icon to display the dropdown.
   - Once the dropdown displays, select **102 Goods receipt for purchase order into warehouse – reversal**, then click the green checkmark.

   ![Image of Goods Receipt Purchase Order - LAUSD Test User 205]

2. Click in the **Movement Type** field and then click the cascade icon to display the dropdown.

   ![Image of Movement Type dropdown]

   Once the dropdown displays, select **102 Goods receipt for purchase order into warehouse – reversal**, then click the green checkmark.
3. Enter the Purchase Order number then press <Enter>:

![Image of Goods Receipt Purchase Order - LAUSD Test User 205]

The following Tip screen will display, click the green checkmark to continue.

![Image of Tip screen]

4. Press the <Enter> key once more to display the line item(s) of the Purchase Order.

![Image of Goods Receipt with line items]
5. Select the line that will be reversed, then click the **Quantity** tab.

<table>
<thead>
<tr>
<th>Line</th>
<th>Mat. Short Text</th>
<th>OK</th>
<th>Qty in Unit of Entry</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Outdoor Batting Cage Frame</td>
<td></td>
<td>4</td>
<td>EA</td>
</tr>
<tr>
<td>2</td>
<td>Heavy Duty Batting Cage Net</td>
<td></td>
<td>4</td>
<td>EA</td>
</tr>
<tr>
<td>3</td>
<td>Aluminum Baseball Bats</td>
<td></td>
<td>12</td>
<td>EA</td>
</tr>
<tr>
<td>4</td>
<td>Shipping</td>
<td></td>
<td>1</td>
<td>EA</td>
</tr>
</tbody>
</table>

Tip: When a line is selected the text turns blue.

6. In the **Qty in Unit of Entry** field, enter the amount that is to be reversed and click on the **Item OK** checkbox (Do this for any line items that are being reversed).

Example: A Goods Receipt shows 12 when it should have been 6, then, the quantity is 6 \((12 - 6 = 6)\).
7. Click the **Check** button on the menu bar. System messages will appear on the lower-left corner of the screen.

8. Click **Post** to process the reversal. A system message will appear indicating that the transaction was posted successfully.