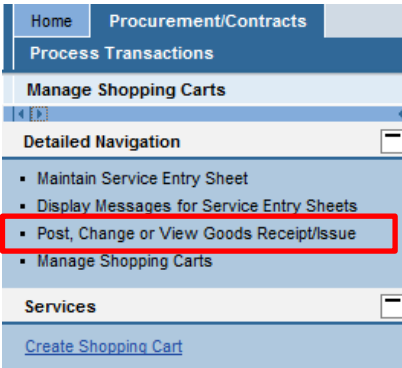
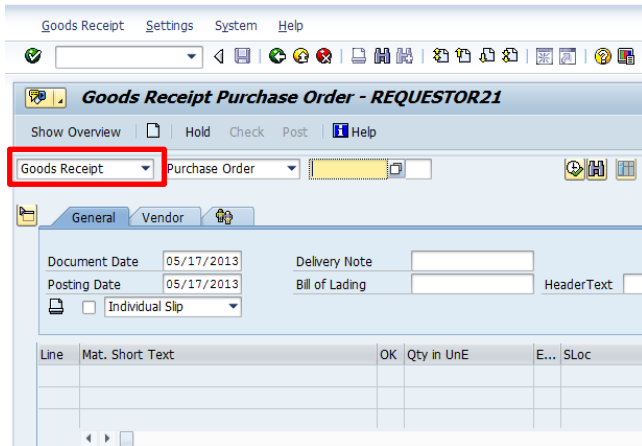


The Goods Receipt transaction is used for Posting a Goods Receipt. It is also used to cancel a posted goods receipt.

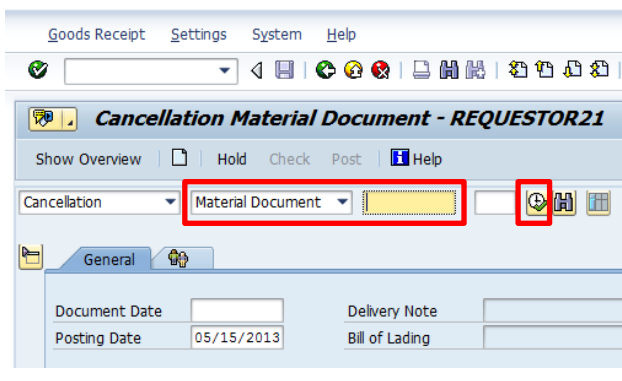
1. Access the Goods Receipt document.



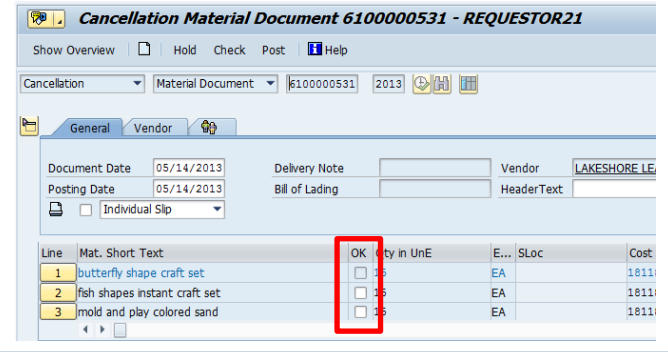
2. From the Goods Receipt Screen, change the transaction type to **Cancellation**.



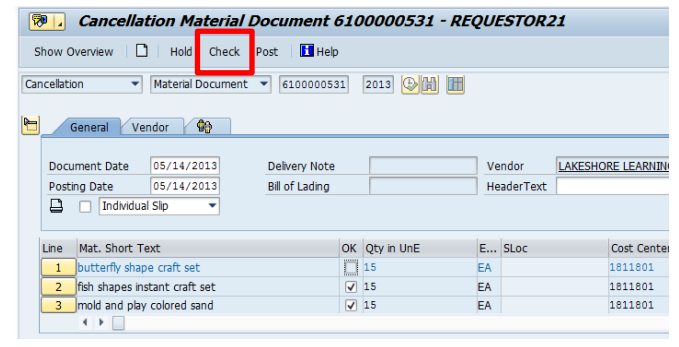
3. Enter the Material Document # and click the **Execute** button. The Material Document # is found in the Shopping Cart's Related Documents.



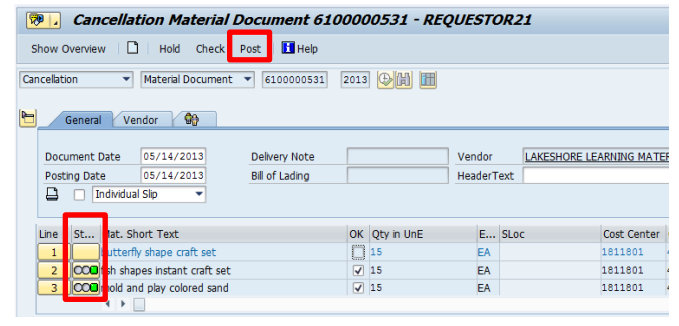
4. From the posted Lines, Click the OK checkbox on the lines that need to be canceled.



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.

