

How To

Reverse a Received Status on a Purchase Order

If you have accidentally received an item or items on a Purchase Order, these steps will show you how to reverse that status. To note, items or services should never be received until they have been physically delivered to the requester or performed. If you have any questions, please submit a service request via service.kennesaw.edu/ofs.

1. Log in to PeopleSoft via <https://www.usg.edu/gafirst-fin/> by clicking GeorgiaFIRST Financials under Core Users on the right of the page. You will be prompted to log in using Duo.
2. In the NavBar menu, click **Navigator > Purchasing > Receipts > Add/Update Receipts**.
3. On the new page, select the **Find an Existing Value** tab.
4. Enter either your **Receipt Number** **or** **PO Number** and press **Search**.
 - a. If there are multiple receipts tied to a PO, they will all pop up below.

Receiving

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Business Unit =

Receipt Number begins with

Bill of Lading begins with

PO Business Unit begins with

Item ID begins with

PO Number begins with

Ship To Location begins with

Shipment Number begins with

Supplier ID begins with

Received Date =

Receipt Status =

User ID begins with

Case Sensitive

5. Select the receipt you would like to remove the received status on.
 - a. If you'd like to change the status for the **whole receipt**, click the **Red X** at the top of the page.
 - b. If you'd like to change the status for an **individual line or lines**, click the **Rex X** on the line(s).

Maintain Receipts

Receiving

Business Unit 43000

Receipt Status Fully Received



- X next to Receipt Status will cancel received status for entire receipt.

- X's on each line (as seen below) cancel received status for those lines only.

Header

Select Purchase Order

Close Short All Lines

Print Delivery Report

Run PO Receipt Accrual

Receipt Lines

Personalize | Find | View All | First 1 of 1 Last

Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Device Track
		Event Staff	1.0000	4941.07000	1.0000	Received	99046	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Interface Receipt

Run Close Short

Interface Asset Information

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Add

Update/Display

6. You will be prompted with a message notifying you that the process cannot be reversed – press **OK**.
7. Click **Save**.