



Delete or Cancel a Confirmation of Goods Receipt

Use this Job Aid to understand:

- Delete or Cancel a Confirmation of Goods Receipt Created in Error

BEFORE YOU BEGIN

You will need to know the shopping cart, purchase order or confirmation number.

Delete or Cancel a Confirmation of Goods Receipt through SAP

A department will need to delete the confirmation of goods receipt if a goods receipt is created for the wrong shopping cart number or for the wrong quantities.

This transaction will reverse the entire confirmation of goods receipt. If the quantity was for 100, the entire quantity of 100 will be deleted or canceled.

Delete/Cancel can be completed using the [Go Shopping](#) tab or the [Central Receiving](#) tab. The tabs will be seen according to the assigned end user roles.

To use the Go shopping tab...

1. **Click the Go Shopping tab.** Click the Go Shopping tab to land on the needed transaction page.

- Click the “Go Shopping” submenu
- Click the Confirmations “Last 7 Days” link found under the working area’s first section named Active Queries.
- If the “Show Quick Criteria Maintenance” yellow button shows, click it to display the “Hide Quick Criteria Maintenance” button.

The “Hide Quick Criteria Maintenance” button displays the various, optional data fields that can be filled by end users to search for a confirmation.

- The end user will now be ready to search for the confirmation number.

The screenshot shows the SAP interface with the 'Go Shopping' tab highlighted in red. The 'Active Queries' section is visible, with 'Confirmations Last 7 Days (41)' highlighted in yellow. Below this, the 'Hide Quick Criteria Maintenance' button is highlighted in red. The search filters section includes fields for Number, Confirmation Name, Purchase Order Number (2000771032), Status, Timeframe, and Creation Date.

Go Shopping Internal Service Provider Ordering

Confirmations - Last 7 Days

Hide Quick Criteria Maintenance

Number:

Confirmation Name:

Purchase Order Number: 2000771032

Status:

Timeframe:

Creation Date:

Item Description:

Product:

Supplier Product Number:

Delivery Note:

Supplier:

Requestor:

Goods Recipient:

Location:

Account Assignment Category:

Account Assignment Value:

Document Category:

Document Date:

Role:

Apply Clear

2. Enter Search Criteria. Having a confirmation or purchase order number is the easiest way to search for the confirmation of goods receipt that needs to be deleted/canceled. Of course, other search criteria is seen and may be used.

- Enter the criteria used to search for the confirmation into the appropriate field(s). In the example, a purchase order number is entered into the “Purchase Order Number” field.
- Remove all of the unnecessary data populated in the remaining fields.
- Click the “Apply” button to start the search.

3. Select the Confirmation and Click Delete/Cancel Button. All of the confirmations of goods receipts that have been completed through the Go Shopping or Central Receiving pages will show.

NOTE: Any confirmations of goods receipt completed through the ECC Inbox will not show. Someone with the MIGO transaction role and securities will need to reverse goods receipts created through an ECC Inbox.

- Click the grey in color square on the left side of the confirmation number; the button looks like part of the border. Selecting the grey button will highlight the confirmation line that needs to be deleted/cancel.
- Click the Delete/Cancel button.

Apply Clear

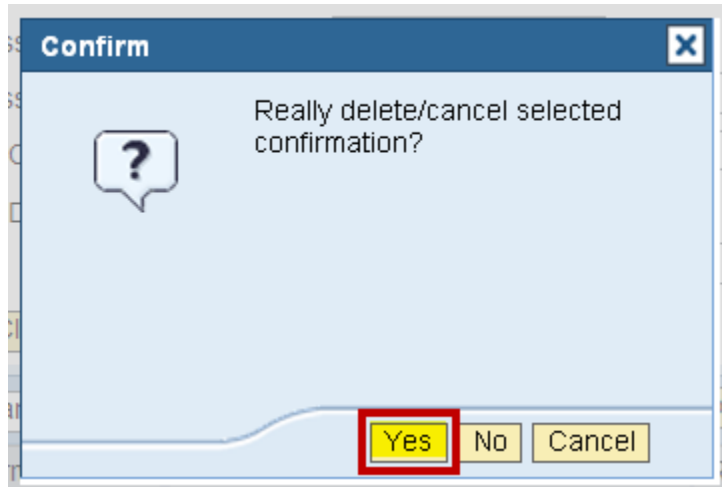
View: [Standard View] Create Confirmation Display Edit Return Delivery **Delete/Cancel** Eva

Confirmation No.	Confirmation Name	Reference Doc	Product ID	Product Description
6000569901	CHIP May 2010	INV NO. 6		CHIP
6000597846	CHIP July 2010	INV 8		CHIP
6000597847	CHIP August 2010	INV 9		CHIP

4. Delete/Cancel the Confirmation of Goods Receipt.

Once the Delete/Cancel button is selected, a pop-up will show asking, “Really delete/cancel selected confirmation?”

- Click the “Yes” button to continue to the Delete/Cancel Confirmation of Goods Receipt screen.
- Click the “No” or “Cancel” buttons to cancel the transactions.



5. Create Cancellation screen.

This screen is used to enter information and to delete the confirmation.

- Overview tab. Create and enter a cancellation name into the “Name of Cancellation” field. The cancellation name should quickly identify this cancellation when someone searches for it or when it is in another list of cancellations.
- Overview tab. The “Reference Document” is the invoice document number. The invoice document number is useful on cancellation when researching in a couple of months or years as to why this cancellation documents was created.

Create Cancellation

Cancellation Number 6000782379 Purchase Order Number: 2000771032 Status In Process Confirmed Value 225,457.52 USD

Confirm Close Print Preview Check Save

Overview Header Item Notes & Attachment Approval Tracking

Name of Cancellation: **CHIP May 2010** Reference Document: **INV NO. 6**

Canceled on: * 08/02/2013

Select the line item that you want to cancel and click 'Confirm'. You can also select multiple line items by holding CTRL + SHIFT keys and selecting the line item

▼ Item Overview

Select All Details Add Item Copy Paste Duplicate Delete

Line Number	Item Type	Product ID	Description	Product Category	Confirmed Quantity	Unit	Price	Currency	Per	Delivery Date	Ass
1	Material		CHIP	SPSA0000	225,457.520	DOL	1.00	USD	1	06/30/2013	Inter

- Notes & Attachment tab. “Notes and Attachments” tab is used to add notes to explain why the cancellation was completed or to add attachments, including bills-of-lading, packing slips, invoices, screenshots and emails.

Create Cancellation

Cancellation Number 6000782379 Purchase Order Number: 2000771032 Status In Process Confirmed Value

Confirm Close Print Preview Check Save

Overview Header Item **Notes & Attachment** Approval Tracking

▼ Notes

Add Clear

Assigned To	Category	Text Preview
Document Header	Internal Note	A few reasons why confirmations of goods receipt may nee...

▼ Attachments

Add Attachment Edit Description Versioning Delete Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Visible Internally only	Checked Out
Document Header	Standard Attachment	INVOICE	INVOICE.pdf	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Internal Note

Internal Note: A few reasons why confirmations of goods receipt may need to be canceled.

- 1) The confirmation was entered on the wrong purchase order.
- 2) The confirmation was entered for the wrong amount.
- 3) The items were never received and the confirmation was mistakenly entered.

Assign to: General Data

OK Cancel

Add Attachment

Here you can upload an attachment. You have to assign it to either the document c

File: **Browse...**

Description:

Assign To: * General Data

Visible Internally only: Keep this attachment internal

OK Cancel

- Once all of the needed fields are populated, the confirmation of goods receipt may be canceled.

6. Delete/Cancel the Confirmation.

- Click “**Check**” button to ensure no red error messages show.

The screenshot shows the 'Create Cancellation' form. At the top, the title 'Create Cancellation' is displayed. Below the title, the 'Cancellation Number' is 6000782379 and the 'Purchase Order Number' is 2000771032. A status message 'Cancellation has no errors' is shown with a green checkmark icon. Below this message, there are buttons for 'Confirm', 'Close', 'Print Preview', 'Check', and 'Save'. The 'Check' button is highlighted with a red box. Below the buttons, there are tabs for 'Overview', 'Header', 'Item', 'Notes & Attachment', and 'Approval'. The 'Overview' tab is selected. Below the tabs, the 'Name of Cancellation' is 'CHIP May 2010' and the 'Canceled on' date is '08/02/2013'. Below this, there is a text prompt: 'Select the line item that you want to cancel and click 'Confirm'. You can also select multiple items.' Below the prompt, there is a section titled 'Item Overview' with a dropdown arrow.

- If no red error messages show, click the “**Confirm**” button.

The screenshot shows the 'Create Cancellation' form. At the top, the title 'Create Cancellation' is displayed. Below the title, the 'Cancellation Number' is 6000782379 and the 'Purchase Order Number' is 2000771032. A status message 'Cancellation has no errors' is shown with a green checkmark icon. Below this message, there are buttons for 'Confirm', 'Close', 'Print Preview', 'Check', and 'Save'. The 'Confirm' button is highlighted with a red box. Below the buttons, there are tabs for 'Overview', 'Header', 'Item', 'Notes & Attachment', and 'Approval'. The 'Overview' tab is selected. Below the tabs, the 'Name of Cancellation' is 'CHIP May 2010' and the 'Canceled on' date is '08/02/2013'. Below this, there is a text prompt: 'Select the line item that you want to cancel and click 'Confirm'. You can also select multiple items.' Below the prompt, there is a section titled 'Item Overview' with a dropdown arrow.

7. **Cancellation Number.** The cancellation number shows in the upper left of the screen. This number is similar to the confirmation of goods receipt number since both are 10 digits numbers beginning with a six (6). The new cancellation number is 6000782379.

The screenshot shows the 'Display Cancellation' interface. At the top, the title 'Display Cancellation' is displayed. Below the title, the 'Cancellation Number' is 6000782379, the 'Purchase Order Number' is 2000771032, and the 'Status' is 'Awaiting Approval'. A yellow box highlights a message: 'Cancellation 6000782379 posted'. Below the message are buttons for 'Show my Tasks', 'Close', 'Print Preview', and 'Refresh'. At the bottom, there is a navigation bar with tabs for 'Overview', 'Header', 'Item', 'Notes & Attachment', 'Approval', and 'Tracking'.

8. **Status Needs to Read "Posted in the Backend".**

- Click the "Refresh" button until the Status changes from "Awaiting Approval" to "Posted in the Backend".

The screenshot shows the 'Display Cancellation' interface after a refresh. The 'Status' is now 'Posted in the Backend', which is highlighted with a red box. The 'Refresh' button is also highlighted with a red box. The other elements, including the cancellation number, purchase order number, and navigation tabs, remain the same.

- Click the "Close" button to return the Go Shopping search screen.

The screenshot shows the 'Display Cancellation' interface with the 'Close' button highlighted with a red box. The 'Status' remains 'Posted in the Backend'. The other elements, including the cancellation number, purchase order number, and navigation tabs, remain the same.

9. Finding the Cancellation Number.

- Click the “Refresh” button on the Go Shopping search page to ensure the most up-to-date information shows on the screen.

Document Category:
Document Date: To
Role:

View: [Standard View]

- Enter the new cancellation number 6000782379 into the “Number” field.

Active Queries

Shopping Carts [Including Completed SC \(0\)](#) [Last 7 Days \(1\)](#)
Confirmations [Last 7 Days \(1\)](#) [PO No. \(3\)](#) [Confirmations \(1\)](#)
Purchase Orders [Purchase Orders for End Users \(1\)](#)
Without Category Assignment [All \(0\)](#)

Confirmations - Last 7 Days

Number:
Confirmation Name:
Purchase Order Number:

- Click Apply to find your Cancellation document.

Active Queries

Shopping Carts [Including Completed SC \(0\)](#) [Last 7 Days \(1\)](#)
Confirmations [Last 7 Days \(1\)](#) [PO No. \(3\)](#) [Confirmations \(1\)](#)
Purchase Orders [Purchase Orders for End Users \(1\)](#)
Without Category Assignment [All \(0\)](#)

Confirmations - Last 7 Days

Number:
Confirmation Name:
Purchase Order Number:

Account Assignment Value: _____

Document Category: _____

Document Date:

Role: _____

Apply Clear

View: [Standard View] | **Create Confirmation** | Display Edit | R

Confirmation No.	Confirmation Name	Reference Doc	Product ID	Product
<u>6000782379</u>	CHIP May 2010	INV NO. 6		MCHIP

To use the Central Receiving tab...

1. Click the **Central Receiving** tab. Click Central Receiving tab to land on the needed transaction page.



- Click the Confirmations “Posted” link found under the working area’s first section named Active Queries.
- If the “Show Quick Criteria Maintenance” yellow button shows, click it to display the “Hide Quick Criteria Maintenance” button.

The “Hide Quick Criteria Maintenance” button displays the various, optional data fields that can be filled by end users to search for a confirmation.

Shopping | Internal Service Provider Ordering | ECC Inbox | Buyer Professional | **Central Receiving**

Active Queries

Purchase Orders [All Criteria \(1\)](#) [PO No. \(1\)](#) [Confirmations pending \(28\)](#)

Confirmations **Posted (41)** [Posted \(1\)](#) [Saved \(0\)](#) [Posted \(2\)](#)

Confirmations - Posted

Hide Quick Criteria Maintenance

Number: To

Confirmation Name:

- The end user will now be ready to search for the confirmation number.

2. Enter Search Criteria. Having a confirmation or purchase order number is the easiest way to search for the confirmation of goods receipt that needs to be deleted/canceled. Of course, other search criteria is seen and may be used.

- Enter the criteria used to search for the confirmation into the appropriate field(s). In the example, a purchase order number is entered into the "Purchase Order Number" field.
- Remove all of the unnecessary data populated in the remaining fields.
- Click the "Apply" button to start the search.

Go Shopping Internal Service Provider Ordering

Confirmations - Last 7 Days

Hide Quick Criteria Maintenance

Number:

Confirmation Name:

Purchase Order Number: 2000771032

Status:

Timeframe:

Creation Date:

Item Description:

Product:

Supplier Product Number:

Delivery Note:

Supplier:

Requestor:

Goods Recipient:

Location:

Account Assignment Category:

Account Assignment Value:

Document Category:

Document Date:

Role:

Apply Clear

3. Select the Confirmation and Click Delete/Cancel Button. All of the confirmations of goods receipts that have been completed through the Go Shopping or Central Receiving pages will show.

NOTE: Any confirmations of goods receipt completed through the ECC Inbox will not show. Someone with the MIGO transaction role and securities will need to reverse goods receipts created through an ECC Inbox.

- Click the grey in color square on the left side of the confirmation number; the button looks like part of the border. Selecting the grey button will highlight the confirmation line that needs to be deleted/cancel.
- Click the Delete/Cancel button.

Apply Clear

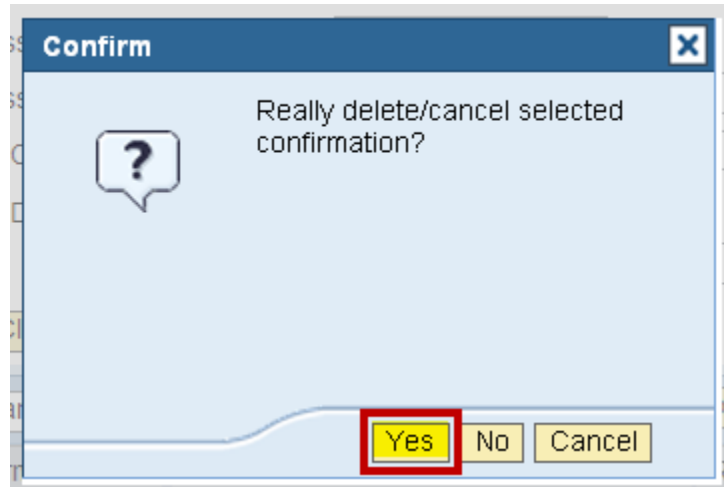
View: [Standard View] Create Confirmation Display Edit Return Delivery **Delete/Cancel** Eva

Confirmation No.	Confirmation Name	Reference Doc	Product ID	Product Description
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6000597846	CHIP July 2010	INV 8		CHIP
6000597847	CHIP August 2010	INV 9		CHIP

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- Click the “No” or “Cancel” buttons to cancel the transactions.



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- Overview tab. Create and enter a cancellation name into the “Name of Cancellation” field. The cancellation name should quickly identify this cancellation when someone searches for it or when it is in another list of cancellations.
- Overview tab. The “Reference Document” is the invoice document number. The invoice document number is useful on cancellation when researching in a couple of months or years as to why this cancellation documents was created.

Create Cancellation

Cancellation Number 6000782379 **Purchase Order Number:** 2000771032 **Status** In Process **Confirmed Value** 225,457.52 USD

Confirm Close Print Preview Check Save

Overview Header Item Notes & Attachment Approval Tracking

Name of Cancellation: CHIP May 2010 **Reference Document:** INV NO. 6

Canceled on: * 08/02/2013

Select the line item that you want to cancel and click 'Confirm'. You can also select multiple line items by holding CTRL + SHIFT keys and selecting the line item

▼ Item Overview

Select All Details Add Item Copy Paste Duplicate Delete

Line Number	Item Type	Product ID	Description	Product Category	Confirmed Quantity	Unit	Price	Currency	Per	Delivery Date	Ass
1	Material		CHIP	SPSA0000	225,457.520	DOL	1.00	USD	1	06/30/2013	Inter

- Notes & Attachment tab. “Notes and Attachments” tab is used to add notes to explain why the cancellation was completed or to add attachments, including bills-of-lading, packing slips, invoices, screenshots and emails.

Create Cancellation

Cancellation Number: 6000782379 Purchase Order Number: 2000771032 Status: In Process Confirmed Value

Confirm Close Print Preview Check Save

Overview Header Item **Notes & Attachment** Approval Tracking

▼ Notes

Add Clear

Assigned To	Category	Text Preview
Document Header	Internal Note	A few reasons why confirmations of goods receipt may nee...

▼ Attachments

Add Attachment Edit Description Versioning Delete Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Visible Internally only	Checked Out
Document Header	Standard Attachment	INVOICE	INVOICE.pdf	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Internal Note

Internal Note: A few reasons why confirmations of goods receipt may need to be canceled.

- 1) The confirmation was entered on the wrong purchase order.
- 2) The confirmation was entered for the wrong amount.
- 3) The items were never received and the confirmation was mistakenly entered.

Assign to:

OK Cancel

Add Attachment

Here you can upload an attachment. You have to assign it to either the document c

File:

Description:

Assign To: *

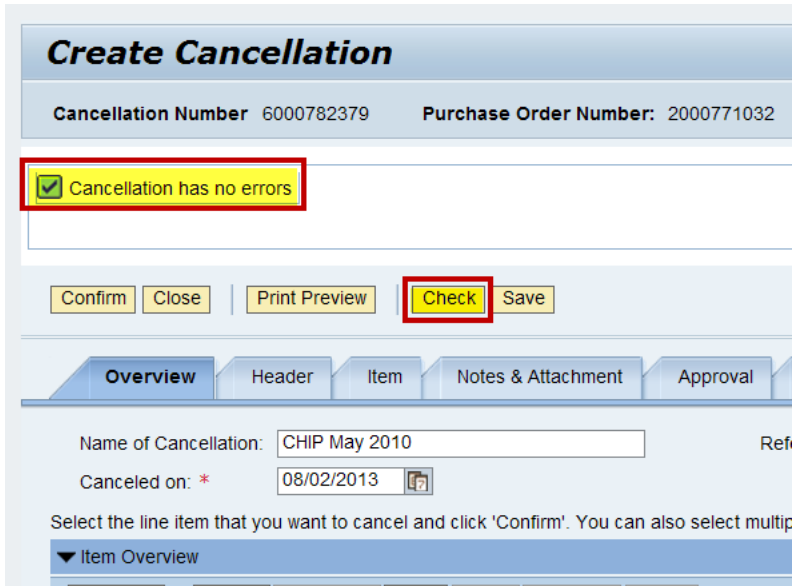
Visible Internally only: Keep this attachment internal

OK Cancel

- Once all of the needed fields are populated, the confirmation of goods receipt may be canceled.

6. Delete/Cancel the Confirmation.

- Click “**Check**” button to ensure no red error messages show.



Create Cancellation

Cancellation Number: 6000782379 Purchase Order Number: 2000771032

Cancellation has no errors

Confirm Close Print Preview **Check** Save

Overview Header Item Notes & Attachment Approval

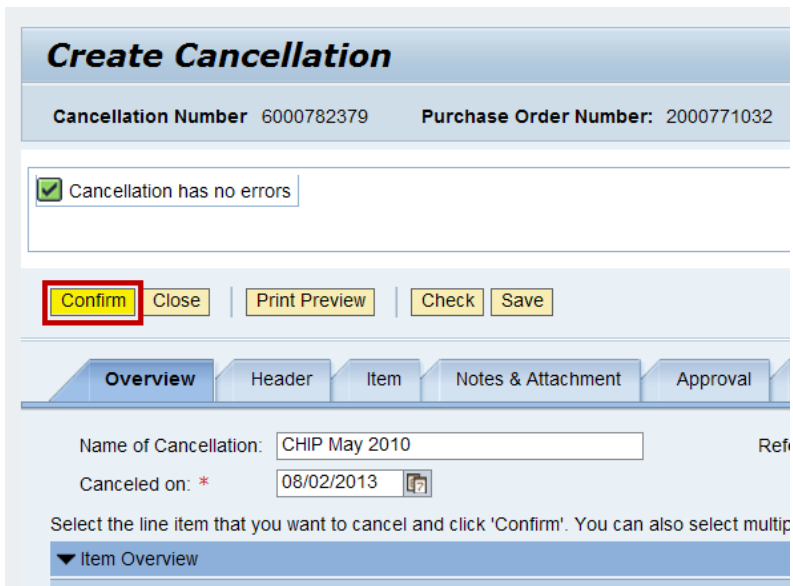
Name of Cancellation: CHIP May 2010 Ref

Canceled on: * 08/02/2013 [📅]

Select the line item that you want to cancel and click 'Confirm'. You can also select multiple items.

▼ Item Overview

- If no red error messages show, click the “**Confirm**” button.



Create Cancellation

Cancellation Number: 6000782379 Purchase Order Number: 2000771032

Cancellation has no errors

Confirm Close Print Preview Check Save

Overview Header Item Notes & Attachment Approval

Name of Cancellation: CHIP May 2010 Ref

Canceled on: * 08/02/2013 [📅]

Select the line item that you want to cancel and click 'Confirm'. You can also select multiple items.

▼ Item Overview

7. **Cancellation Number.** The cancellation number shows in the upper left of the screen. This number is similar to the confirmation of goods receipt number since both are 10 digits numbers beginning with a six (6). The new cancellation number is 6000782379.

Display Cancellation

Cancellation Number 6000782379 Purchase Order Number: 2000771032 Status Awaiting Approval

✓ Cancellation 6000782379 posted

Show my Tasks Close Print Preview Refresh

Overview Header Item Notes & Attachment Approval Tracking

8. **Status Needs to Read “Posted in the Backend”.**

- Click the “Refresh” button until the Status changes from “Awaiting Approval” to “Posted in the Backend”.

Display Cancellation

Cancellation Number 6000782379 Purchase Order Number: 2000771032 Status Posted in the Backend

Close Print Preview Refresh

Overview Header Item Notes & Attachment Approval Tracking

- Click the “Close” button to return the Go Shopping search screen.

Display Cancellation

Cancellation Number 6000782379 Purchase Order Number: 2000771032 Status Posted in the Backend

Close Print Preview Refresh

Overview Header Item Notes & Attachment Approval Tracking

9. Finding the Cancellation Number.

- Click the “Refresh” button on the Go Shopping search page to ensure the most up-to-date information shows on the screen.

Document Category:
Document Date: To
Role:

View: [Standard View]

- Enter the new cancellation number 6000782379 into the “Number” field.

Active Queries

Shopping Carts [Including Completed SC \(0\)](#) [Last 7 Days \(1\)](#)

Confirmations [Last 7 Days \(1\)](#) [PO No. \(3\)](#) [Confirmations \(1\)](#)

Purchase Orders [Purchase Orders for End Users \(1\)](#)

Without Category Assignment [All \(0\)](#)

Confirmations - Last 7 Days

Number:

Confirmation Name:

Purchase Order Number:

- Click Apply to find your Cancellation document.

Active Queries

Shopping Carts [Including Completed SC \(0\)](#) [Last 7 Days \(1\)](#)

Confirmations [Last 7 Days \(1\)](#) [PO No. \(3\)](#) [Confirmations \(1\)](#)

Purchase Orders [Purchase Orders for End Users \(1\)](#)

Without Category Assignment [All \(0\)](#)

Confirmations - Last 7 Days


Number:

Confirmation Name:

Purchase Order Number:

Account Assignment Value: _____

Document Category: _____

Document Date: 

Role: _____

Apply Clear

View: [Standard View] | **Create Confirmation** | Display Edit | R

Confirmation No.	Confirmation Name	Reference Doc	Product ID	Product
<u>6000782379</u>	CHIP May 2010	INV NO. 6		MCHIP

If you experience any difficulties regarding the Deletion or Cancellation of a Goods Receipt, please, contact purchasing@jhu.edu.