A Receipt in Workday can be cancelled as long as the item has not been invoiced. Receipts should only be cancelled in the even of an entry error for receiving against the wrong PO, or when the item is immediately returned to the supplier for replacement.

1. Find Receipt to be cancelled by either by locating the Purchase Order, the Purchases worklet or by My Receipts as a Worklet or task.
2. Locate Receipt to be cancelled.
3. Click on the Related Actions (twinkie) next to Receipt Number.
5. Review Confirm Cancel Receipt screen and click OK.