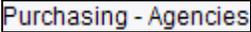
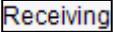
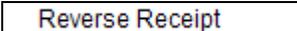


Reversing Receipts Lesson

Step	Action
1.	All related receipt batches must be posted in order to create a reverse receipt batch.
2.	Click the State of Nebraska link. 
3.	Click the Purchasing - Agencies link. 
4.	Click the Receiving link. 
5.	Click the Open Receipts by Supplier - Reversal link. 
6.	Narrow search for the Purchase Order using the field in the header or and the Query by Example (QBE) line.
7.	Enter the Purchase Order number to receive against into the Order Number field.
8.	Enter the Document Type into the Doc Type field to the right of the Order Number field.
9.	To populate the grid, click the Find button. 
10.	Click in the box on the row(s) to reverse receipt. Multiple rows can be selected if needed. 
11.	Click the Row button. 
12.	Click the Reverse Receipt menu. 
13.	Rev field of the selected gridline populates with a "Y"
14.	Click the Close button. 
15.	Click the OK button. 
16.	Click the OK button. 
17.	Reversed line of the purchasing document is now awaiting receipt or is available for revision.
18.	An unposted batch has been created which needs to be posted.

Step	Action
19.	End of Procedure.