

Cancel Receipts

1) To cancel a receipt, click the magnifying glass in the upper left corner of the View Receipt screen to display the related actions.

2) In the Related Actions window, click the Receipt option and select Cancel to remove the receipt from this purchase order.

View R	eceipt											
tecen 9.0	Actions	Vi	Wiew Receipt RC-0000000141 for PO-0000000193							×		
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if you do not have the option to cancel, please use the instructions on the following page.

Cancel Draft Receipt When Only Edit is an Option

1. From within the *Edit Receipt* screen of the purchase order, click the **Actions** buttons and select **Edit** from the *Receipt* option.

Edit Receipt RC-0000004563 for PO-00000021	59 🔎	tions)					
				:::			×
F	Purch PO-0	Actions	_	View Rec	eipt		*
		Receipt		Edit 000000	4563 for P	0-0000002159	
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		Favorite	>	Company	Montclair State University	Receipt Line or Return Line Description	s
4 items Sort By: 🗸		Integration IDs Reporting	>	Supplier	W B MASON (PUNCH	Premium Copy Paper, 92 Bright, 20 lb., 8 1/2 x 11, White, 5000/CT	ę
Submit Save for Later	C			Purchase Order	OUT) PO-	Permanent Durable ID Laser Labels, 2 x 2-5/8, White, 750/Pack	۶ ۲

2. Delete the unwanted receiving lines by clicking the **trash can** on the corresponding line in the right side of the screen.

	Ρ	0-0000002159	W B MASON (PUNCH OUT)	Draft	\$0.00	USD
Information Attachments	Lines					
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4 items	Sort By: 🗸	Line Inform	nation			
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Goods Lines		PO Line	PO-0000002159 - Line 1			
Premium Copy Paper, 92 Bright, 20 I WBM21200	. 9/9 Carton	Quantity to Receiv	e 0			
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Submit Save for I	_ater	Cancel	Q			

3. From within the *Edit Receipt* screen of the purchase order, click the **Actions** buttons and select **Cancel** from the *Receipt* option, to cancel the draft receipt.

Edit Receipt RC-0000004563 for PO-0000002155	Actions					
				0 0 0 0 0 0		×
Purch PO-0	Actions		View Receipt			
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Submit Save for Later C	(odbbino)	MASON		

The draft receipt status now displays as cancelled in the system.

View Rec RC-0000004	ceipt 563 for Actions)					X	6
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Information	Attachments	Process History	Lines					
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