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.

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.

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

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