


## **Checklist to Cancel Receipts**


You may cancel a receipt or cancel a line within a receipt after it has been entered and saved.

Navigation: **Purchasing > Receipts > Add/Update Receipts**

### **To Cancel an Entire Receipt**

1. Click 'Find an Existing Value' tab and search for the receipt you wish to cancel.
2. Click on the link provided. A large red  will appear on the upper right hand of the screen. Click the X to cancel the entire receiving.
3. A message box will pop up; click "Yes" to verify you want to cancel.

### **To Cancel an Individual Receipt Line**

1. Search for the receipt you wish to correct by using 'Find an Existing Value'.
2. Select the receipt by clicking on its hyperlink.
3. A large red  will appear on the right hand of the receipt line. Click the X to cancel that line.
4. A message box will pop up; click "Yes" to verify you want to cancel that receipt line only. The Status of the line will show "Canceled."
5. Save the requisition.