

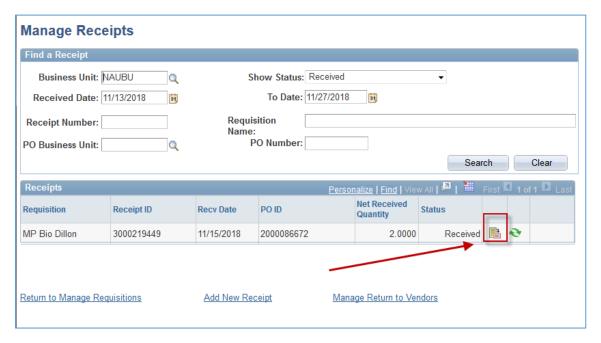


Canceling a Receipt

You can cancel a receipt if it has not been paid. You will need to click on the 'Receiving' icon on your requisition.



Click on the 'Details' icon as shown below.



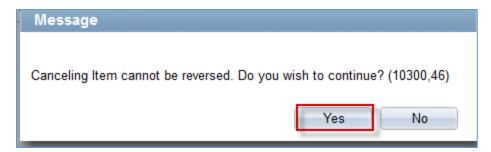
Click on the big red 'X' on the line you want to cancel the receipt.







A pop-up message will appear stating if you wish to continue, click 'yes'.



Click on the 'Save Receipt' button.

