Step-by-Step Guide

Deleting Draft Receipts



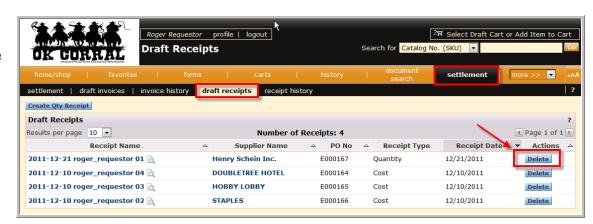
In This Guide

- ✓ Navigating to draft receipts
 ✓ Deleting draft receipts
- ✓ Searching for completed receipts

This guide demonstrates how to delete a draft receipt.

Procedure

- 1. To cancel or delete a receipt, navigate to the receipt by selecting **settlement** ⇒ **draft receipt** from the navigation bar.
- 2. Locate the receipt.
- 3. Click the **Delete** button.



You have successfully deleted a receipt.

You can search for completed receipts on the **settlement** ⇒ **receipt history** page.

- a. Select the desired **Search by** tab (Receipt, PO or Supplier.)
- b. Enter your search criteria and click the **Search** button.

