

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.

| Receipt Name | Supplier Name | PO No | Receipt Type | Receipt Date | Actions |
|-------------------------------|-------------------|---------|--------------|--------------|------------------------|
| 2011-12-21 roger_requestor 01 | Henry Schein Inc. | E000167 | Quantity | 12/21/2011 | Delete |
| 2011-12-10 roger_requestor 04 | DOUBLETREE HOTEL | E000164 | Cost | 12/10/2011 | Delete |
| 2011-12-10 roger_requestor 03 | HOBBY LOBBY | E000165 | Cost | 12/10/2011 | Delete |
| 2011-12-10 roger_requestor 02 | STAPLES | E000166 | Cost | 12/10/2011 | Delete |

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.

by Receipt | by PO | by Supplier/SKU

Enter the Receipt No., Receipt Name, Packing Slip No. or Tracking No. below.

Receipt No.

Receipt Name

Packing Slip No.

Tracking No.

Filter ☐

Check Filter if you want to use the filters below.

Results per page

[Search](#)