# Receiving – Cancel Receipts

1. Navigate to the Receipt you want to cancel.

2. To cancel a line, click the cancel button (red X) on the line you want to cancel.

3. Confirm.

4. Save the Receipt.

5. Click OK.

6. To cancel the entire Receipt, click the cancel button (red X) at the top of the Receipt.

7. Confirm

8. The receipt saves automatically. Click OK.

9. You can no longer pull the Receipt up in the Add/Update Receipts navigation.

10. You can view the canceled Receipt in the inquiry-only page.

11. A Receipt cannot be canceled if it is attached to a Posted Voucher.
