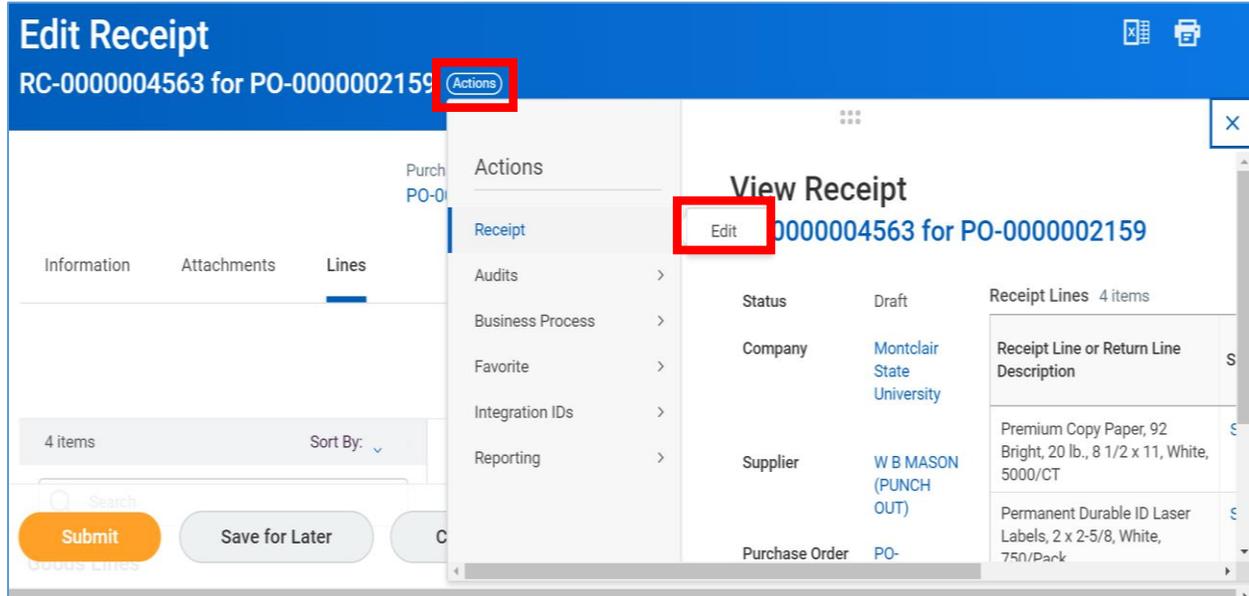


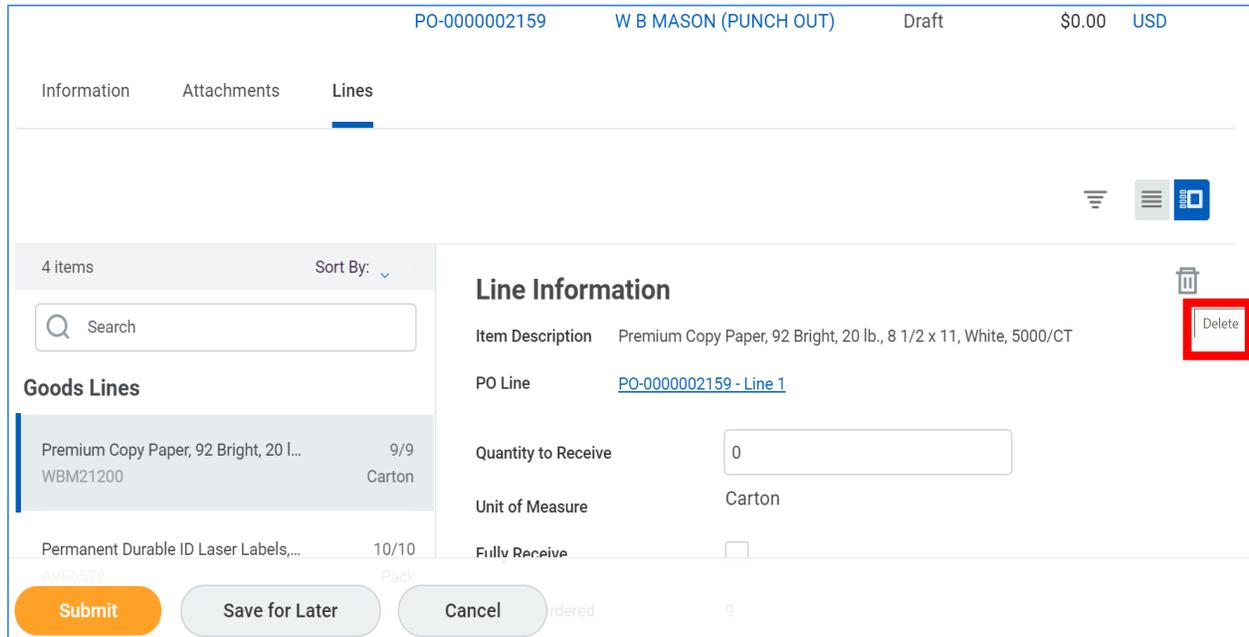


## Cancel Draft Receipt When Only Edit is an Option

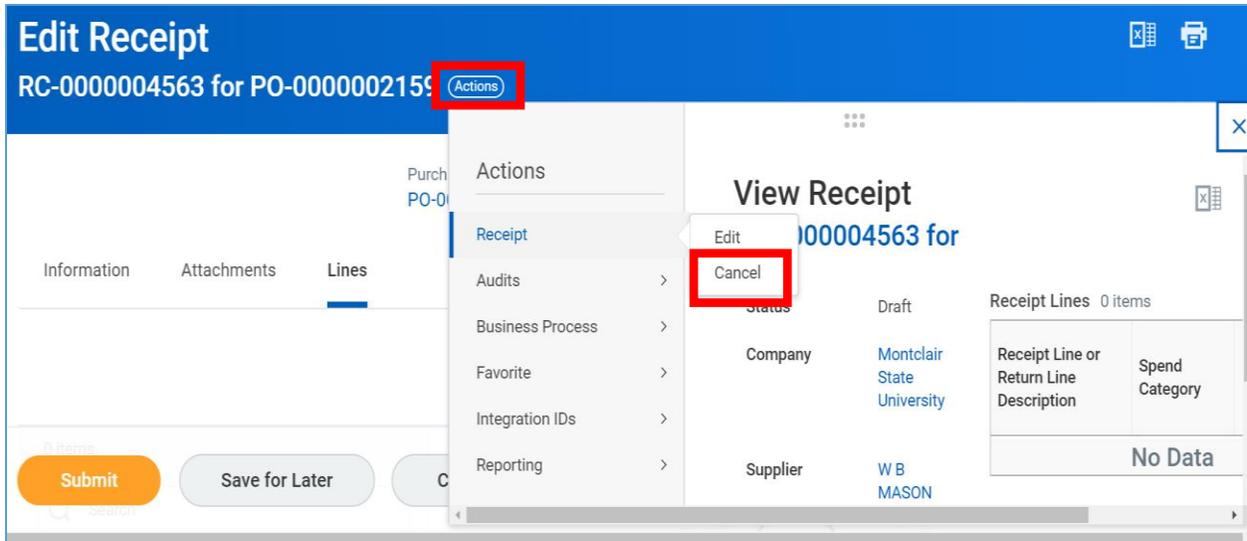
1. From within the *Edit Receipt* screen of the purchase order, click the **Actions** buttons and select **Edit** from the *Receipt* option.



2. Delete the unwanted receiving lines by clicking the **trash can** on the corresponding line in the right side of the screen.



3. From within the *Edit Receipt* screen of the purchase order, click the **Actions** buttons and select **Cancel** from the *Receipt* option, to cancel the draft receipt.



The draft receipt status now displays as cancelled in the system.

