

Delete receipts manually

Gold

[Receipts](#) with a **Success** status will be automatically deleted. However, receipts with either a **Pending** or **Error** status can be deleted manually.

Prerequisites

 First, you will need to follow the steps to [get started with DataSync for ServiceNow](#).

Procedure

To delete receipts manually, follow these steps:

1

In the ServiceNow instance you are sharing from, navigate to **Perspectium > Replicator > Receipts**.

2

Check the box next to the **Receipt** record you want to delete.

3

Scroll to the bottom of the screen and click the **Actions on selected rows** dropdown. Then, click **Delete**. Or to delete ALL Receipt records, click the **Delete All Receipts** button at the bottom of the page.

Similar topics

- [Turn off receipts for a share](#)
 - [Delete receipts manually](#)
 - [Get receipts in batches](#)
 - [View receipt details](#)
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