

# 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](#)

## Contact Perspectium Support



US: 1 888 620 8880

UK: 44 208 068 5953

[support@perspectium.com](mailto:support@perspectium.com)