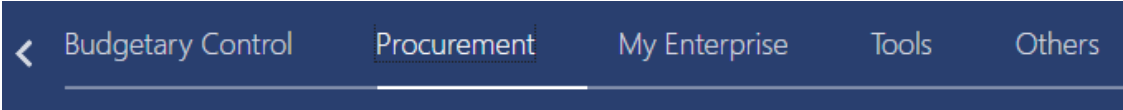
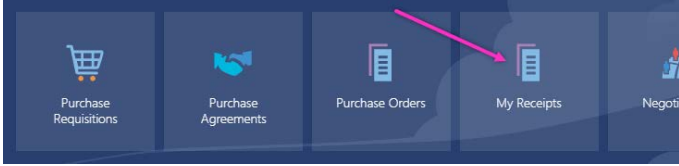
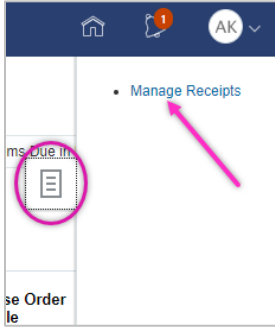
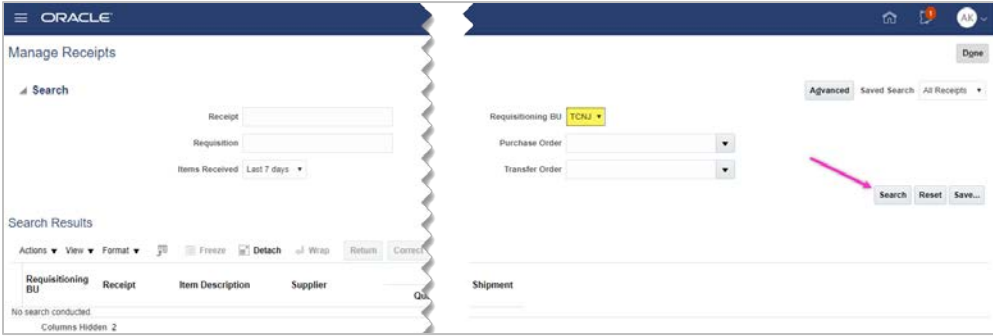


Process Name: Cancel a Receipt

STEP	DETAIL
1	<p>Sign in to Oracle Cloud through TCNJ Today app bar Click Company Single Sign-On Username: TCNJ login Password: your password Click Home button in upper Right corner</p>
2	
3	<p>Click the My Receipts infotile</p>
	
4	<ul style="list-style-type: none"> • Open Task Library. • Click Manage Receipts.
	
5	<ul style="list-style-type: none"> • Select the Business Unit. • Click Search.
	

6

- Highlight the Receipt.
- Click **Correct** button.

Manage Receipts

Search Results

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap Return **Correct**

Requisitioning BU	Receipt	Item Description	Supplier	Received			Receipt Date	Purchase Order	Transfer Order	Shipment
				Quantity	UOM Name	Currency				
TCNJ	100076	Test for TAB	Dell Marketing L.P.	25		USD	10/17/2019 ...	TCNJ0000105		
TCNJ	100077	Test for TAB-Capital Project	RJM Sales, Inc.	10,000		USD	10/17/2019 ...	TCNJ0000108		
TCNJ	100079	Fixed Price-under 2500-D...	Advanced Staging Pr...	1,000		USD	10/18/2019 ...	TCNJ0000104		

Rows Selected 1 Columns Hidden 2

7

- Enter **0** in **Correct Quantity** field.
- Click **Submit**.

Correct Receipts

View ▾ Format ▾ Freeze Detach Wrap Remove Line

Requisitioning BU	Receipt	Item Description	Supplier	Received			Receipt Date	Purchase Order	Transfer Order	Shipment
				Quantity	UOM Name	Currency				
TCNJ	100079	Fixed Price-under 2500-D...	Advanced Stagi...	1,000		USD				

Columns Hidden 2

* Correct Quantity

Submit Cancel