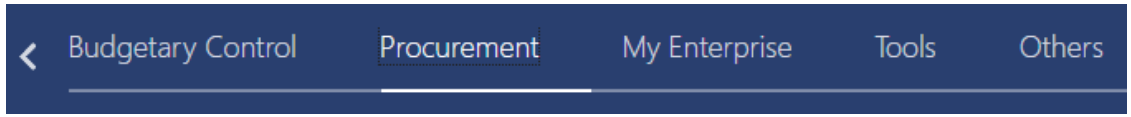
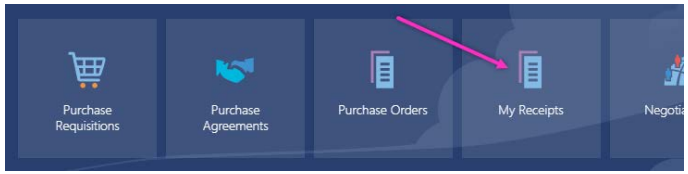
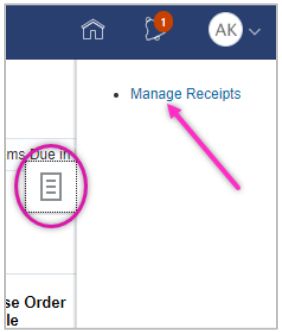
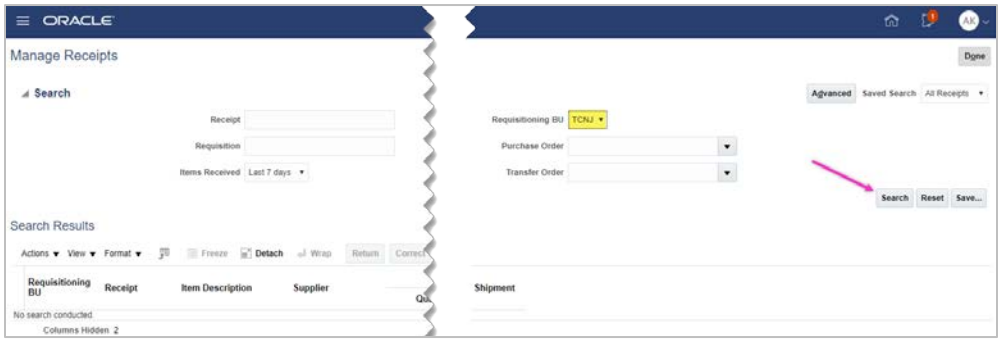
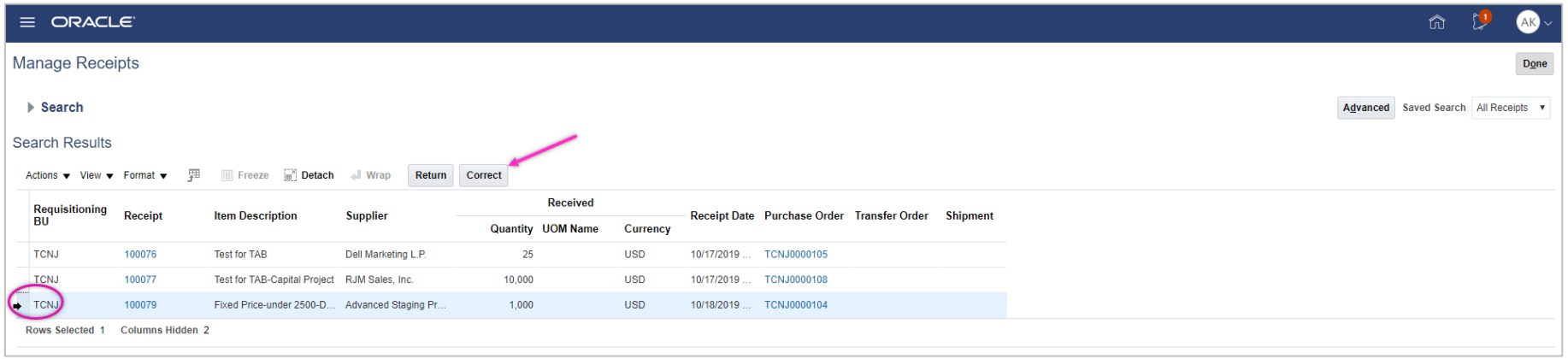
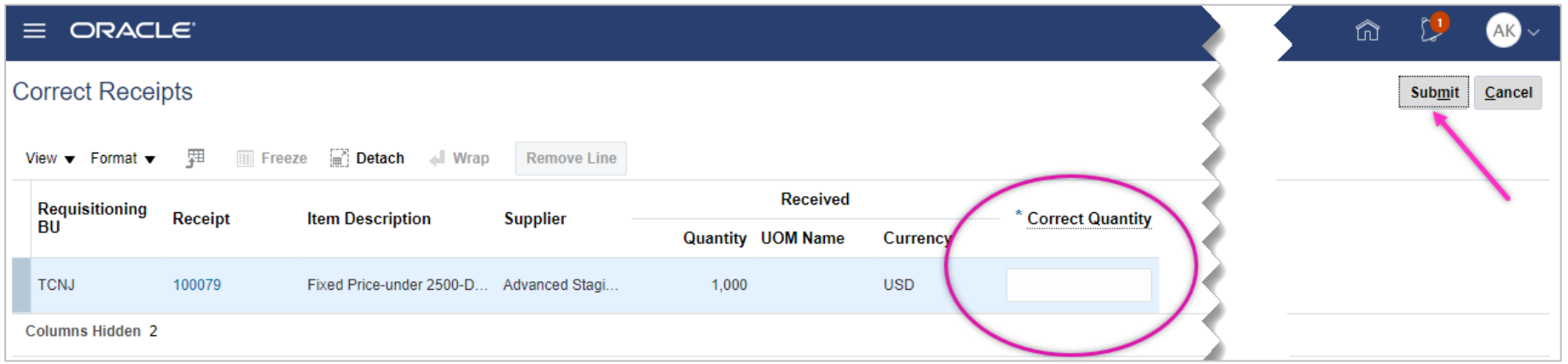
Process Name: Cancel a Receipt

STEP	DETAIL
1	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
2	Click the **Procurement** from the scroll menu 
3	Click the **My Receipts** infotile 
4	• Open **Task Library**. • Click **Manage Receipts**. 
5	• Select the **Business Unit**. • Click **Search**. 

6	• Highlight the Receipt. • Click **Correct** button. 
7	• Enter **0** in **Correct Quantity** field. • Click **Submit**.