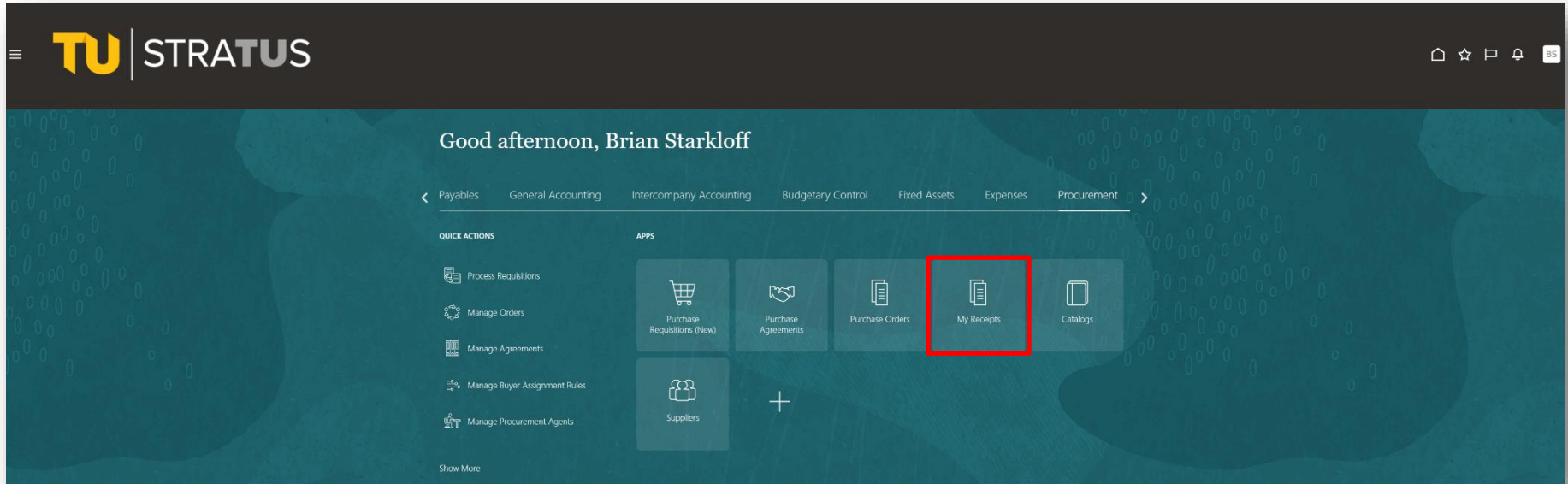


# Receipts: How to make a change

Navigate to Procurement and click on My Receipts.



Click the Task box on the right side of the screen and Click Manage Receipt.

The screenshot displays the STRATUS web application interface for 'Receive Items'. The browser address bar shows the URL: `elbz.fa.us2.oraclecloud.com/fscmUI/faces/FuseWelcome?_afrcLoop=1598016595052447&_afrcWindowMode=0&_afrcWindowId=null&_adf.ctrl-state=18uq4c22ms_1214&_afrcFS=16&_afrcMT=screen&_afrcMPW=1920&_afrcMFH=9690&_afrcMFDW=1920&...`

The page header includes the TU STRATUS logo and navigation icons. The main content area is titled 'Receive Items' and contains a search section with the following fields:

- Requester: Johnson, Joselyn
- Entered By: [Empty]
- Requisition: [Empty]
- Items Due: Last 7 days
- Requisitioning BU: [Empty]
- Purchase Order: [Empty]
- Transfer Order: [Empty]

Buttons for 'Advanced', 'Saved Search', and 'Items Due in Last 7 Days' are visible. A red box highlights a task box icon on the right side of the search filters. Below the search filters are 'Search', 'Reset', and 'Save...' buttons.

The 'Search Results' section shows a table with the following columns:

Requisitioning BU	Requisition	Description	Line	Item Description	Supplier Item	Supplier	Manufacturer Part Number	Manufacturer	Need-by Date	Ordered			Received	Available	Invoiced
										Quantity	UOM Name	Currency			

The table is currently empty. The Windows taskbar at the bottom shows the date and time as 11:19 AM on 9/7/2022.

Enter either Receipt Number or Purchase Order and Click Search. Note: Change Items Due date to 30 days or 90 days if the receipt does not appear.

The screenshot shows the 'Manage Receipts' interface in a web browser. The browser's address bar contains a long URL starting with 'eibz.fa.us2.oraclecloud.com'. The page header features the 'TU STRATUS' logo and navigation icons. The main content area is titled 'Manage Receipts' and includes a search section with the following fields:

- Search:** A red box highlights the 'Receipt' input field.
- Requisition:** An empty text input field.
- Items Received:** A dropdown menu set to 'Last 7 days'.
- Requisitioning BU:** A dropdown menu.
- Purchase Order:** A dropdown menu with 'TOW000190' selected.
- Transfer Order:** An empty dropdown menu.

Buttons for 'Advanced', 'Saved Search', and 'All Receipts' are visible. A note states: '\*\* At least one is required'. Search, Reset, and Save... buttons are located at the bottom right of the search section.

The 'Search Results' section shows a table with the following columns: Requisitioning BU, Receipt, Item Description, Supplier, Received (Quantity, UOM Name, Currency), Receipt Date, Purchase Order, Transfer Order, and Shipment. Below the table, it states 'No search conducted' and 'Columns Hidden: 7'.

The Windows taskbar at the bottom shows the system tray with a temperature of 69°F, 'Cloudy' weather, and the date/time '11:29 AM 9/7/2022'.

Highlight the specific receipt that needs to be cancelled or updated and select Correct. (Highlighted in light blue)

myTU | Towson University x Oracle Fusion Cloud Applications x

elbzf.fa.us2.oraclecloud.com/fscm/UI/faces/FuseWelcome?\_afz.ctrl-state=18uq4c2ms\_989&\_afzLoop=1597891834701856&\_afzFS=16&\_afzMT=screen&\_afzMFW=1920&\_afzMFH=9690&\_afzMFDW=1920&\_afzMFDH=1080&\_afzMFC=0&\_afzMFCI=0&\_...

**TU STRATUS**

Manage Receipts Done

Search Advanced Saved Search All 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				
Towson University	284	Box Lunches, meals and ...	Chartwells/Compass ...	0		USD	8/10/22 4:28...	TOW0000190		
Towson University	285	Box Lunches, meals and ...	Chartwells/Compass ...	0		USD	8/10/22 4:33...	TOW0000190		
Towson University	287	Box Lunches, meals and ...	Chartwells/Compass ...	11,894.5		USD	8/10/22 4:36...	TOW0000190		
Towson University	288	Box Lunches, meals and ...	Chartwells/Compass ...	8,935.5		USD	8/10/22 4:38...	TOW0000190		
Towson University	289	Box Lunches, meals and ...	Chartwells/Compass ...	8,699		USD	8/10/22 4:39...	TOW0000190		
Towson University	290	Box Lunches, meals and ...	Chartwells/Compass ...	8,492.95		USD	8/10/22 4:41...	TOW0000190		
Towson University	291	Box Lunches, meals and ...	Chartwells/Compass ...	6,636.4		USD	8/10/22 4:43...	TOW0000190		

Rows Selected 1 Columns Hidden 7

69°F Cloudy 11:31 AM 9/7/2022

Change quantity or to cancel/delete the receipt, enter 0.00 and click Submit.

The screenshot displays the 'Correct Receipts' interface in Oracle Fusion Cloud Applications. The page title is 'Correct Receipts' with a help icon. The header includes the 'TU STRATUS' logo and navigation icons. Below the header, there are 'Submit' and 'Cancel' buttons. The main content area features a table with the following columns: Requisitioning BU, Receipt, Item Description, Supplier, Quantity, UOM Name, Currency, and Correct Quantity. The first row of data is highlighted in blue and shows: Requisitioning BU: Towson University, Receipt: 287, Item Description: Box Lunches, meals and ..., Supplier: Chartwells/Com..., Quantity: 11,994.5, UOM Name: (blank), Currency: USD, and Correct Quantity: 0.00. A tooltip for the 'Correct Quantity' field shows the example format '#,##0.###'. Below the table, it indicates 'Columns Hidden 4'. The Windows taskbar at the bottom shows the date as 9/7/2022 and the time as 11:33 AM.

Requisitioning BU	Receipt	Item Description	Supplier	Received			* Correct Quantity
				Quantity	UOM Name	Currency	
Towson University	287	Box Lunches, meals and ...	Chartwells/Com...	11,994.5		USD	0.00

Once the updated receipt is submitted, you will see a confirmation message. Click Ok.

The screenshot displays the Oracle Fusion Cloud Applications interface for 'Correct Receipts'. The page title is 'Correct Receipts' with a help icon. In the top right corner, there are 'Submit' and 'Cancel' buttons. Below the title bar, there are several action buttons: 'View', 'Format', 'Freeze', 'Detach', 'Wrap', and 'Remove Line'. The main content area features a table with the following columns: 'Requisitioning BU', 'Receipt', 'Item Description', 'Supplier', 'Received' (sub-columns: 'Quantity', 'UOM Name', 'Currency'), and '\* Correct Quantity'. A single row is visible with the following data: 'Towson University', '287', 'Box Lunches, meals and ...', 'Chartwells/Com...', '11.994.5', 'USD', and an input field containing '0'. Below the table, it says 'Columns Hidden 4'. A central 'Confirmation' dialog box is overlaid on the page, containing the text 'The correction transaction was created.' and an 'OK' button. The browser's address bar shows a URL starting with 'elbz.fa.us2.oraclecloud.com'. The Windows taskbar at the bottom shows the time as 11:35 AM on 9/7/2022 and the weather as 69°F Cloudy.

Requisitioning BU	Receipt	Item Description	Supplier	Received			* Correct Quantity
				Quantity	UOM Name	Currency	
Towson University	287	Box Lunches, meals and ...	Chartwells/Com...	11.994.5		USD	<input type="text" value="0"/>

If you want to check to see if the change was made, run the [Requisition and Purchase Order Report](#).

Status	Distribution Funds Status	Approval Date	Creation Date	Closed Date	Buyer	Supplier Type	Matched Invoice Total Amount	Distribution Funds Status	Open Ordered Amount
Closed for Receiving	Partially Liquidated	8/21/2023	8/15/2023 1:29 PM		Baxter, Nina	Supplier	17,471.00	Reserved	0.00

Status	Distribution Funds Status	Approval Date	Creation Date	Closed Date	Buyer	Supplier Type	Matched Invoice Total Amount	Distribution Funds Status	Open Ordered Amount
Open	Partially Liquidated	8/21/2023	8/15/2023 1:29 PM		Baxter, Nina	Supplier	17,471.00	Reserved	19,763.50

Here you can see that the Status has went from “Closed for Receiving” to “Open” and the line has an Open Ordered Amount showing.