



FINANCIALS

RECEIVING CORRECTIONS

(Correcting Receiving Transactions)

User Tutorial

Instructional Support Services
Texas Woman's University
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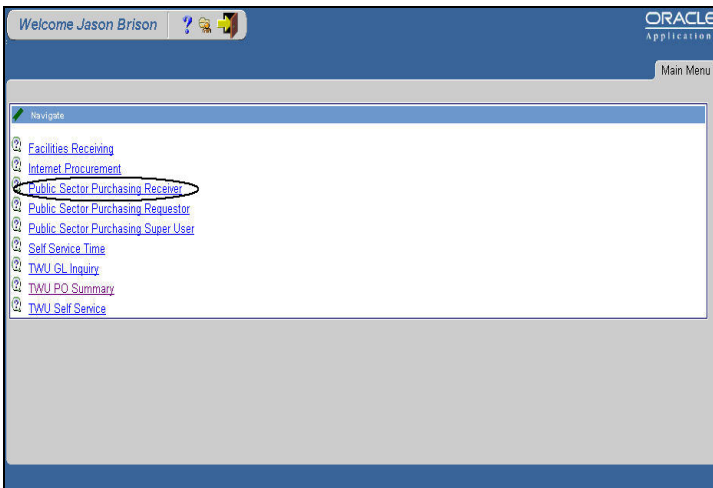
1. **Double Click** on the Phoenix icon on your desktop.



2. **Enter** your Portal username in the Username field.
3. **Enter** your Portal password in the Password field.
4. **Click** on the Connect button.



5. **Click** on the Public Sector Purchasing Receiver.

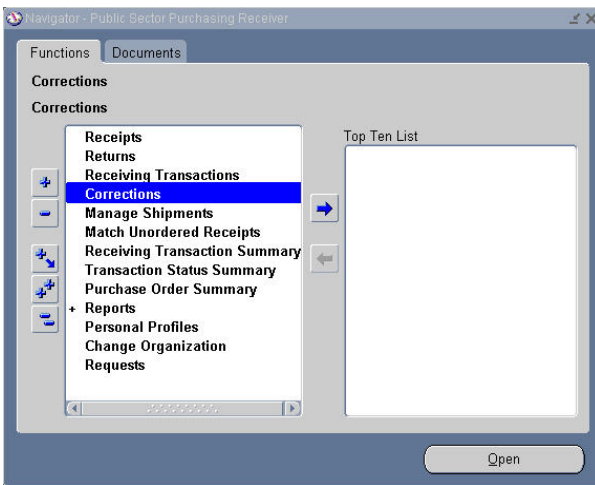


A series of windows will begin to open. You must leave all 3 Phoenix windows open as long as you are logged into Phoenix. Windows may be minimized by selecting the minus sign (-) in the upper right-hand corner of the window.

Closing these windows will result in disconnection from the Phoenix Application in which you are working.

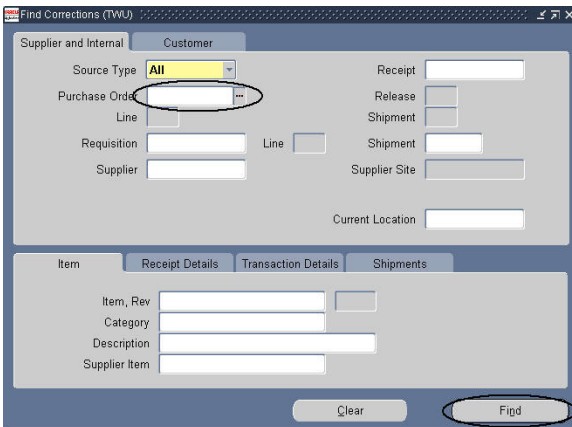


6. **Double click** on Corrections.



7. The Find Corrections form will open. **Click** in the Purchase order field.

8. **Type** the number of the Purchase Order that requires correction.



9. **Click** on the Find button on the lower right hand side of the form.

The Receiving Corrections form will open. This form will enable a user to correct inaccurate receiving transactions. The Receiving Corrections form operates on two principles, quantities can be either increased or decreased.

10. **If** the quantity received is to be **increased**, type the additional number of items that are required to reflect the actual quantity received.

- *Example below: the quantity of 14 needs to be increased to 16, type 2 in the white quantity field.*

If the quantity received is to be **decreased**, type a negative sign (-) then the number of items that should be subtracted to reflect the actual quantity received.

- *Example below: the quantity of 14 needs to be decreased to 12, type -2 in the white quantity field.*

11. **Click** in the small white box to the left of the Quantity field. This should place a checkmark in the box.

Quantity	UOM	Transaction Type	Parent Qty	Item	Rev	Item Description
<input checked="" type="checkbox"/>	Each	Receive	14			Uniform Tops (home
<input checked="" type="checkbox"/>	Each	Receive	5			Travel Sweats
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Receipt: 2110
Supplier: Bobby Evans Sporting Goods
Description: Uniform Tops (home and away jersey)
Destination: -Central Receiving-
Header Receiver Note: ATHLETICS
Shipment Receiver Note: Athletics

Order: 1293
Parent Type: Receive
Routing: Standard Receipt
Current Location: Central Receiving
Hazard Class:

Lot - Serial

Repeat steps 10 and 11 for each line item requiring correction.

12. Click on the save button  located on the toolbar.

The Receiving Corrections process should now be complete.