

Entering a Partial Receipt



The ePro end user can enter a partial receipt. This allows the end user to accept specific line items for a Purchase Order and/or specific quantities for the PO items. The end user can then go back and enter another receipt for any items that were not received in the partial receipt, as needed.

Step 1.

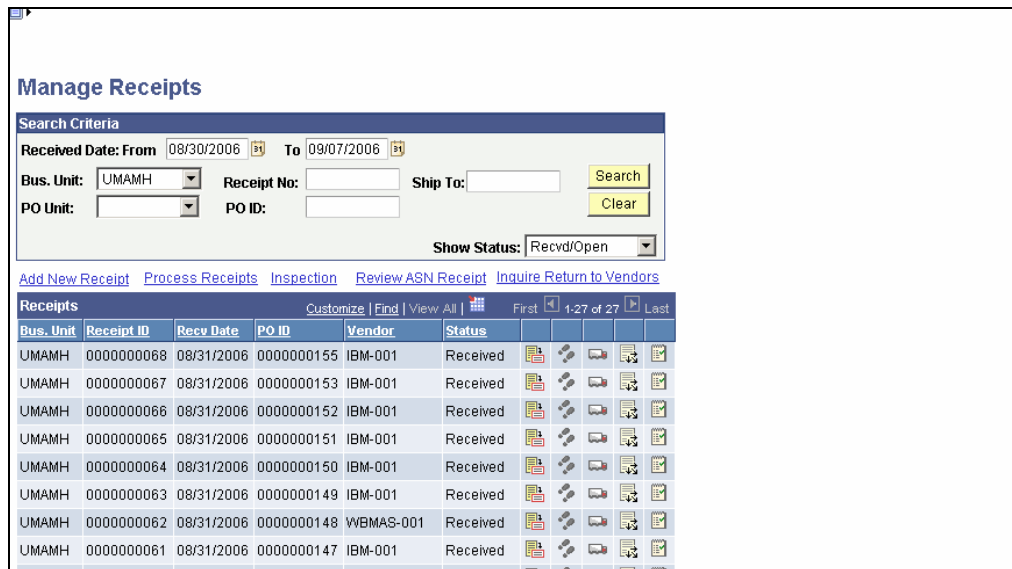
Log into the e*mpac Finance Application with your FIN Username and Password.



Navigate to the following path:

eProcurement → Receive Items

The **Manage Receipts** page opens.



Manage Receipts

Search Criteria

Received Date: From 08/30/2006 To 09/07/2006

Bus. Unit: UMAMH Receipt No: Ship To: Search Clear

PO Unit: PO ID: Show Status: Recvd/Open

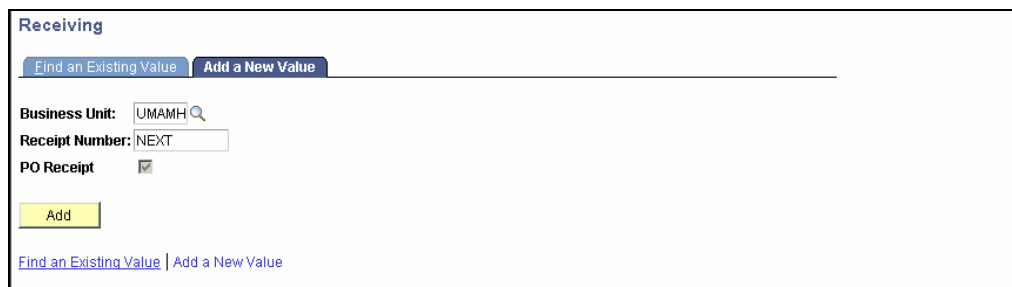
[Add New Receipt](#) [Process Receipts](#) [Inspection](#) [Review ASN Receipt](#) [Inquire Return to Vendors](#)

| Bus. Unit | Receipt ID | Recv Date | PO ID | Vendor | Status |
|-----------|------------|------------|------------|-----------|----------|
| UMAMH | 0000000068 | 08/31/2006 | 0000000155 | IBM-001 | Received |
| UMAMH | 0000000067 | 08/31/2006 | 0000000153 | IBM-001 | Received |
| UMAMH | 0000000066 | 08/31/2006 | 0000000152 | IBM-001 | Received |
| UMAMH | 0000000065 | 08/31/2006 | 0000000151 | IBM-001 | Received |
| UMAMH | 0000000064 | 08/31/2006 | 0000000150 | IBM-001 | Received |
| UMAMH | 0000000063 | 08/31/2006 | 0000000149 | IBM-001 | Received |
| UMAMH | 0000000062 | 08/31/2006 | 0000000148 | WBMAS-001 | Received |
| UMAMH | 0000000061 | 08/31/2006 | 0000000147 | IBM-001 | Received |

Step 2.

Click the **Add New Receipt** link.

The **Receiving (Add a New Value)** page opens.



Receiving

[Find an Existing Value](#) [Add a New Value](#)

Business Unit: UMAMH

Receipt Number: NEXT

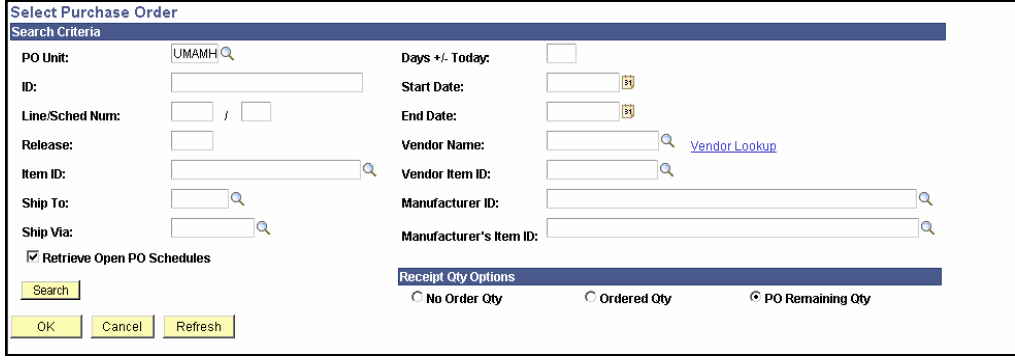

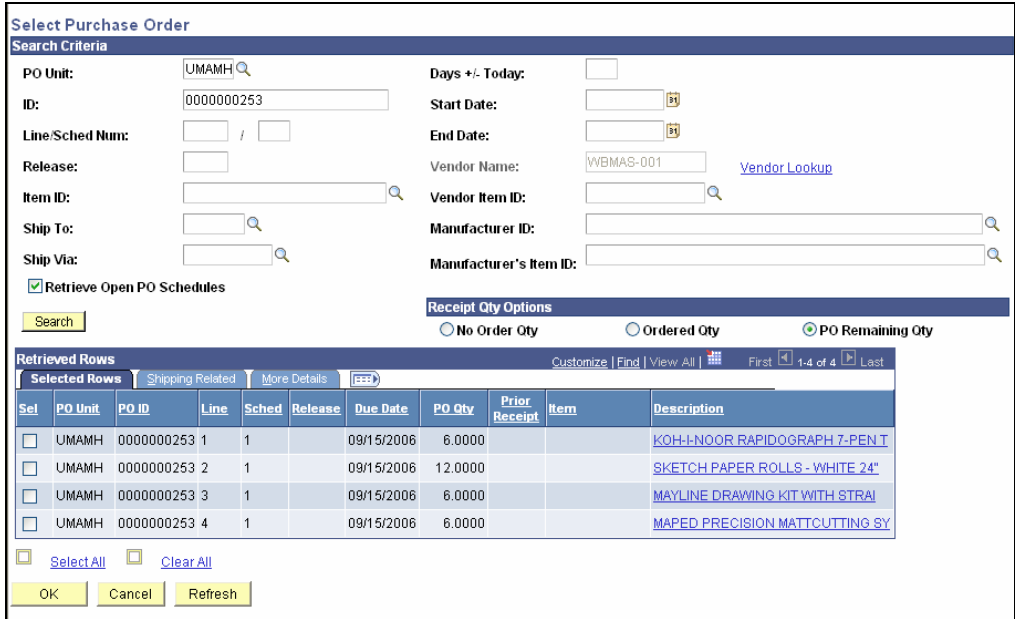

PO Receipt

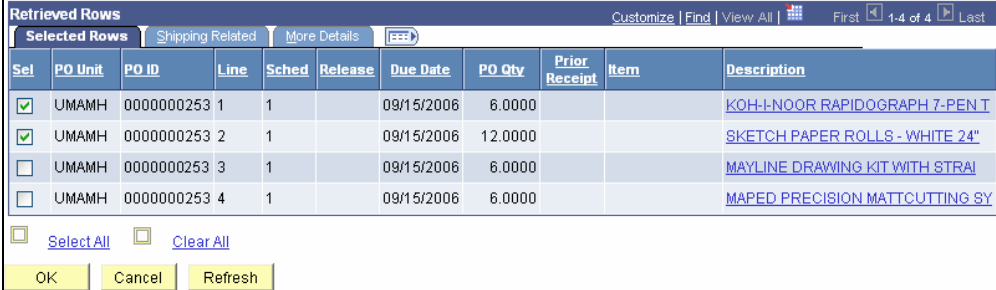
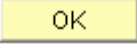
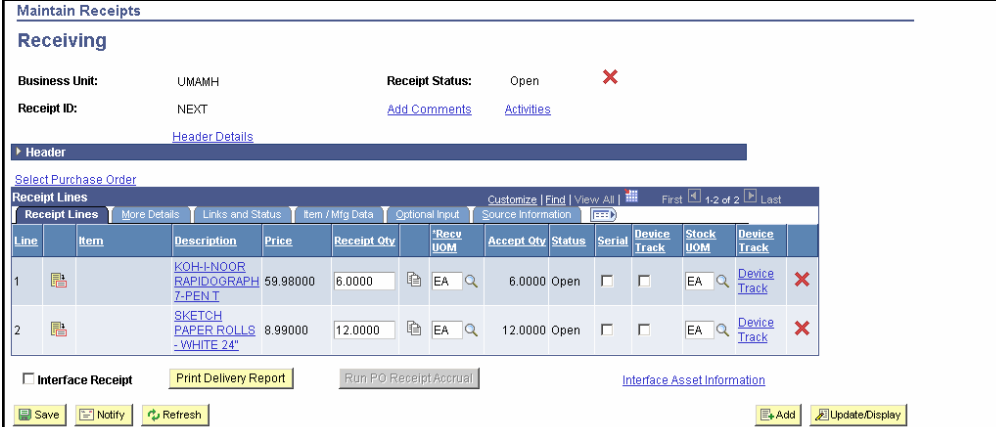
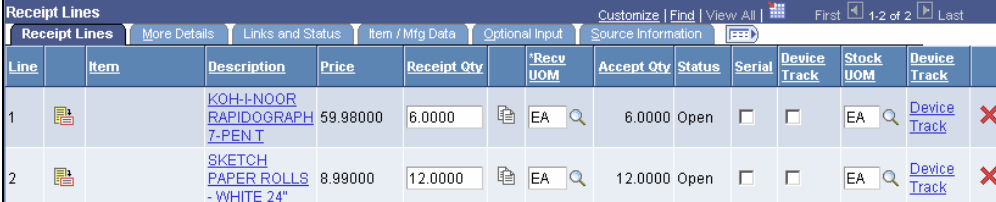

Add

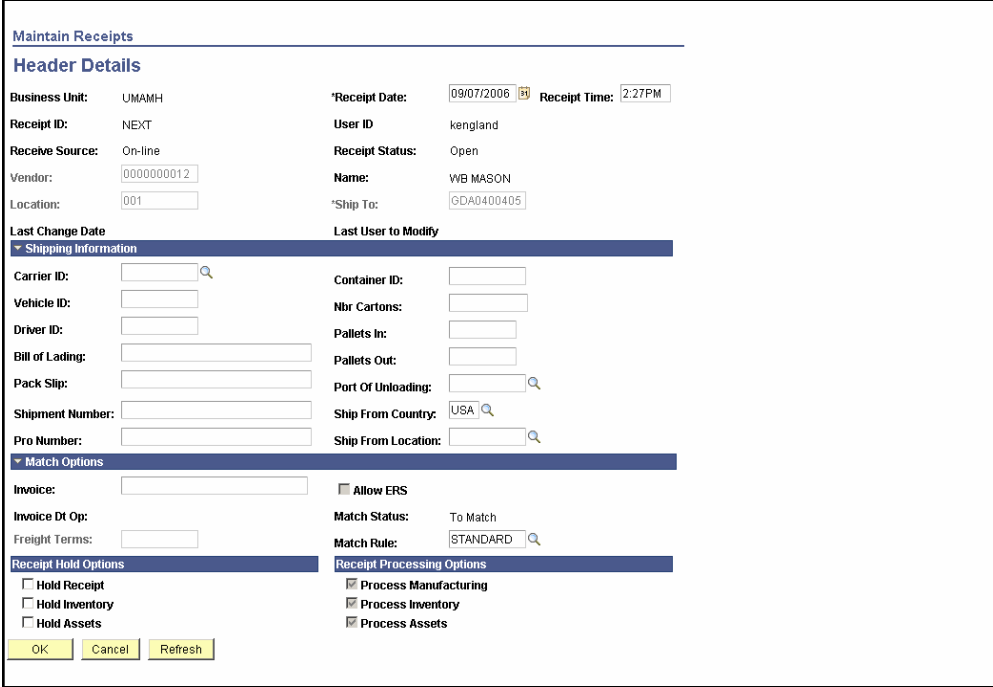

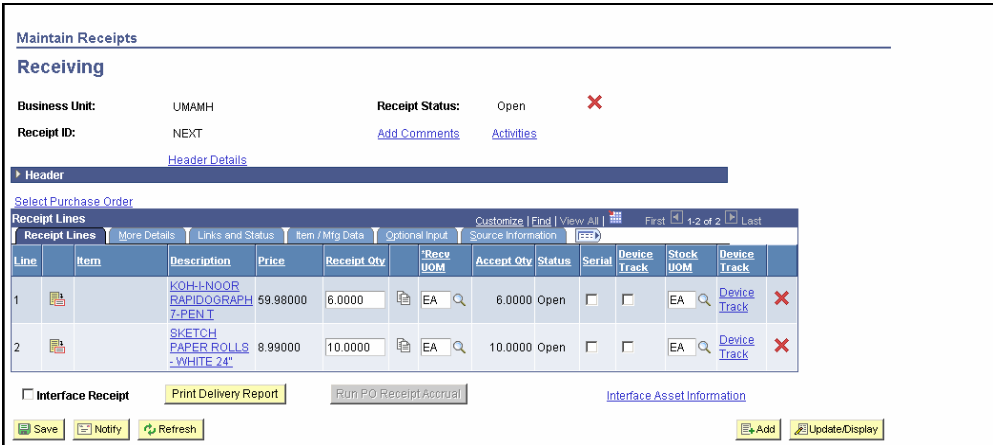
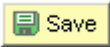
[Find an Existing Value](#) | [Add a New Value](#)

Step 3.

Click **Add**.

| | |
|---|---|
| | <p>The Select Purchase Order page opens.</p>  |
| <p>Step 4.</p> | <p>Enter the ID (Required).</p> |
|  | <p>The ID number is your 10-digit Purchase Order (PO) number. <u>You must know the PO number</u> for the items you will receive; there is no search tool for the ID on this page.</p> |
| <p>Step 5.</p> | <p>Click Search.</p> <p>The PO Number (ID) is accepted.</p>  |
|  | <p>Click the View All link in the Retrieved Rows section if all items are not viewable.</p> |
| <p>Step 6.</p> | <p>Select the Rows to receive.</p> |

| |  <p>Retrieved Rows</p> <table border="1"> <thead> <tr> <th>Selected Rows</th> <th>Shipping Related</th> <th>More Details</th> <th>EEE</th> </tr> </thead> <tbody> <tr> <th>Sel</th> <th>PO Unit</th> <th>PO ID</th> <th>Line</th> <th>Sched</th> <th>Release</th> <th>Due Date</th> <th>PO Qty</th> <th>Prior Receipt</th> <th>Item</th> <th>Description</th> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>UMAMH</td> <td>0000000253</td> <td>1</td> <td>1</td> <td></td> <td>09/15/2006</td> <td>6.0000</td> <td></td> <td></td> <td>KOH-I-NOOR RAPIDOGRAPH 7-PEN T</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>UMAMH</td> <td>0000000253</td> <td>2</td> <td>1</td> <td></td> <td>09/15/2006</td> <td>12.0000</td> <td></td> <td></td> <td>SKETCH PAPER ROLLS - WHITE 24"</td> </tr> <tr> <td><input type="checkbox"/></td> <td>UMAMH</td> <td>0000000253</td> <td>3</td> <td>1</td> <td></td> <td>09/15/2006</td> <td>6.0000</td> <td></td> <td></td> <td>MAYLINE DRAWING KIT WITH STRAI</td> </tr> <tr> <td><input type="checkbox"/></td> <td>UMAMH</td> <td>0000000253</td> <td>4</td> <td>1</td> <td></td> <td>09/15/2006</td> <td>6.0000</td> <td></td> <td></td> <td>MAPED PRECISION MATTCUTTING SY</td> </tr> </tbody> </table> <p><input type="checkbox"/> Select All <input type="checkbox"/> Clear All</p> <p>OK Cancel Refresh</p> | Selected Rows | Shipping Related | More Details | EEE | Sel | PO Unit | PO ID | Line | Sched | Release | Due Date | PO Qty | Prior Receipt | Item | Description | <input checked="" type="checkbox"/> | UMAMH | 0000000253 | 1 | 1 | | 09/15/2006 | 6.0000 | | | KOH-I-NOOR RAPIDOGRAPH 7-PEN T | <input checked="" type="checkbox"/> | UMAMH | 0000000253 | 2 | 1 | | 09/15/2006 | 12.0000 | | | SKETCH PAPER ROLLS - WHITE 24" | <input type="checkbox"/> | UMAMH | 0000000253 | 3 | 1 | | 09/15/2006 | 6.0000 | | | MAYLINE DRAWING KIT WITH STRAI | <input type="checkbox"/> | UMAMH | 0000000253 | 4 | 1 | | 09/15/2006 | 6.0000 | | | MAPED PRECISION MATTCUTTING SY |
|---|--|--------------------------------|------------------|--------------|-----------|-------------|-----------|---------------|--------------|--------------------------------|---|-----------|--------------|---------------|------|--------------------------------|-------------------------------------|--------|------------|--------|------|--|------------|--------|---|---|--------------------------------|-------------------------------------|---------|------------|----|---------|------|------------|---------|----|---|--------------------------------|--------------------------|-------|------------|---|---|--|------------|--------|--|--|--------------------------------|--------------------------|-------|------------|---|---|--|------------|--------|--|--|--------------------------------|
| Selected Rows | Shipping Related | More Details | EEE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sel | PO Unit | PO ID | Line | Sched | Release | Due Date | PO Qty | Prior Receipt | Item | Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | UMAMH | 0000000253 | 1 | 1 | | 09/15/2006 | 6.0000 | | | KOH-I-NOOR RAPIDOGRAPH 7-PEN T | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | UMAMH | 0000000253 | 2 | 1 | | 09/15/2006 | 12.0000 | | | SKETCH PAPER ROLLS - WHITE 24" | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | UMAMH | 0000000253 | 3 | 1 | | 09/15/2006 | 6.0000 | | | MAYLINE DRAWING KIT WITH STRAI | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | UMAMH | 0000000253 | 4 | 1 | | 09/15/2006 | 6.0000 | | | MAPED PRECISION MATTCUTTING SY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Step 7.</p> | <p>Click  .</p> <p>The Maintain Receipts (Receiving) page opens.</p>  <p>Maintain Receipts Receiving</p> <p>Business Unit: UMAMH Receipt Status: Open ✖</p> <p>Receipt ID: NEXT Add Comments Activities</p> <p>Header Details</p> <p>Select Purchase Order</p> <p>Receipt Lines</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Item</th> <th>Description</th> <th>Price</th> <th>Receipt Qty</th> <th>*Recv UOM</th> <th>Accept Qty</th> <th>Status</th> <th>Serial</th> <th>Device Track</th> <th>Stock UOM</th> <th>Device Track</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>KOH-I-NOOR RAPIDOGRAPH 7-PEN T</td> <td>59.98000</td> <td>6.0000</td> <td>EA</td> <td>6.0000</td> <td>Open</td> <td></td> <td></td> <td>EA</td> <td>Device Track ✖</td> </tr> <tr> <td>2</td> <td></td> <td>SKETCH PAPER ROLLS - WHITE 24"</td> <td>8.99000</td> <td>12.0000</td> <td>EA</td> <td>12.0000</td> <td>Open</td> <td></td> <td></td> <td>EA</td> <td>Device Track ✖</td> </tr> </tbody> </table> <p><input type="checkbox"/> Interface Receipt Print Delivery Report Run PO Receipt Accrual Interface Asset Information</p> <p>Save Notify Refresh Add Update/Display</p> | Line | Item | Description | Price | Receipt Qty | *Recv UOM | Accept Qty | Status | Serial | Device Track | Stock UOM | Device Track | 1 | | KOH-I-NOOR RAPIDOGRAPH 7-PEN T | 59.98000 | 6.0000 | EA | 6.0000 | Open | | | EA | Device Track ✖ | 2 | | SKETCH PAPER ROLLS - WHITE 24" | 8.99000 | 12.0000 | EA | 12.0000 | Open | | | EA | Device Track ✖ | | | | | | | | | | | | | | | | | | | | | | | |
| Line | Item | Description | Price | Receipt Qty | *Recv UOM | Accept Qty | Status | Serial | Device Track | Stock UOM | Device Track | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | | KOH-I-NOOR RAPIDOGRAPH 7-PEN T | 59.98000 | 6.0000 | EA | 6.0000 | Open | | | EA | Device Track ✖ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | SKETCH PAPER ROLLS - WHITE 24" | 8.99000 | 12.0000 | EA | 12.0000 | Open | | | EA | Device Track ✖ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Step 8.</p> | <p>Review the Receipt Qty.</p>  <p>Receipt Lines</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Item</th> <th>Description</th> <th>Price</th> <th>Receipt Qty</th> <th>*Recv UOM</th> <th>Accept Qty</th> <th>Status</th> <th>Serial</th> <th>Device Track</th> <th>Stock UOM</th> <th>Device Track</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>KOH-I-NOOR RAPIDOGRAPH 7-PEN T</td> <td>59.98000</td> <td>6.0000</td> <td>EA</td> <td>6.0000</td> <td>Open</td> <td></td> <td></td> <td>EA</td> <td>Device Track ✖</td> </tr> <tr> <td>2</td> <td></td> <td>SKETCH PAPER ROLLS - WHITE 24"</td> <td>8.99000</td> <td>12.0000</td> <td>EA</td> <td>12.0000</td> <td>Open</td> <td></td> <td></td> <td>EA</td> <td>Device Track ✖</td> </tr> </tbody> </table> | Line | Item | Description | Price | Receipt Qty | *Recv UOM | Accept Qty | Status | Serial | Device Track | Stock UOM | Device Track | 1 | | KOH-I-NOOR RAPIDOGRAPH 7-PEN T | 59.98000 | 6.0000 | EA | 6.0000 | Open | | | EA | Device Track ✖ | 2 | | SKETCH PAPER ROLLS - WHITE 24" | 8.99000 | 12.0000 | EA | 12.0000 | Open | | | EA | Device Track ✖ | | | | | | | | | | | | | | | | | | | | | | | |
| Line | Item | Description | Price | Receipt Qty | *Recv UOM | Accept Qty | Status | Serial | Device Track | Stock UOM | Device Track | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | | KOH-I-NOOR RAPIDOGRAPH 7-PEN T | 59.98000 | 6.0000 | EA | 6.0000 | Open | | | EA | Device Track ✖ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | SKETCH PAPER ROLLS - WHITE 24" | 8.99000 | 12.0000 | EA | 12.0000 | Open | | | EA | Device Track ✖ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | <p>Note: The current Receipt Qty is the quantity of each PO item still available to be received. You can change the quantity if less than the requested quantity arrived.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Step 9.</p> | <p>Change the Receipt Qty.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Step 10.</p> | <p>Click the Header Details link.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | |
|------------------------|---|
| | <p>The Maintain Receipts (Header Details) page opens.</p>  |
| <p>Step 11.</p> | <p>Enter the Bill of Lading and/or the Packing Slip (if necessary).</p> |
| <p>Step 12.</p> | <p>Click  .</p> <p>The Maintain Receipts (Receiving) page reopens.</p>  |
| <p>Step 13.</p> | <p>Click  .</p> |

The **Receipt ID** is generated.

Maintain Receipts

Receiving

Business Unit: UMAMH **Receipt Status:** Received ✘



Receipt ID: 0000000069 [Add Comments](#) [Activities](#)

[Header Details](#) [Document Status](#)

▶ **Header**

[Select Purchase Order](#)

Receipt Lines [More Details](#) [Links and Status](#) [Item / Mfg Data](#) [Optional Input](#) [Source Information](#) [Help](#)

| Line | Item | Description | Price | Receipt Qty | *Recy UOM | Accept Qty | Status | Serial | Device Track | Stock UOM | Device Track |
|------|---|--------------------------------------|----------|-------------|-----------|------------|----------|--------|--------------------------|-----------|---|
| 1 |  | KOH-I-NOOR RAPIDOGRAPH 7-PEN T | 59.98000 | 6.0000 | EA | 6.0000 | Received | | <input type="checkbox"/> | EA | Device Track ✘ |
| 2 |  | SKETCH PAPER ROLLS - WHITE 24" | 8.99000 | 10.0000 | EA | 10.0000 | Received | | <input type="checkbox"/> | EA | Device Track ✘ |

Interface Receipt [Print Delivery Report](#) [Run PO Receipt Accrual](#) [Interface Asset Information](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

END OF JOB AID



| | |
|-------------------------|-------------------------|
| Last Edited Date | 1/19/2007 |
| Last Edited By | Kristina England |