

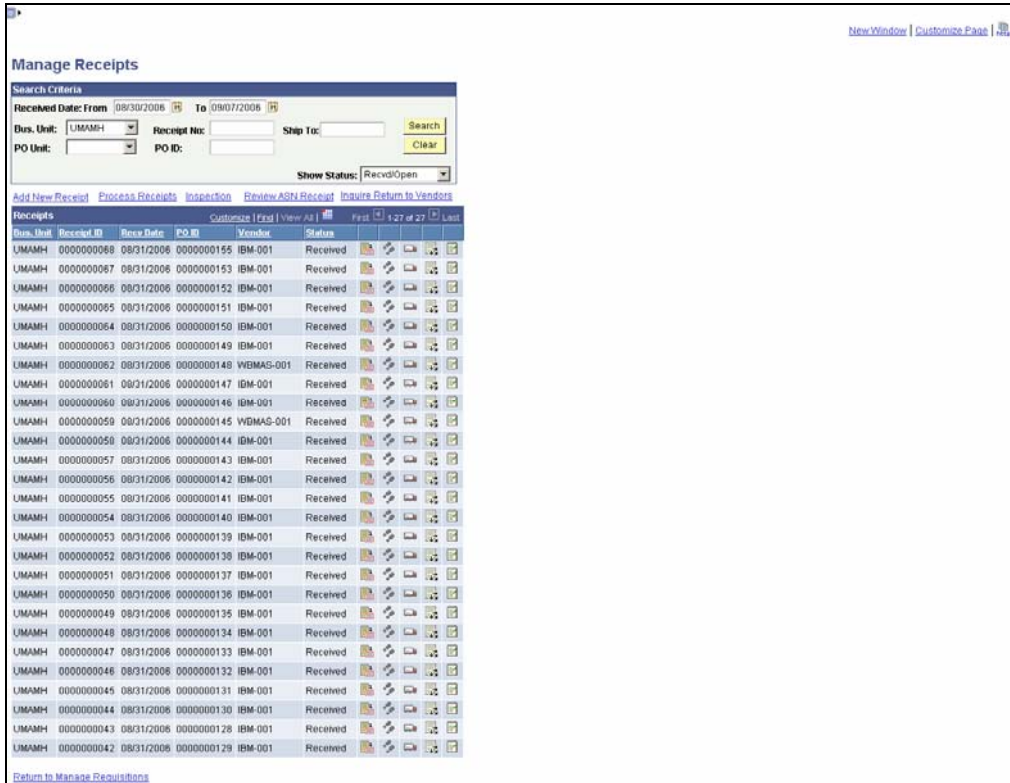
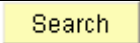

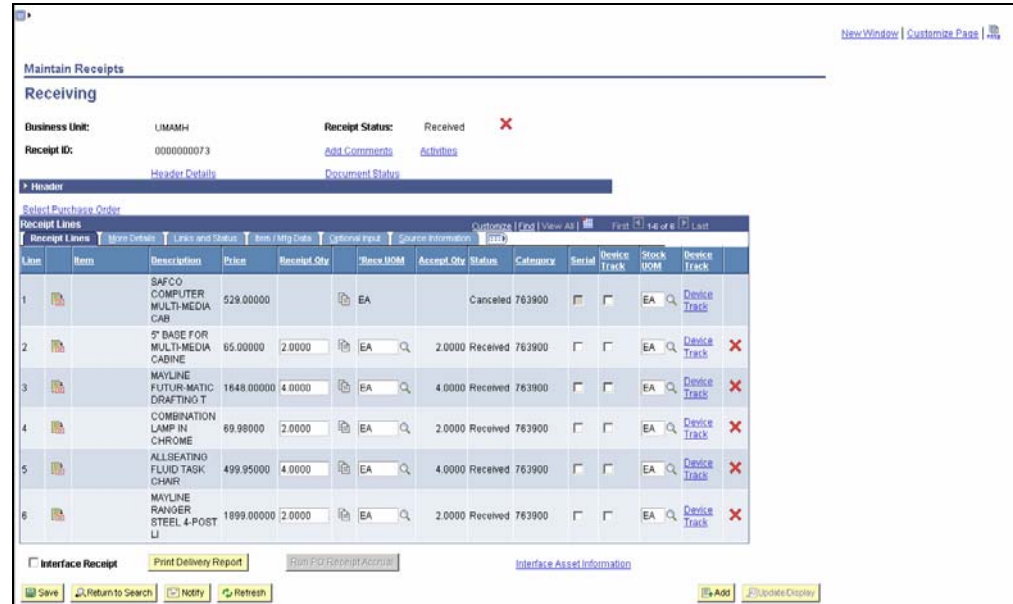


## Placing a Receipt Line on Hold

	<p>Once a receipt is entered in the ePro module, the end user can place a receipt line on hold. If the receipt status is already "Closed," the receipt line cannot be placed on hold. Also, if a receipt line is placed on hold, the receipt cannot be vouchered.</p>
<p><b>Step 1.</b></p>	<p>Log into the e*mpac Application with your Username and Password.</p>
	<p><b>Navigate to the following path:</b></p> <p style="text-align: center;"><b>eProcurement → Receive Items</b></p>
	<p>The <b>Manage Receipts</b> page opens.</p> <div data-bbox="391 756 1396 1533" style="border: 1px solid black; padding: 5px;">  <p>The screenshot shows the 'Manage Receipts' interface. At the top, there are search criteria fields for 'Received Date: From' (08/30/2006) and 'To' (08/07/2006). Below these are dropdown menus for 'Bus. Unit' (UMAMH), 'Receipt No.', 'Ship To', 'PO Unit', and 'PO ID'. A 'Search' button is visible. Below the search fields are navigation links: 'Add New Receipt', 'Process Receipts', 'Inspection', 'Review ASN Receipt', and 'Inquire Return to Vendor'. The main area contains a table with columns: 'Receipt #', 'Receipt #', 'Receipt Date', 'PO #', 'Vendor', and 'Status'. The table lists multiple receipt entries, all with a status of 'Received'. A 'Search' button is highlighted in yellow in the original image.</p> </div>
<p><b>Step 2.</b></p>	<p>Enter the <b>Receipt Number</b> and/or the <b>PO Number</b> and click .</p>
<p><b>Step 3.</b></p>	<p>Click on the  button to the right of appropriate <b>Receipt Number</b>.</p>

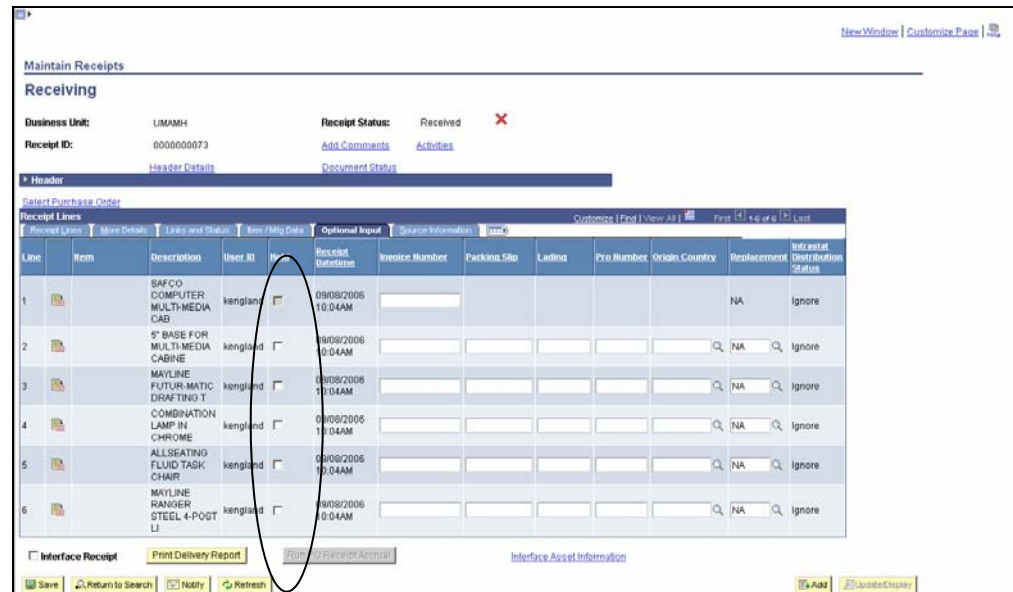
The **Maintain Receipts (Receiving)** page opens.



**Step 4.**

Click the **Optional Input** tab.

The **Optional Input** section opens.



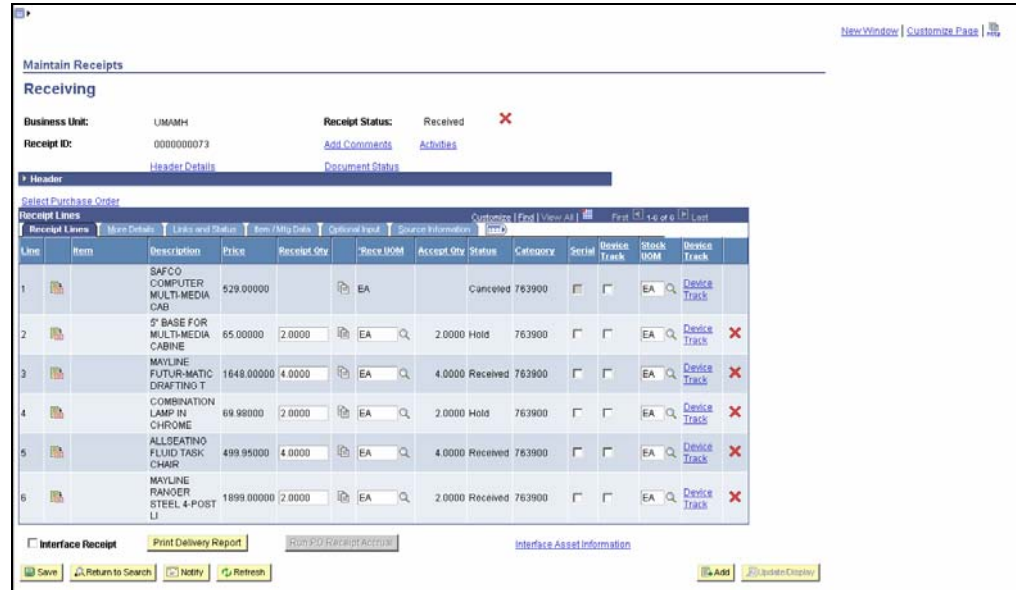
**Step 5.**

Select the **Hold** checkbox for the line(s) you want to place on hold.

**Step 6.**

Click the **Receipt Lines** tab.

The **Receipt Lines** section reopens.




The **Receipt Lines Status** changes to “Hold” for the line(s) you wish to place on hold. The **Receipt Status** remains “Received.”

**Step 7.**

Click  .

**END OF JOB AID**



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<b>Last Edited Date</b>	<b>1/19/2007</b>
<b>Last Edited By</b>	<b>Kristina England</b>