

## Placing an Entire Receipt on Hold



Once a receipt has been entered in the ePro module, the end user can place that receipt on hold. Remember that once you place a receipt on hold, that receipt cannot be vouchered.

### Step 1.

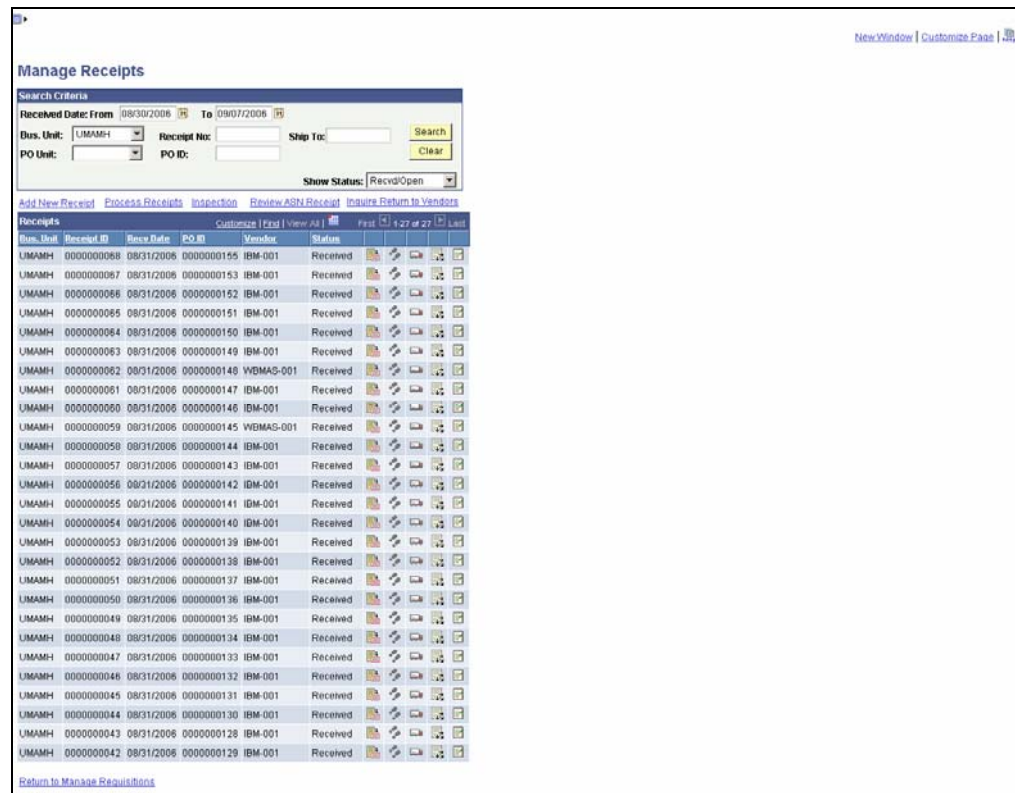
Log into the e\*mpac Application with Username and Password.



Navigate to the following path:

**eProcurement → Receive Items**

The **Manage Receipts** page opens.




The screenshot shows the 'Manage Receipts' page. At the top right, there are links for 'New Window' and 'Customize Page'. Below the title, there is a 'Search Criteria' section with the following fields: 'Received Date: From 08/30/2006 To 09/07/2006', 'Bus. Unit: UMAMH', 'Receipt No.', 'PO Unit:', and 'PO ID:'. There are 'Search' and 'Clear' buttons. Below the search section, there are links for 'Add New Receipt', 'Process Receipts', 'Inspection', 'Review ASN Receipt', and 'Inquire Return to Vendors'. The main part of the page is a table of receipts. The table has columns for 'Bus. Unit', 'Receipt ID', 'Recv Date', 'PO ID', 'Vendor', and 'Status'. The table contains 27 rows of receipt data, all with a status of 'Received'.

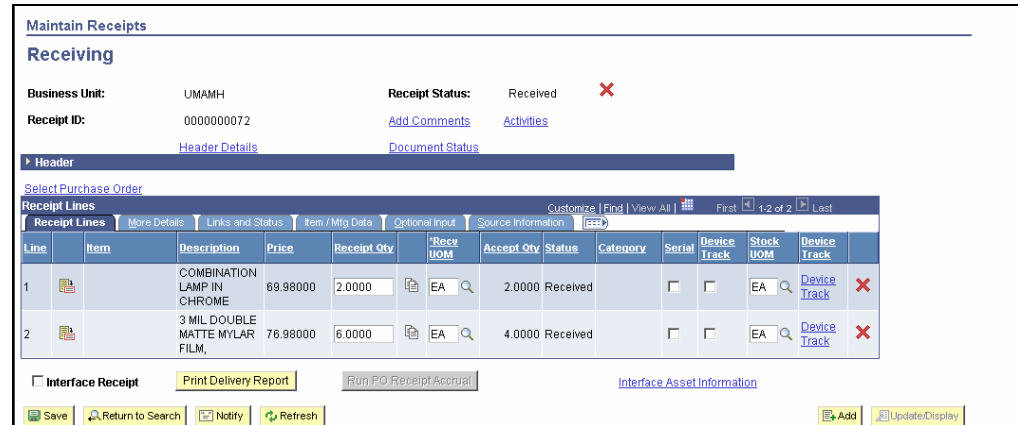
### Step 2.

Enter the **Receipt No** or **PO ID** and click **Search**.

### Step 3.

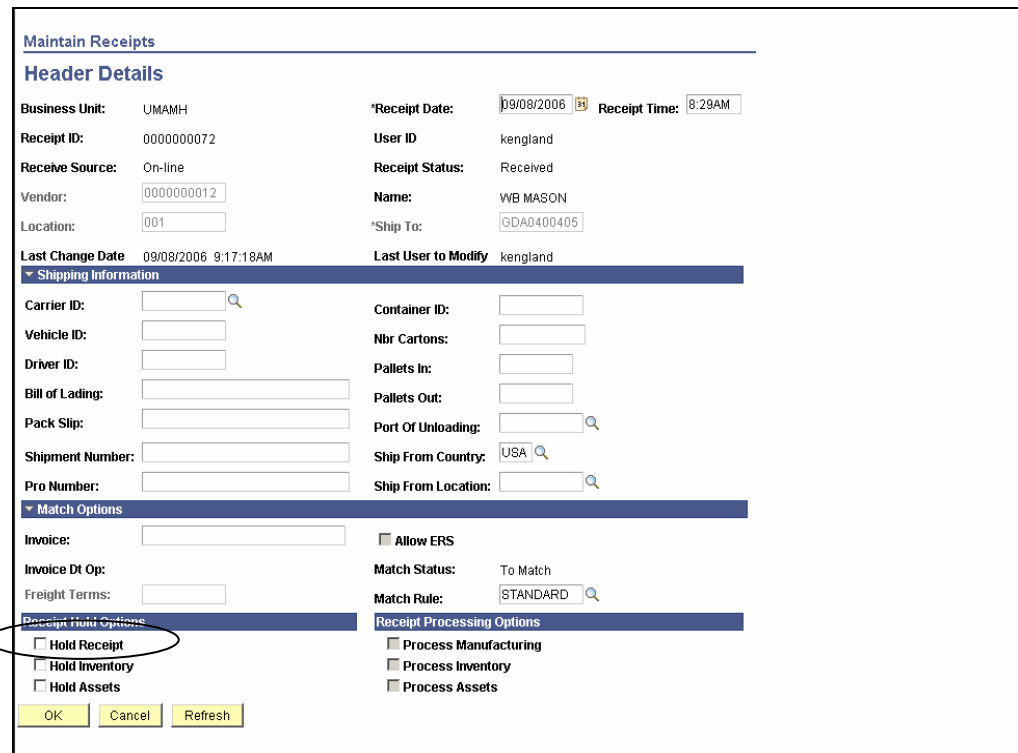
Click the  button next to the appropriate Receipt ID.

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



**Step 4.** Click the **Header Details** link.

The **Maintain Receipts (Header Details)** page opens.



**Step 5.** Select the **Hold Receipt** checkbox.

**Step 6.** Click  .

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

**Maintain Receipts**  
**Receiving**

Business Unit: UMAMH      Receipt Status: Hold ✘







Receipt ID: 0000000072      [Add Comments](#)      [Activities](#)

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

▶ Header

[Select Purchase Order](#)

Receipt Lines Customize | Find | View All | First 1-2 of 2 Last

Line	Item	Description	Price	Receipt Qty	Recv UOM	Accept Qty	Status	Category	Serial	Device Track	Stock UOM	Device Track
1		COMBINATION LAMP IN CHROME	69.98000	2.0000	EA 	2.0000	Hold		<input type="checkbox"/>	<input type="checkbox"/>	EA 	<a href="#">Device Track</a> <span style="color: red;">✘</span>
2		3 MIL DOUBLE MATTE MYLAR FILM,	76.98000	6.0000	EA 	4.0000	Hold		<input type="checkbox"/>	<input type="checkbox"/>	EA 	<a href="#">Device Track</a> <span style="color: red;">✘</span>

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

[Save](#)      [Return to Search](#)      [Notify](#)      [Refresh](#)      [Add](#)      [Update Display](#)



The **Receipt Status** and the **Receipt Lines Status** change to "Hold."

**Step 7.**

Click .

**END OF JOB AID**



---

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