

Create a Receipt in MAPS

1. Purchasing -> Receipts -> Add/Update Receipts
2. Click the Add button. Leave the Business Unit & Receipt Number as is.

The screenshot shows the Oracle MAPS interface for adding or updating a receipt. The browser address bar indicates the URL is http://fsgprodweb1.tcnj.edu:8010/fsp/fm/EMPLOYEE/ERP/c/MANAGE_SHIPMENTS.R1. The page title is 'Add/Update Receipts'. On the left is a navigation menu with 'Receipts' expanded to 'Add/Update Receipts'. The main form area has a 'Receiving' section with 'Find an Existing Value' and 'Add a New Value' buttons. Below this, the 'Business Unit' is 'TCNJ1', 'Receipt Number' is 'NEXT', and 'PO Receipt' is checked. An 'Add' button is present. At the bottom of the form area, there are 'Find an Existing Value' and 'Add a New Value' links.

3. In the ID field, enter the PO# (ex. 0000001496)
4. Click the Search button (pressing enter on the keyboard will not work for this function). This will bring up the available lines in the PO under a heading entitled Retrieved Rows.

The screenshot shows the 'Select Purchase Order' form in the Oracle MAPS interface. The browser address bar is the same as in the previous screenshot. The page title is 'Add/Update Receipts'. The navigation menu on the left is the same. The main form area has a 'Select Purchase Order' section with 'Search Criteria' and 'Receipt Qty Options'. The 'Search Criteria' section includes fields for 'PO Unit' (TCNJ1), 'ID' (0000001496), 'Line/Sched Num', 'Release', 'Item ID', 'Ship To', 'Ship Via', 'Days +/- Today' (30), 'Start Date' (10/13/2013), 'End Date' (12/12/2013), 'Vendor Name', 'Vendor Item ID', 'Manufacturer Item ID', and 'Manufacturer's Item ID'. There is a 'Retrieve Open PO Schedules' checkbox which is checked. A 'Search' button is highlighted. Below the search criteria are 'OK', 'Cancel', and 'Refresh' buttons. The 'Receipt Qty Options' section has radio buttons for 'No Order Qty', 'Ordered Qty' (selected), and 'PO Remaining Qty'.

5. Put a check mark in the box to the left of the "Retrieved Row" & click the OK button.

The screenshot shows the Oracle Procurement 'Add/Update Receipts' interface. The 'Select Purchase Order' section includes search criteria for PO Unit (TCNJ1), ID (0000001496), and other fields. Below this is a table of Retrieved Rows with the following data:

Set	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Price	Item	Description
<input checked="" type="checkbox"/>	TCNJ1	0000001496	1	1		09/23/2013	1.0000		St On It TR2	EXT Stool post

Buttons for 'OK', 'Cancel', and 'Refresh' are visible at the bottom of the Retrieved Rows section.

6. Change the amount in the price field to reflect the amount of the invoice & press the SAVE button.

The screenshot shows the 'Maintain Receipts' screen in 'Receiving' mode. The Business Unit is TCNJ1 and the Receipt ID is NEXT. Below is a table of Receipt Lines with the following data:

Line	Item	Description	Price	Receipt Qty	Accept Qty	Status	Serial	Device Track	Device Track
1		St On It TR2 EXT Stool post	484.80000	1.0000	1.0000	Open			Device Track

Buttons for 'Save', 'Notify', and 'Refresh' are visible at the bottom.

This will change the receipt status from Open to Received & generate a Receipt ID. If the invoice amount is more than the PO amount, just receive what is available & note on the invoice to voucher the difference.

The screenshot shows the 'Maintain Receipts' screen in 'Received' mode. The Business Unit is TCNJ1 and the Receipt ID is 0000012125. Below is a table of Receipt Lines with the following data:

Line	Item	Description	Price	Receipt Qty	Accept Qty	Status	Serial	Device Track	Device Track
1		St On It TR2 EXT Stool post	484.80000	1.0000	1.0000	Received			Device Track

Buttons for 'Save', 'Notify', and 'Refresh' are visible at the bottom.