Create a Receipt in MAPS

1. Purchasing -> Receipts -> Add/Update Receipts

2. Click the Add button. Leave the Business Unit & Receipt Number as is.

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 entitles Retrieved Rows.

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

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

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.