Receiving in Galaxy

To access the Receiving Module, go to the following:

- Purchasing System

- Receiving Management

- Receive Items

- Enter purchase order number (include "P" with no hyphens)

- ** Always click "Include Zero Quantity Due Lines" **

- Click "Find"

1.   When opening the receiving screen, the system default is set to "Receive All." If all items have been received, leave the box checked and **SAVE**. If all items have **NOT** been received, un-check the box.

2. Under the "Receive" column, type a "Y" on the lines you want to receive.

3.	Scroll to the right of the screen to complete the receiving entry.

Please ensure that you are entering the quantity of items, not the dollar amount, in the "Receiving Quantity" box. Tab to enter the Action Code and **SAVE**. The action code for receiving is "1." The action code can be found in the drop-down menu under "Received Action Options," which is just a look-up list and does not drive anything.

4.   If you have made a mistake, you can always go back and "un-receive." To un-receive, open the screen, un-check the "Receive All" box, and type a "Y" in the receive column. Type a negative (the negative symbol "-") in the "Receiving Qty." column. Tab to enter "Action." The action code for a correction is 4, and you must tab to enter a comment, which a required field for returns or corrections and **<u>SAVE</u>**.