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

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

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

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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 <u>SAVE</u>. 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 unreceive, 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>.

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