

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.

Receive Items - Galaxy Purchasing Beta

Menu **Receive Items**

Search Details

District: 56 - MURRIETA VALLEY UNIFIED SCHOOL DISTRICT Fiscal Year: 2007 P.O. Number: P0000035
Vendor Name: A & E HOME VIDEO Received Action Options:

P.O. Information

Receive	P.O. Line	Recvd. Date	Item Name	Item Description	U/M	Unit Cost	P.O. Qty	Previously Recvd. Qty	Qty.
<input checked="" type="checkbox"/>	0001	05/31/2007	V3242	Widget, set of 10, blue/widget, se	EACH	4.95	1.00	0.00	
<input checked="" type="checkbox"/>	0002	05/31/2007	V3242	Widget, set of 10, blue/widget, se	EACH	4.95	1.00	0.00	

Receive All Show Desc. View Desc. View P.O. Print Save Cancel

Received Information

P.O. Line	Recvd. Date	Qty. Recvd.	Recvd. Action	Action Description	Comment	User ID
	Total:					

Receive Items - Galaxy Purchasing Beta

Menu **Receive Items**

Search Details

District: 56 - MURRIETA VALLEY UNIFIED SCHOOL DISTRICT Fiscal Year: 2007 P.O. Number: P0000035
 Vendor Name: A & E HOME VIDEO Received Action Options:

P.O. Information

Receive	P.O. Line	Recvd. Date	Item Name	Item Description	U/M	Unit Cost	P.O. Qty.	Previously Recvd. Qty.	Qty.
N	0001	05/31/2007	V3242	Widget, set of 10, blue/widget, se	EACH	4.95	1.00	0.00	
N	0002	05/31/2007	V3242	Widget, set of 10, blue/widget, se	EACH	4.95	1.00	0.00	

Receive All Show Desc. View Desc. View P.O. Print Save Cancel

Received Information

P.O. Line	Recvd. Date	Qty. Recvd.	Recvd. Action	Action Description	Comment	User ID
Total:						

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

Receive Items - Galaxy Purchasing Beta

Menu **Receive Items**

Search Details

District: 56 - MURRIETA VALLEY UNIFIED SCHOOL DISTRICT Fiscal Year: 2007 P.O. Number: P0000035
 Vendor Name: A & E HOME VIDEO Received Action Options:

P.O. Information

Receive	P.O. Line	Recvd. Date	Item Name	Item Description	U/M	Unit Cost	P.O. Qty.	Previously Recvd. Qty.	Qty.
Y	0001	05/31/2007	V3242	Widget, set of 10, blue/widget, se	EACH	4.95	1.00	0.00	
N	0002	05/31/2007	V3242	Widget, set of 10, blue/widget, se	EACH	4.95	1.00	0.00	

Receive All Show Desc. View Desc. View P.O. Print Save Cancel

Received Information

P.O. Line	Recvd. Date	Qty. Recvd.	Recvd. Action	Action Description	Comment	User ID
Total:						

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

Receive Items - Galaxy Purchasing Beta

Menu **Receive Items**

Search **Details**

District: 56 - MURRIETA VALLEY UNIFIED SCHOOL DISTRICT Fiscal Year: 2007 P.O. Number: P0000035
 Vendor Name: A & E HOME VIDEO Received Action Options:

P.O. Information

Unit Cost	P.O. Qty.	Previously Recvd. Qty.	Qty. Due	Receiving Qty.	Action	Comment	Delivery Instruction
4.95	1.00	0.00	1.00	1.00			
4.95	1.00	0.00	1.00	0.00			

Receive All Show Desc. **View Desc.** **View P.O.** **Print** **Save** **Cancel**

Received Information

P.O. Line	Recvd. Date	Qty. Recvd.	Recvd. Action	Action Description	Comment	User ID
Total						

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 **SAVE**.

Receive Items - Galaxy Purchasing Beta

Menu **Receive Items**

Search **Details**

District: 56 - MURRIETA VALLEY UNIFIED SCHOOL DISTRICT Fiscal Year: 2007 P.O. Number: P0000037
 Vendor Name: NEWMKIRK NICK Received Action Options: [Dropdown]

P.O. Information

Description	U/M	Unit Co	P.O. Qty	Previously Recvd. Qty	Qty. Due	Receiving Qty	Action	Comment
Reimbursement	LOT	1.00	250.00	25.00	225.00	-19.44	4	Correction

Receive All Show Desc.

Received Information

P.O. Line	Recvd. Date	Qty. Recvd.	Recvd. Action	Action Description	Comment	User ID
0001	06/01/2007	19.44	1	RECEIVED	OK TO PAY \$19.44 MTG @ MENIFEE DIST	133784
0001	06/01/2007	-19.44	4	CORRECTION OF ENTRY ERR	CORRECTION	133784
Total:		25.00				