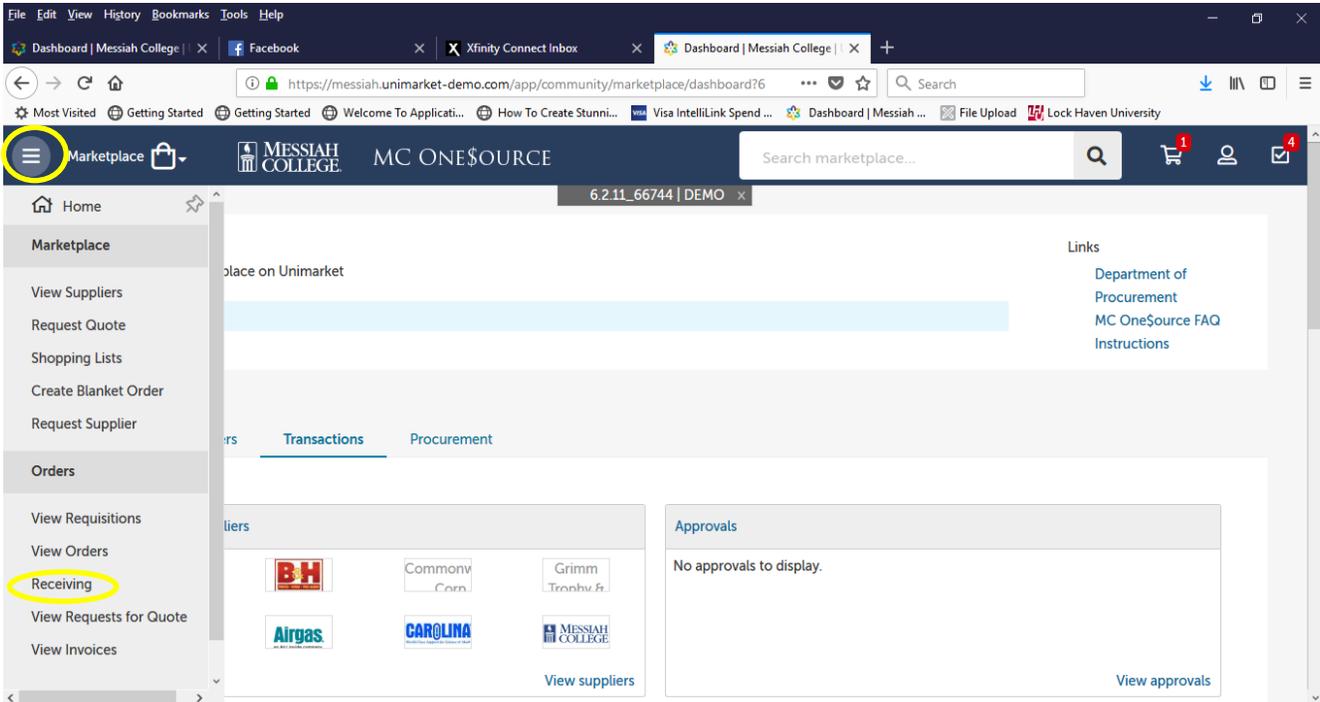- From any Tab (Dashboard, Suppliers or Transaction), click the hamburger menu and click **Receiving**

- Open and partial purchase orders from the last 90 days are listed. (To view older orders, customize the dates by clicking the down arrow.)
- Scroll down to the order and click on **Receive** next to the item.
- Alternately, search for the purchase order by entering the purchase order number in the box and clicking on **Search.**
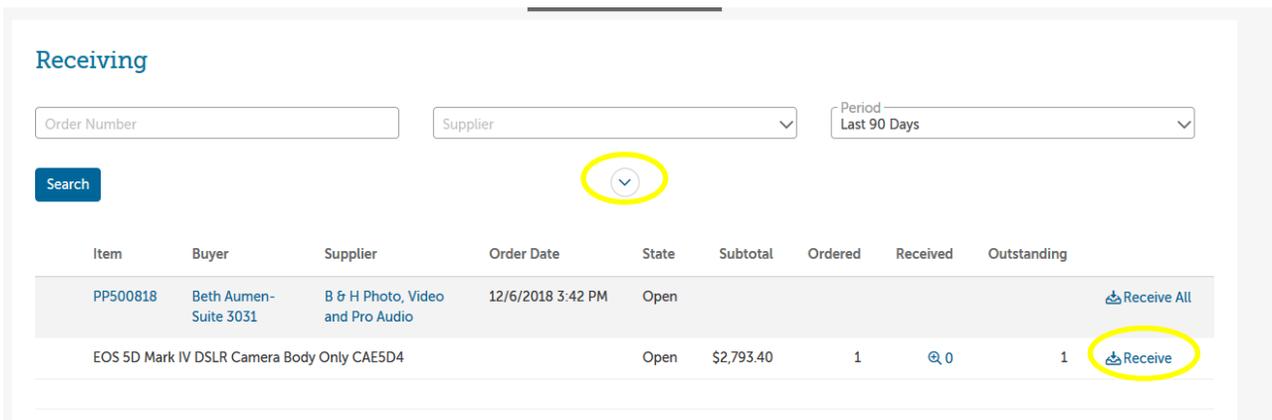
- A **Receive Item** box will appear for that item.
- **Action** is defaulted to Receive, **do not change**.
- **Receiving Date** is defaulted; **change to the actual date item was received**.
- **Received Quantity** is defaulted to number ordered**, change to actual number received.**
- Use **Note** box to document a reason for any difference between quantity ordered and quantity received.
- Click **OK.**
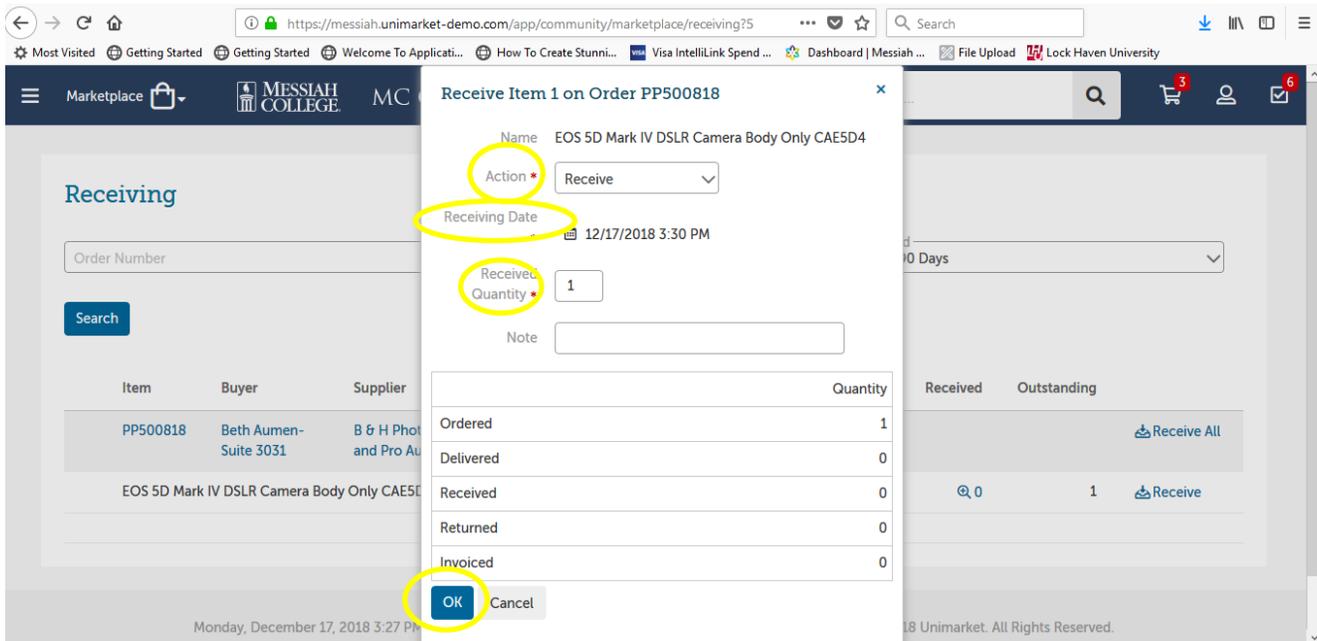
- When total quantity received equals total quantity ordered, the item will be shown as closed. The purchase order will remain on the receiving screen until all items on the order have been received.

12/17/18