- From the Transactions **tab**, click on the **Open Receiving**.



- Click on for **drop down arrow** for more options.

- Check the **Customize Dates** box.
- Enter the first date of the current fiscal year (7/1/20XX) in the first box and today's date in the second.
- Click Search
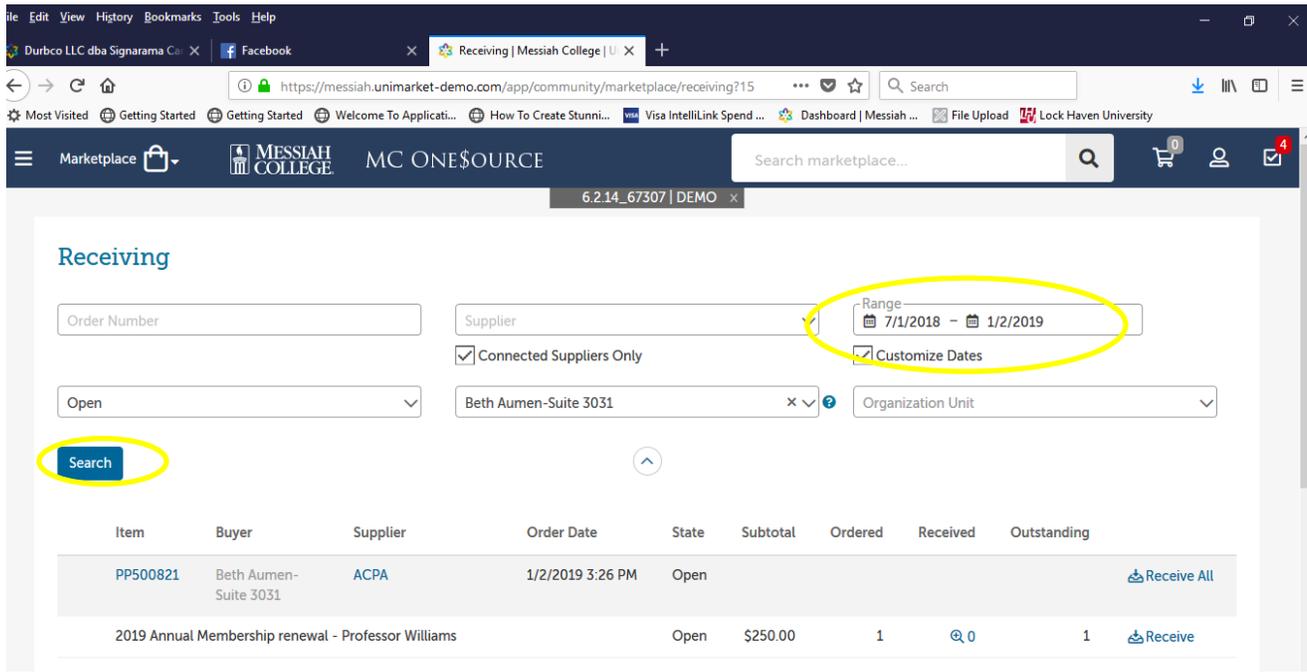


- All orders, since the beginning of the fiscal year that are not fully received will be displayed.
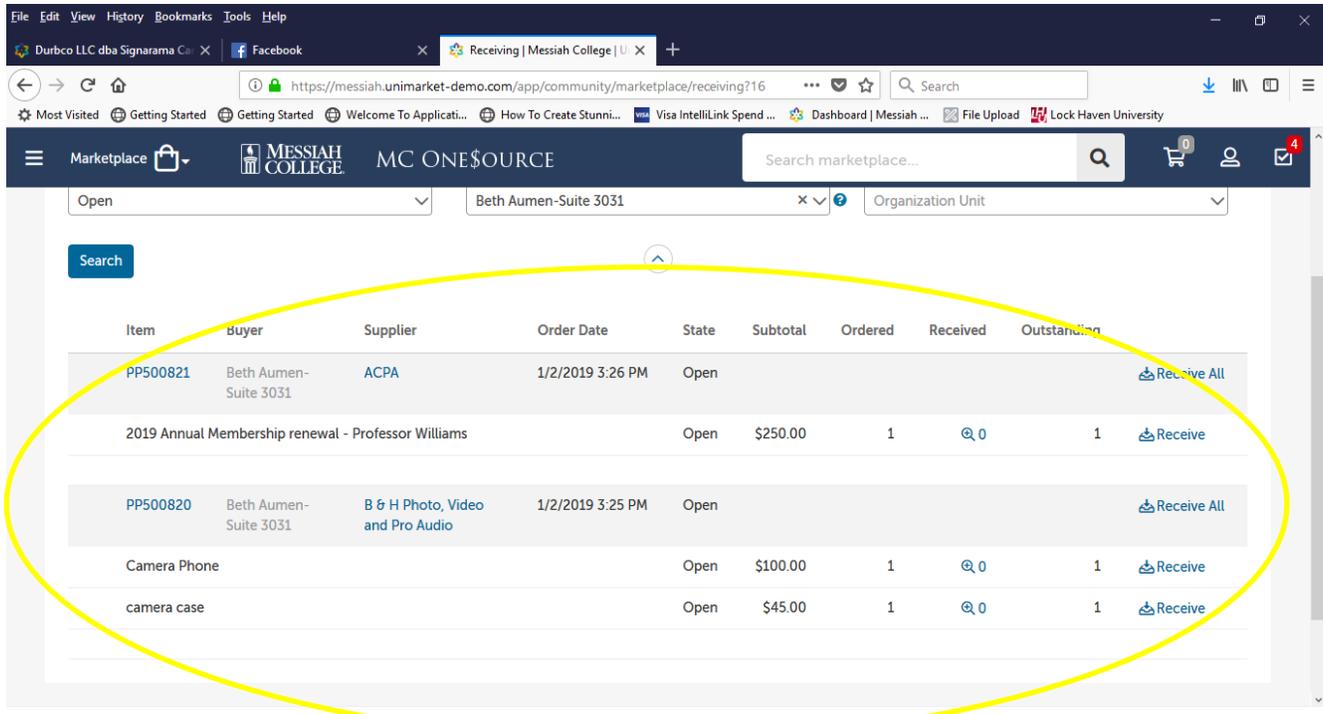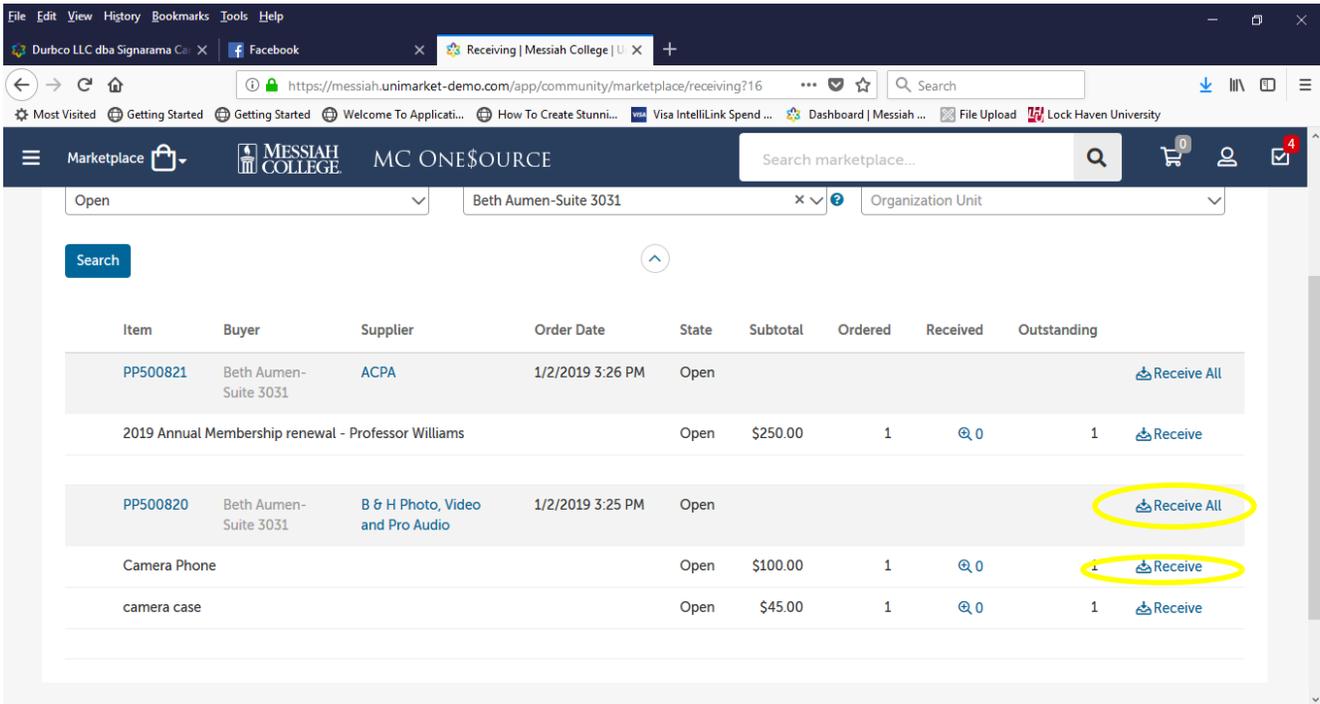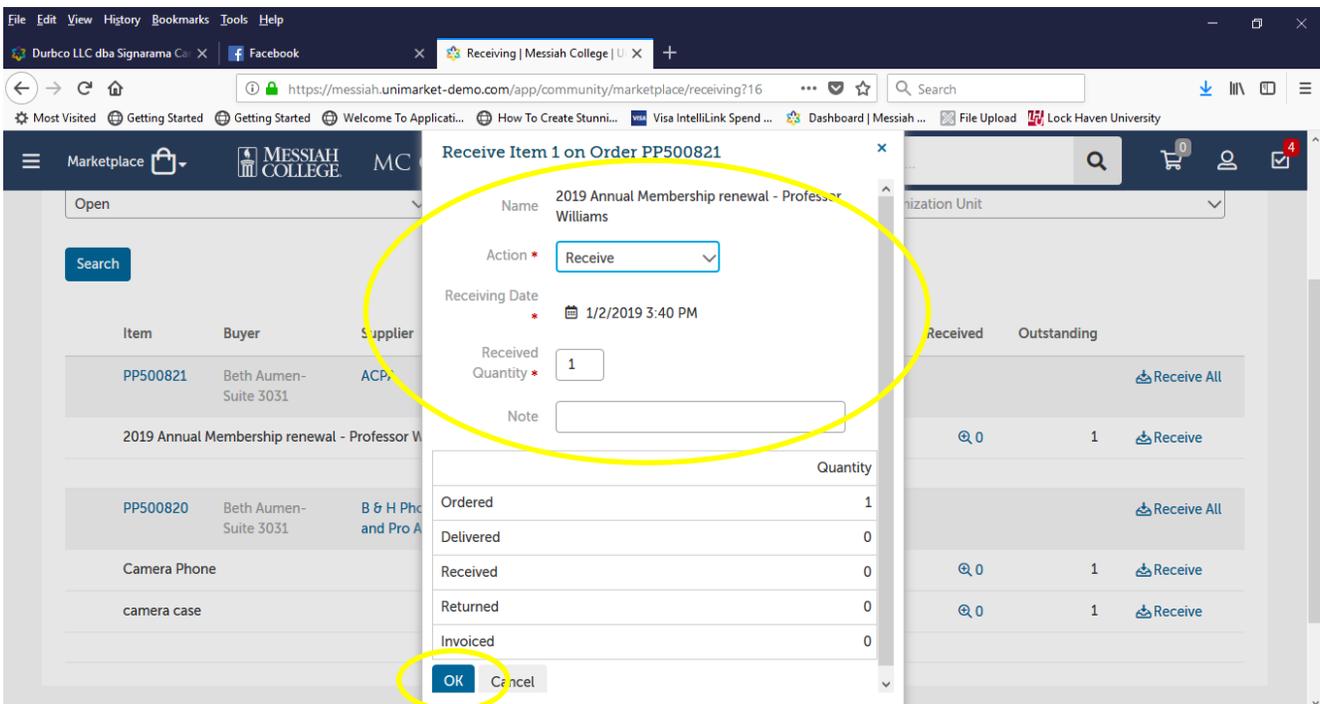
- Receive individual line items by clicking on **Receive**.
- Receive all remaining open items on the purchase order by clicking on **Receive All**.



- Enter correct **Receiving Date**.
- Enter correct **Received Quantity**.
- Add a **Note** if appropriate.
- Click **OK**.



01/02/2019