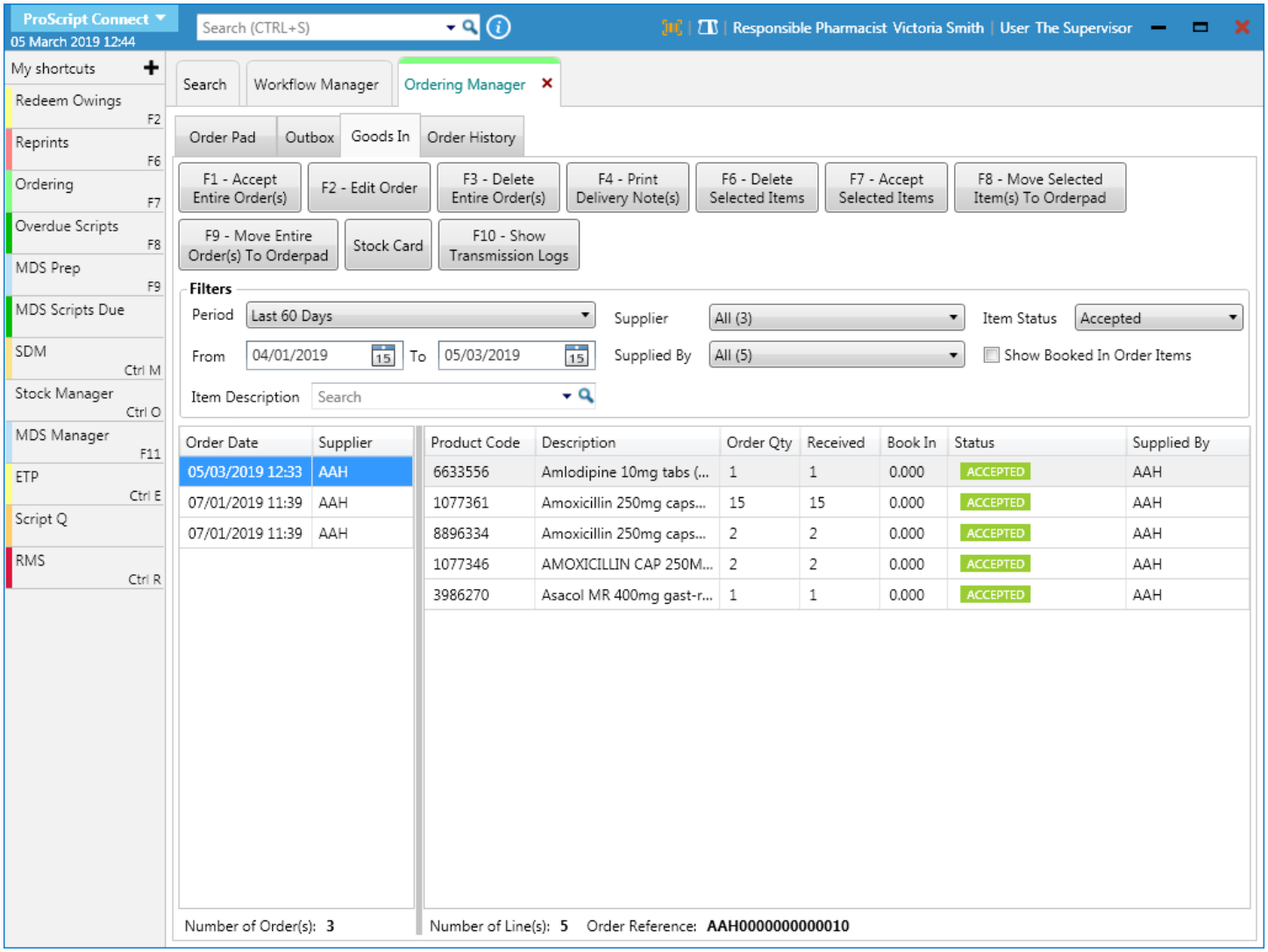
Accepting an Item or Order from Goods In

Once an order has been sent to order, it will display in the *Goods In* tab. Note that you can only accept an item marked as ACCEPTED.

To learn how to manage a REJECTED item, please refer to the Moving an Item or Order Back to the Order Pad article.

Accepting an Entire Order

1. From the Ordering Manager, click the *Goods In* tab.
2. The *Goods In* tab contents display, with recently sent orders in the grid.



3. Highlight the order you want to accept.
4. Press **[F1 – Accept Entire Order(s)]**. The Accept Item(s) window displays, with the list of items in the order you want to accept with the *Booked Qty* completed to match the *Order* and *Received Qty*.

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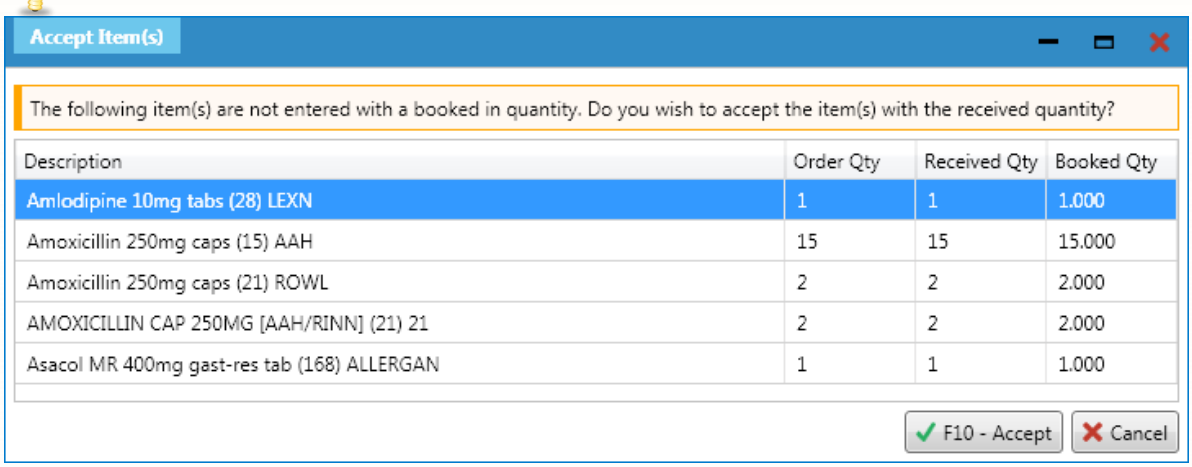
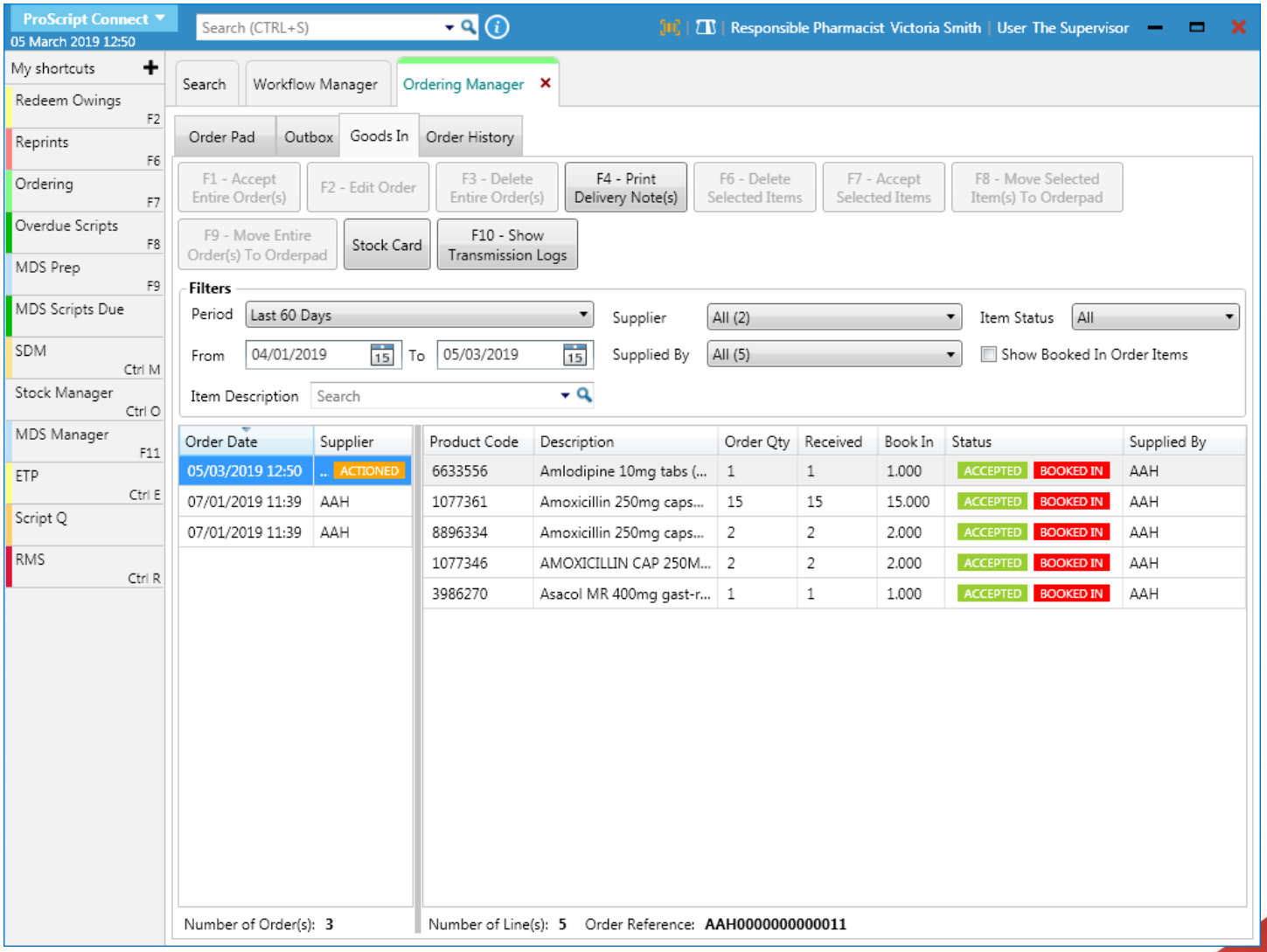
You can amend the *Booked Qty* by overriding the value in this column, if required.



5. Press **[F10 – Accept]**.
6. The order is now marked as ACTIONED.



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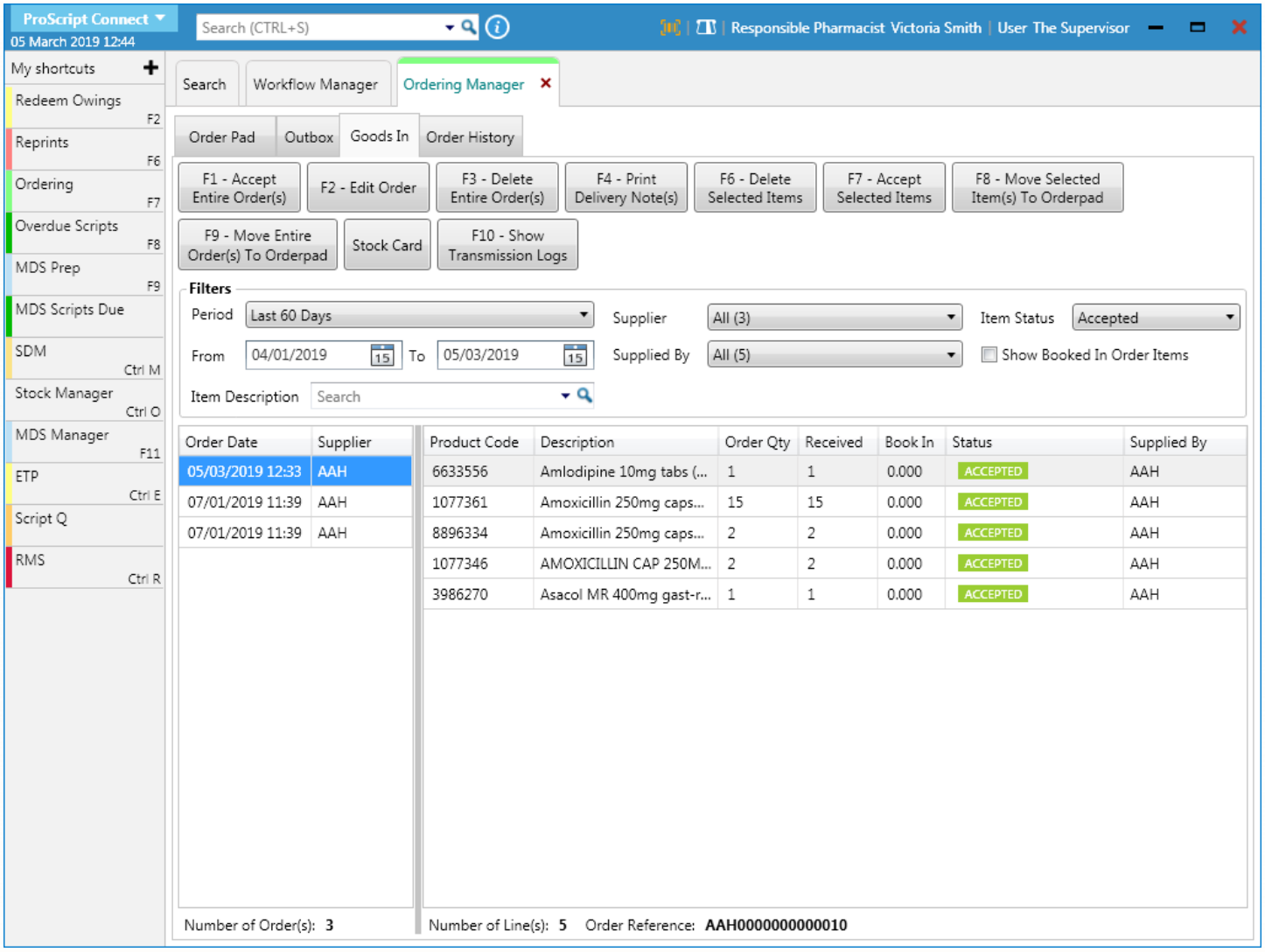
Accepting an Entire Order with Zero Quantities

1. From the Ordering Manager, click the *Goods In* tab.
2. The *Goods In* tab contents display, with recently sent orders in the grid.



3. Highlight the order you want to accept.
4. Press **[F1 – Accept Entire Order(s)]**.
5. The Accept Item(s) window displays, with the list of items in the order you want to accept with the *Booked Qty* completed to match the *Order* and *Received Qty*.
6. Manually override the *Booked Qty* value for the item's you did not receive by typing a *0* in these fields.

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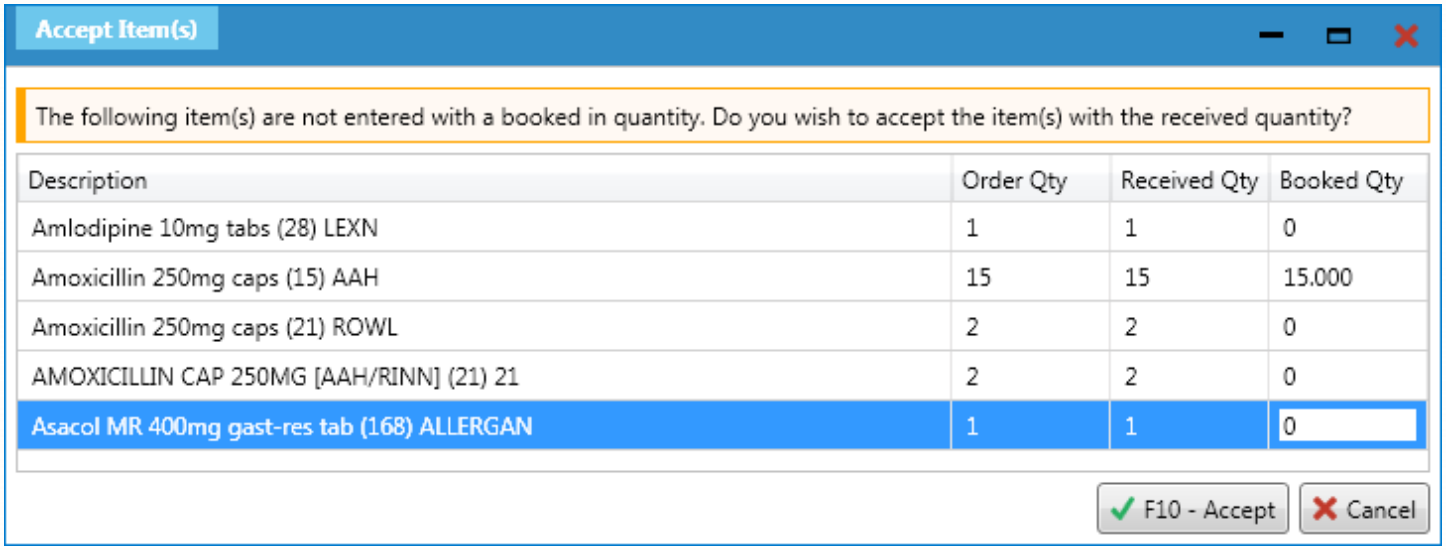
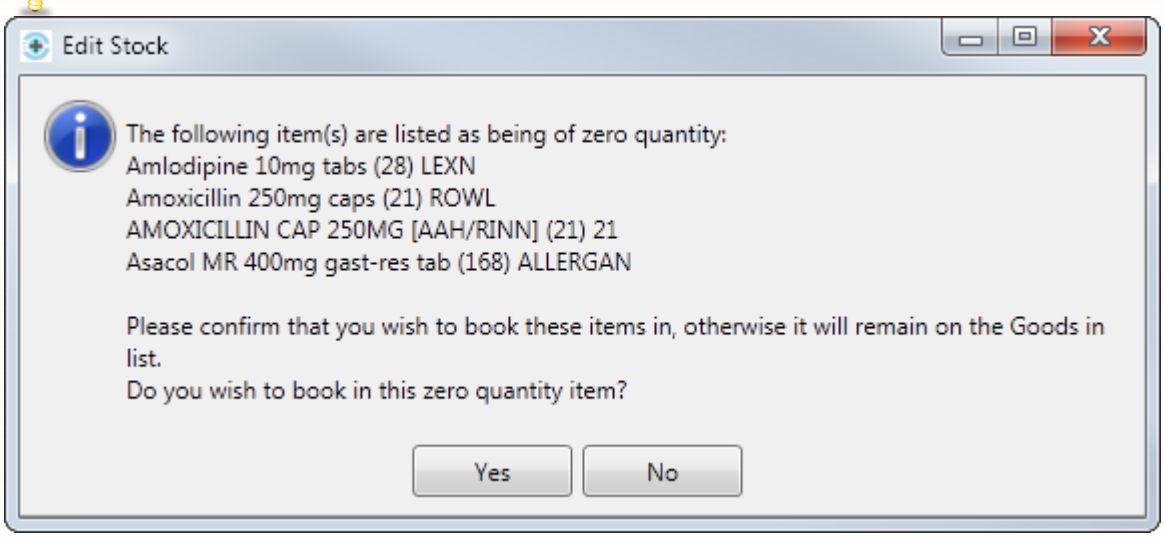


6. Press **[F10 – Accept]**.
7. A pop-up displays asking you to confirm you wish to book in the item(s) with zero quantities. Select the **[Yes]** button.

Selecting the **[No]** button will leave the items on the Goods In tab with a zero quantity until your next action.



8. The order is now marked as ACTIONED.

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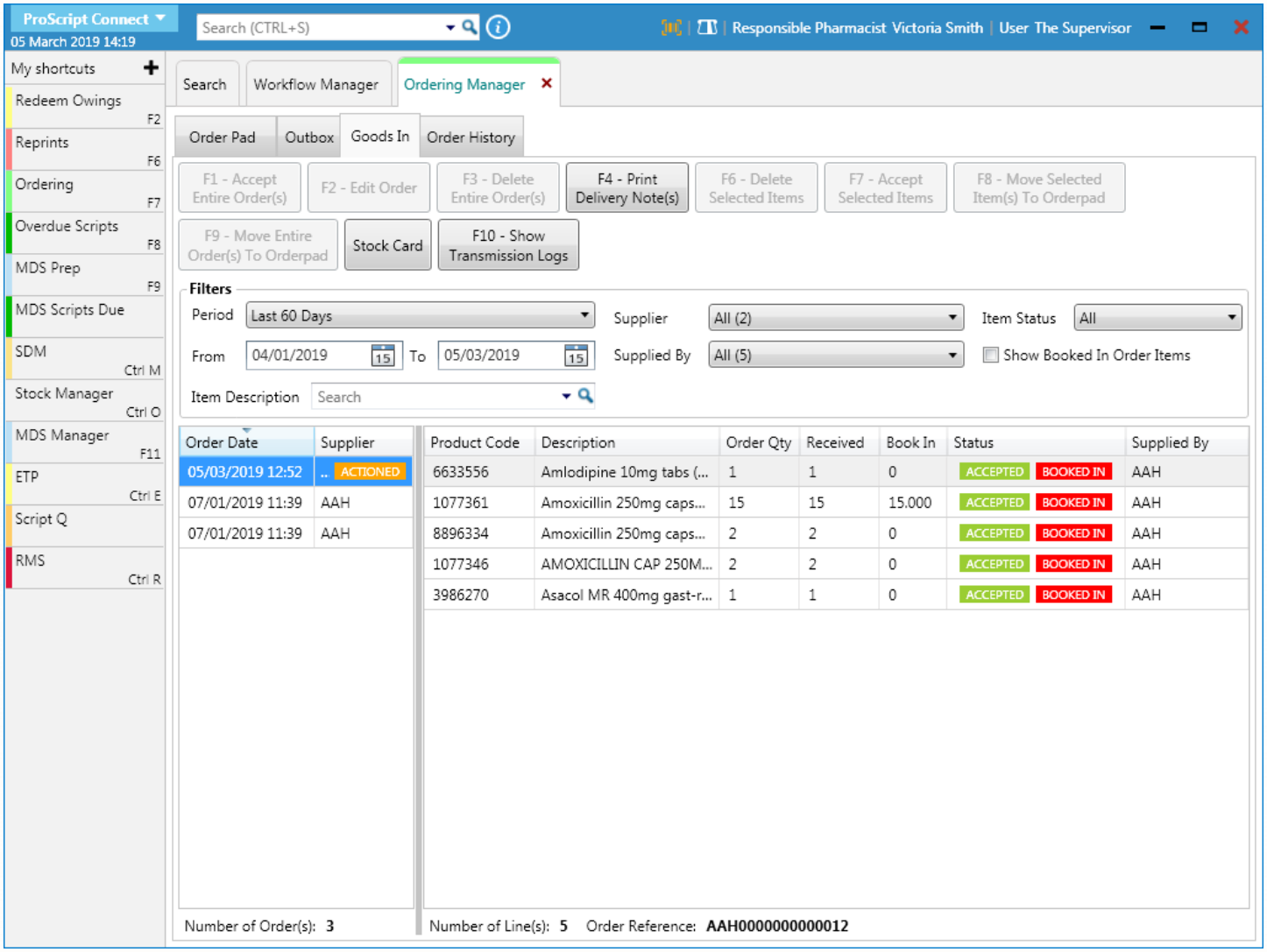

Accepting the Selected Items

1. From the Ordering Manager, click the *Goods In* tab.
2. The *Goods In* tab contents display, with recently sent orders in the grid.
3. Within the order, highlight the item(s) you want to select. Note you can select more than one item by using either:
   - **[CTRL]+left-click** to select separate items
   - **[SHIFT]+left-click** to select consecutive items

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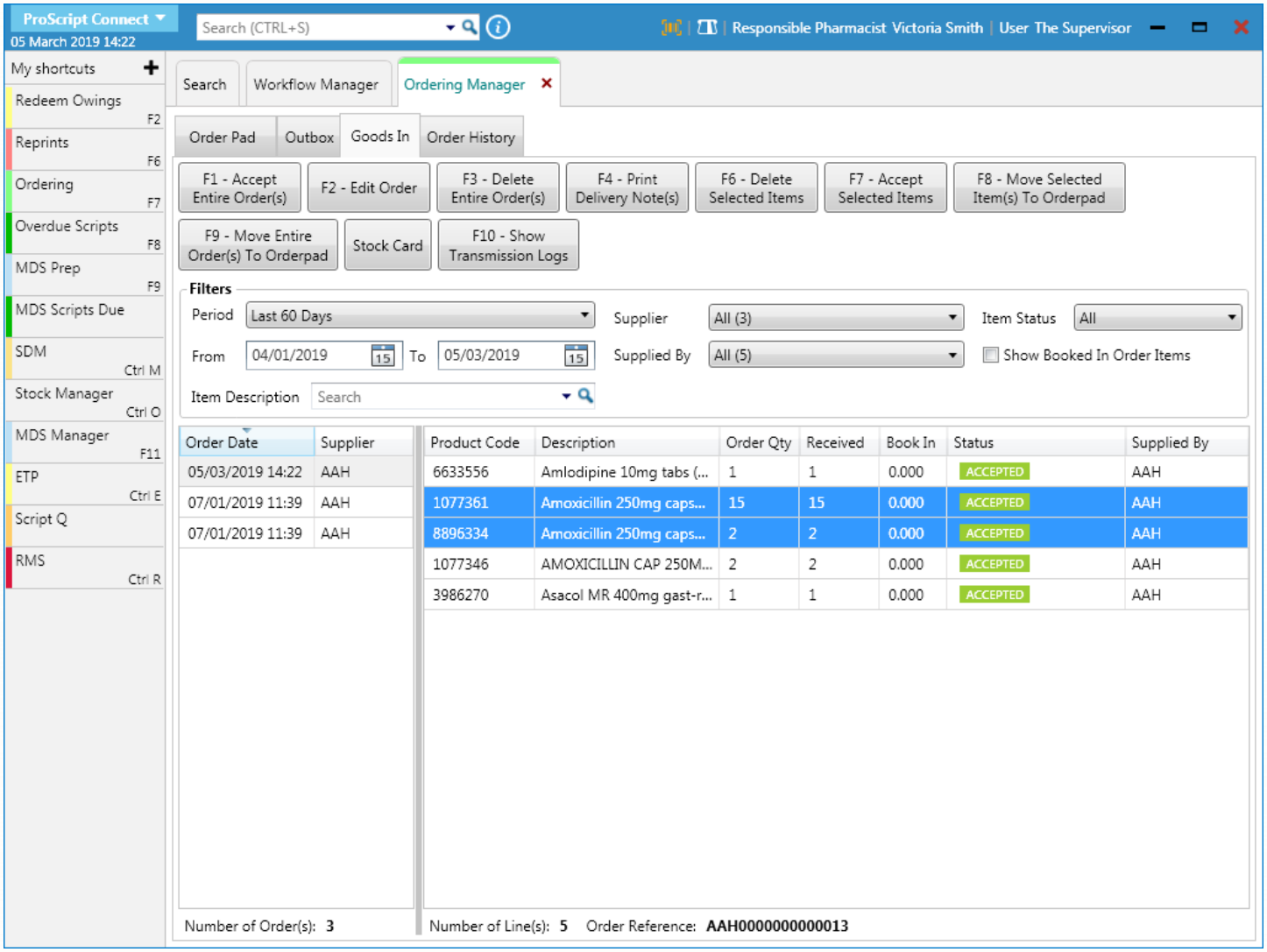
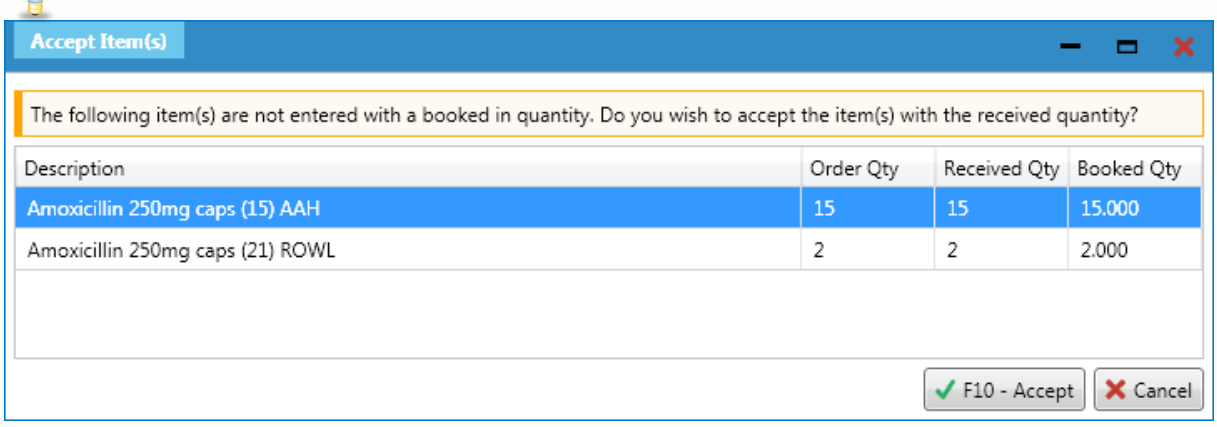


4. Press **[F7 – Accept Selected Items]**.
5. The Accept Item(s) window displays, with the list of items in the order you want to accept with the *Booked Qty* completed to match the *Order* and *Received Qty*.

You can amend the *Booked Qty* by overriding the value in this column, if required.



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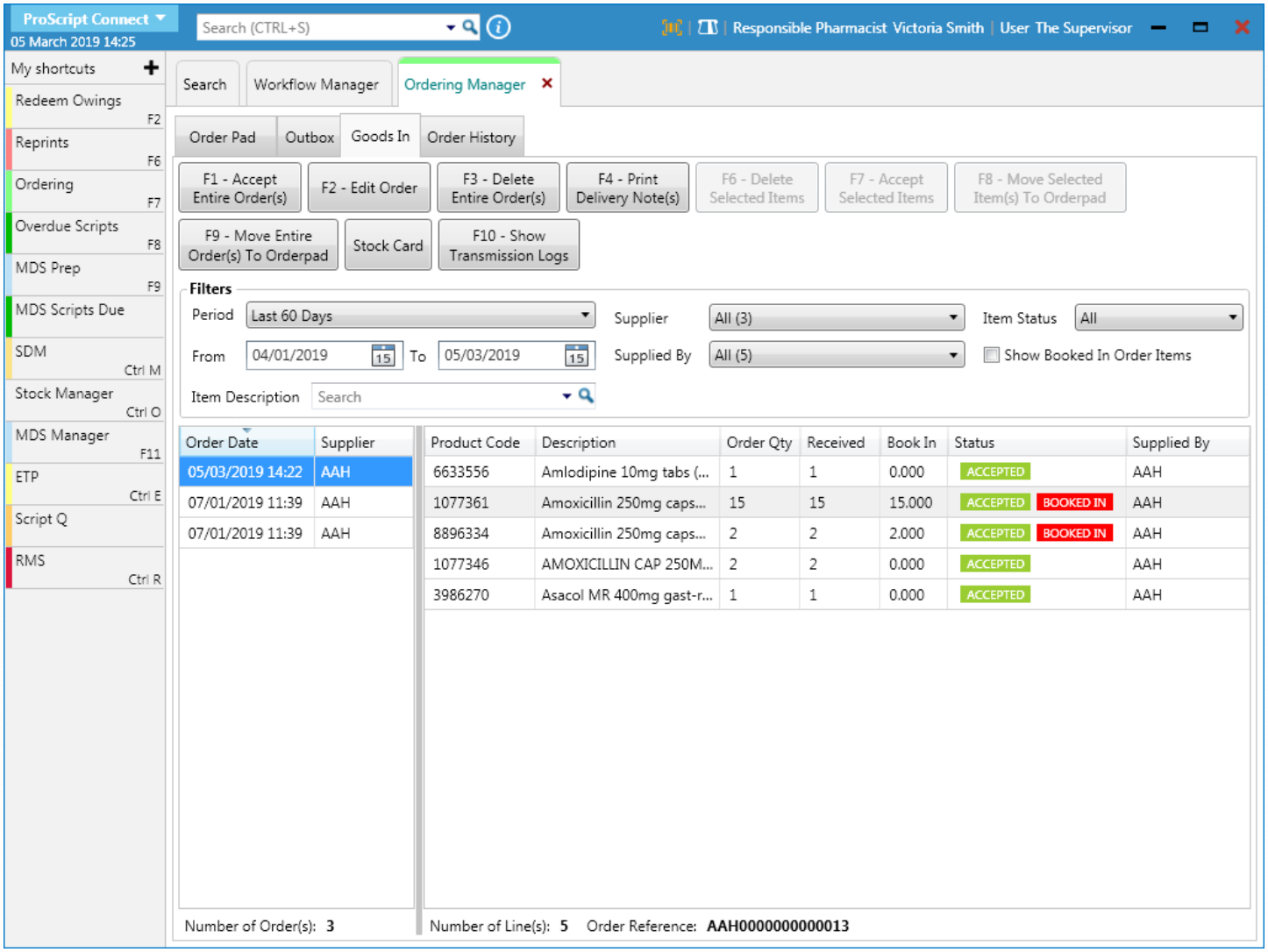
5. Press **[F10 – Accept]**.

You may need to expand the **Status** column to view what lines have been BOOKED In when accepting selected items.



Revision History

Version Number	Date	Revision Details	Author(s)
1.0	11 December 2019		Joanne Hibbert-Gorst

Contact us

For more information contact:
Telephone: 0344 209 2601

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