

Select Receiving Address

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The Receiving Addresses lookup is used to select one or more receiving addresses.

Select a receiving address:

- The receiving addresses are listed in ascending order.
- To search for a specific receiving address, begin typing the receiving address, description, or campus ID in the **Search** field. The list is automatically filtered to display the receiving addresses that contain the data that you have typed.
- When you locate the receiving addresses to be included, select the corresponding checkbox and click **OK**. The lookup closes, and the field/parameter is populated with the selected receiving address(es).
- Click **Cancel** to close the lookup without selecting a receiving address.