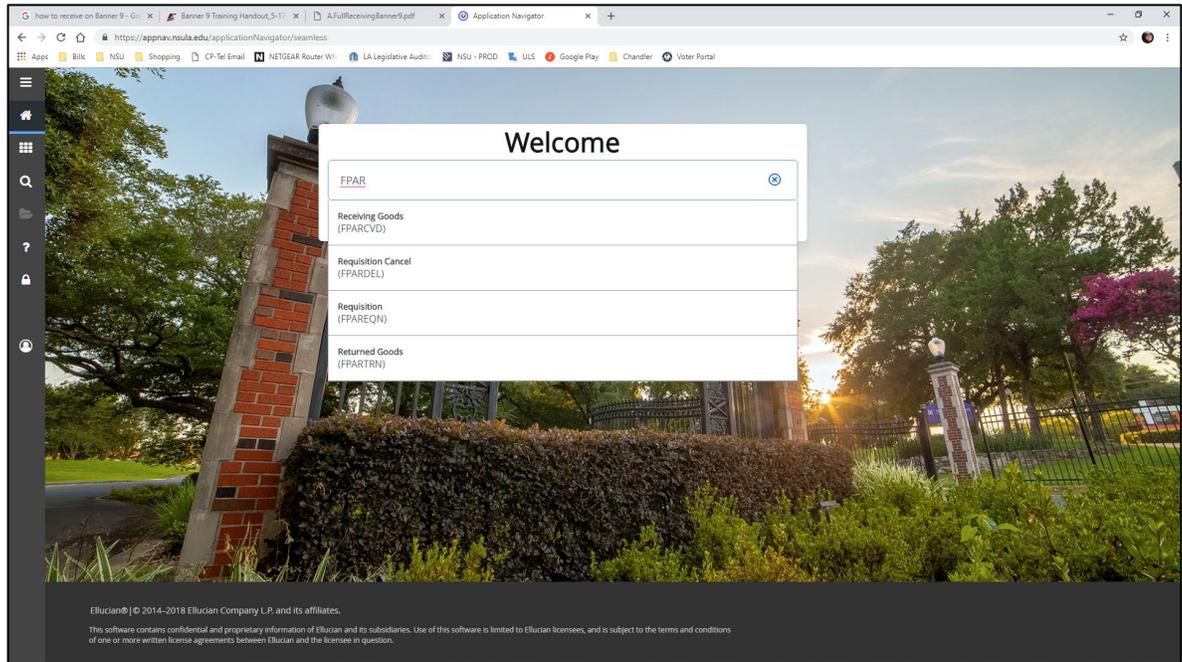
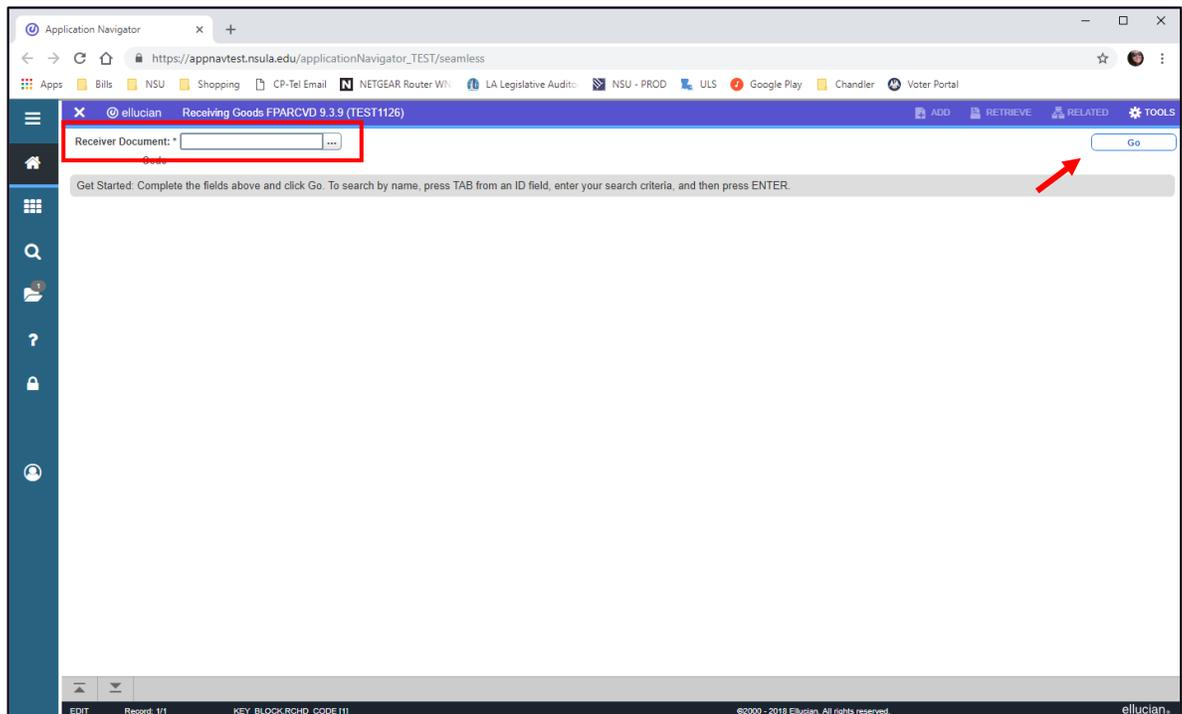


BANNER 9 – RECEIVING GOODS

1) From the Welcome screen, type FPARCVD in the search bar.



2) On the following screen, type the word **NEXT** in the Receiver Document field and click **Go**.



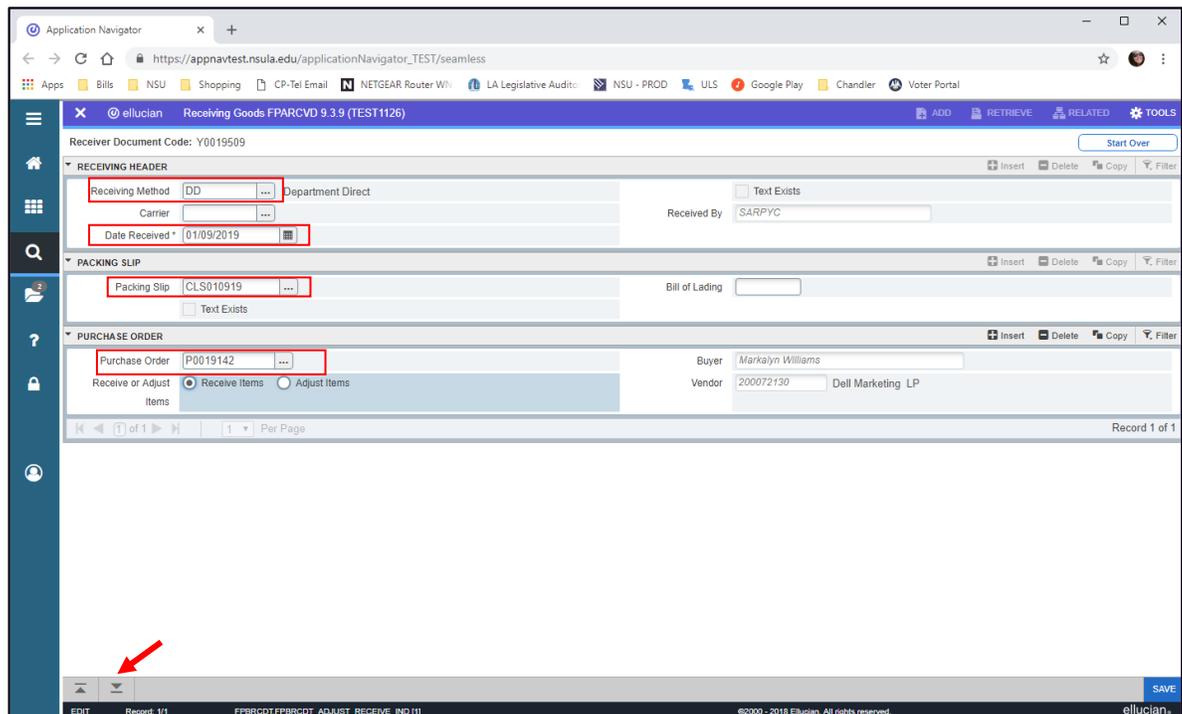
3) Complete the following fields in each section with the appropriate information listed below:

IMPORTANT: Always use the arrow keys in the lower left corner () or [Alt+PgDown] to move through each section.

- RECEIVING HEADER section:
 - Receiving Method – either CR for Central Receiving, DD for Department Direct, or PU for Pickup.
 - Date Received – defaults to current date or override, if needed.
 - Click the down arrow keys in the lower left corner () or [Alt+PgDown] to move to the Packing Slip section.

- PACKING SLIP section:
 - Packing Slip – Enter the packing slip number or your initials (III) and date (mmddy), i.e. CLS010919.
 - Click the down arrow keys in the lower left corner () or [Alt+PgDown] to move to the Purchase Order section.

- PURCHASE ORDER section:
 - Purchase Order – Enter the purchase order number and Tab to populate the information.

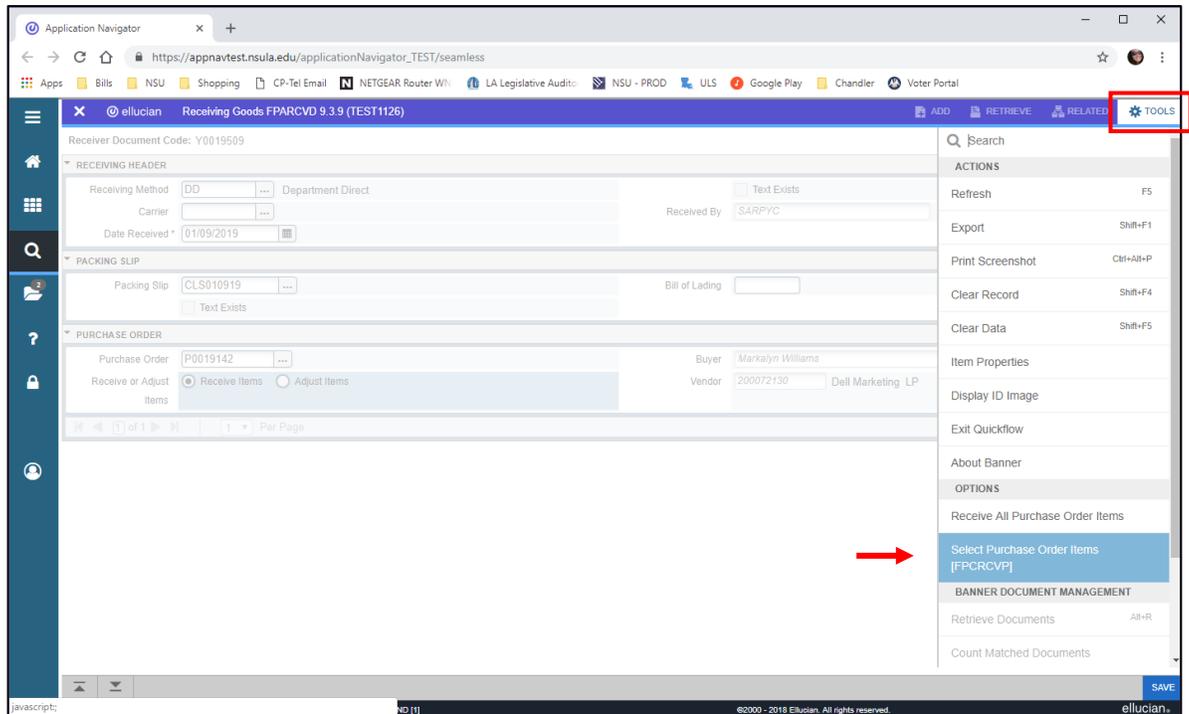


The screenshot displays the 'Receiving Goods FPARCVD 9.3.9 (TEST1126)' application. The interface is divided into three main sections:

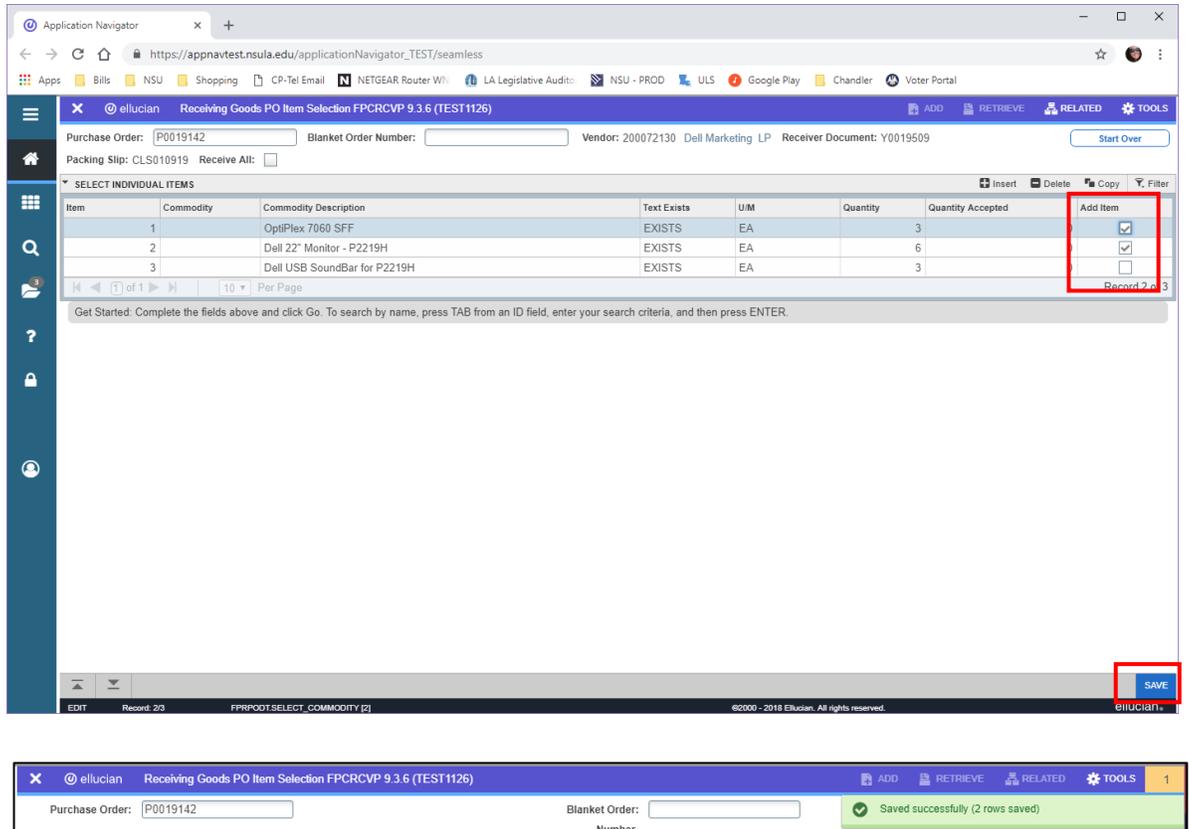
- RECEIVING HEADER:** Contains fields for 'Receiving Method' (DD), 'Carrier', 'Date Received' (01/09/2019), 'Text Exists' (checkbox), and 'Received By' (SARPYC).
- PACKING SLIP:** Contains fields for 'Packing Slip' (CLS010919), 'Text Exists' (checkbox), and 'Bill of Lading'.
- PURCHASE ORDER:** Contains fields for 'Purchase Order' (P0019142), 'Buyer' (Markalyn Williams), and 'Vendor' (200072130 Dell Marketing LP). It also has radio buttons for 'Receive or Adjust Items' (Receive Items selected).

At the bottom left of the application window, there are arrow keys (up, down, left, right) with a red arrow pointing to them. The bottom status bar shows 'EDIT Record: 1/1', 'FPARCVD:FPARCVDT_ADJUST_RECEIVE_IND (1)', '©2000 - 2018 Elucian. All rights reserved.', and 'elucian.' with a 'SAVE' button.

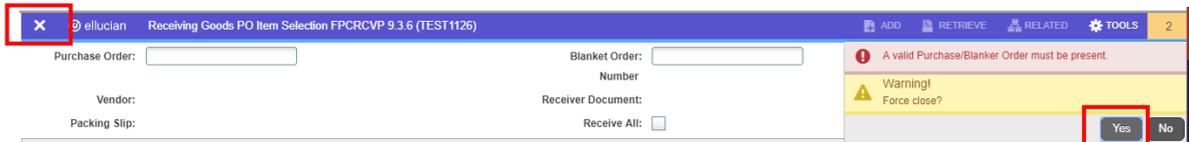
- 4) From the **TOOLS** menu (upper right corner), choose **Select Purchase Order Items [FPCRCVP]**.



- 5) Check the **checkbox** for each item you would like to receive and **Save [F10]**. A message will pop-up in the right corner, *“Saved successfully (x rows saved)”*, indicating the number of items you selected to receive.



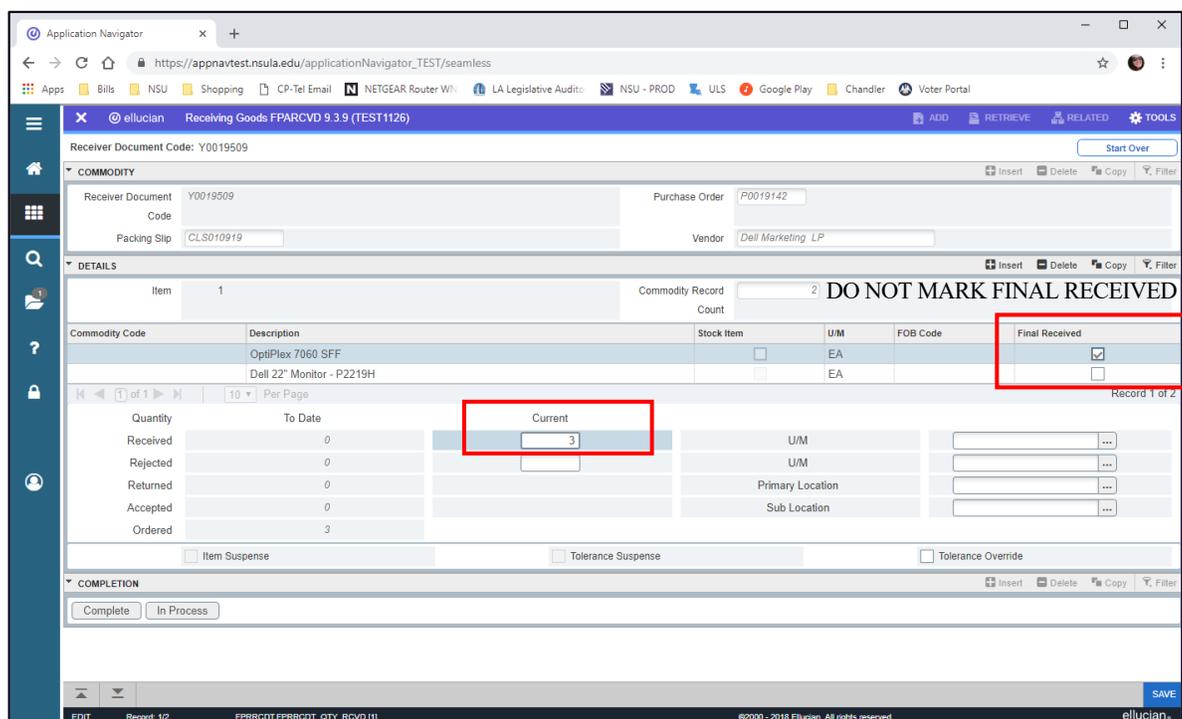
- 6) Click the **X** or Ctrl+Q to exit the screen, and a “Warning! Force close?” message will appear in the top right corner, choose **Yes**.



- 7) Click the down arrow keys in the lower left corner (⌵) or [Alt+PgDown] to access the Details screen.

- 8) In the Details section, complete the following steps for each line item you would like to receive:

- Tab to the **Final Received** checkbox – if this is the final receiving, check this box.
- Tab to the **Current Received** field and enter the number of items received.
- Tab to the Item field and use the arrow keys (↓ or ↑) to move to the next line item and complete the previous steps.



- 9) Use the arrow keys in the lower left corner to move to the COMPLETION section and click **Complete**. A message will pop-up in the right corner, “Receiver Document Yxxxxxx has been completed.”

