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**.

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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 (\checkmark) 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 (mmddyy), 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.

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

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			\rightarrow	Select Purchase Order Items [FPCRCVP]
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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.

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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**.

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- 7) Click the down arrow keys in the lower left corner (\ge) 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 (ψ or \uparrow) to move to the next line item and complete the previous steps.

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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."*

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