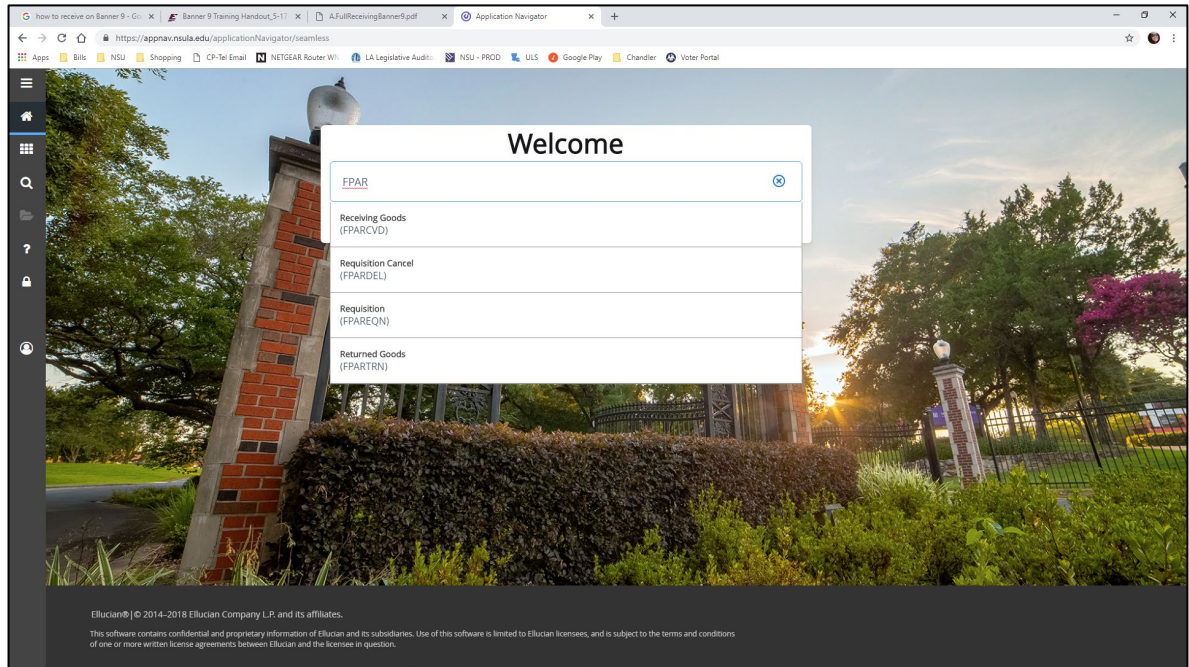
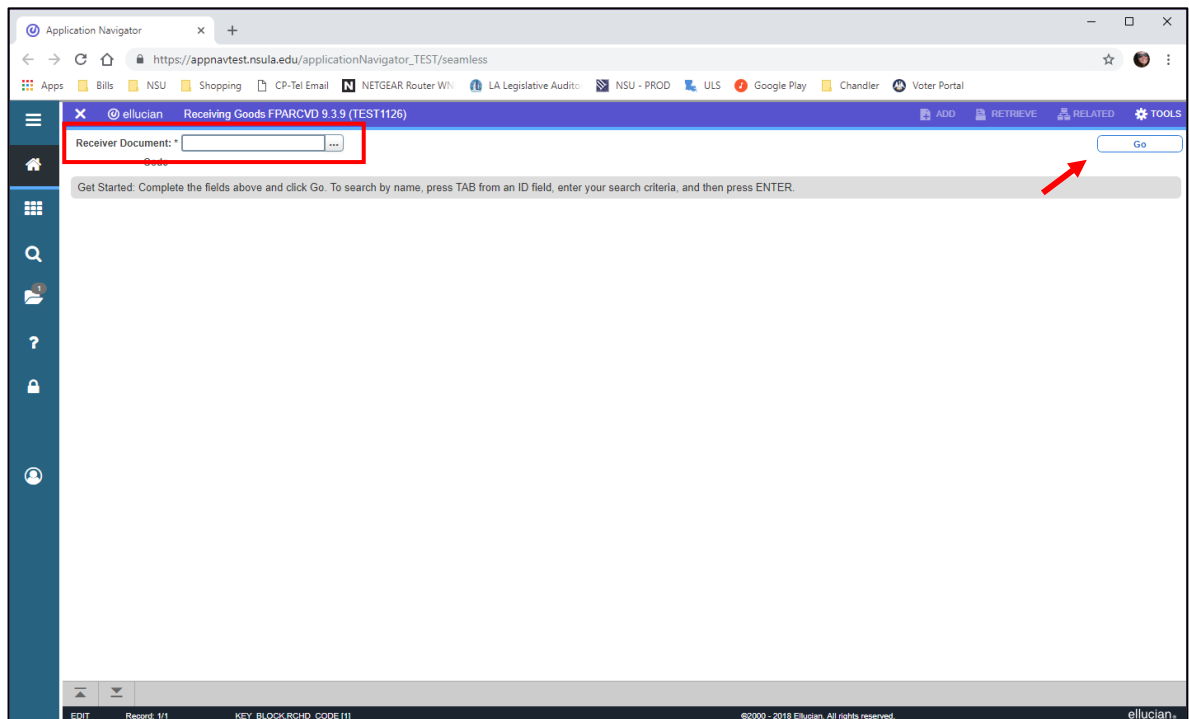


## BANNER 9 – RECEIVING GOODS


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





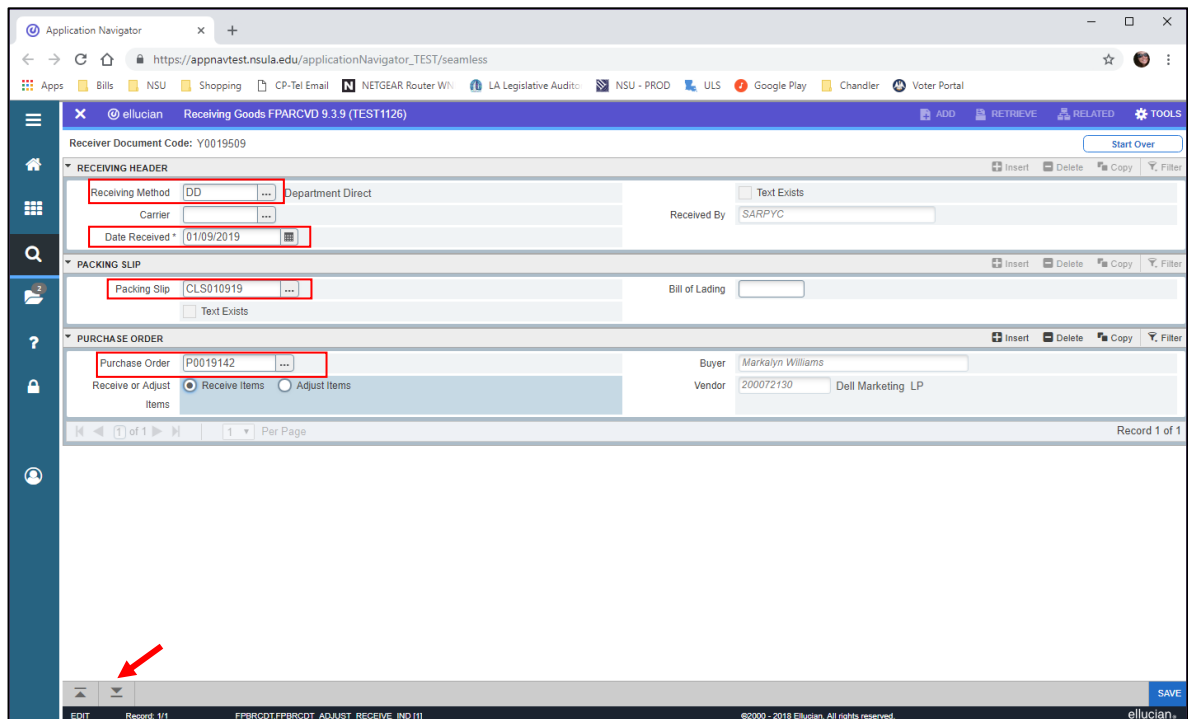
2) On the following screen, type the word **NEXT** in the Receiver Document field and click **Go**.



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.

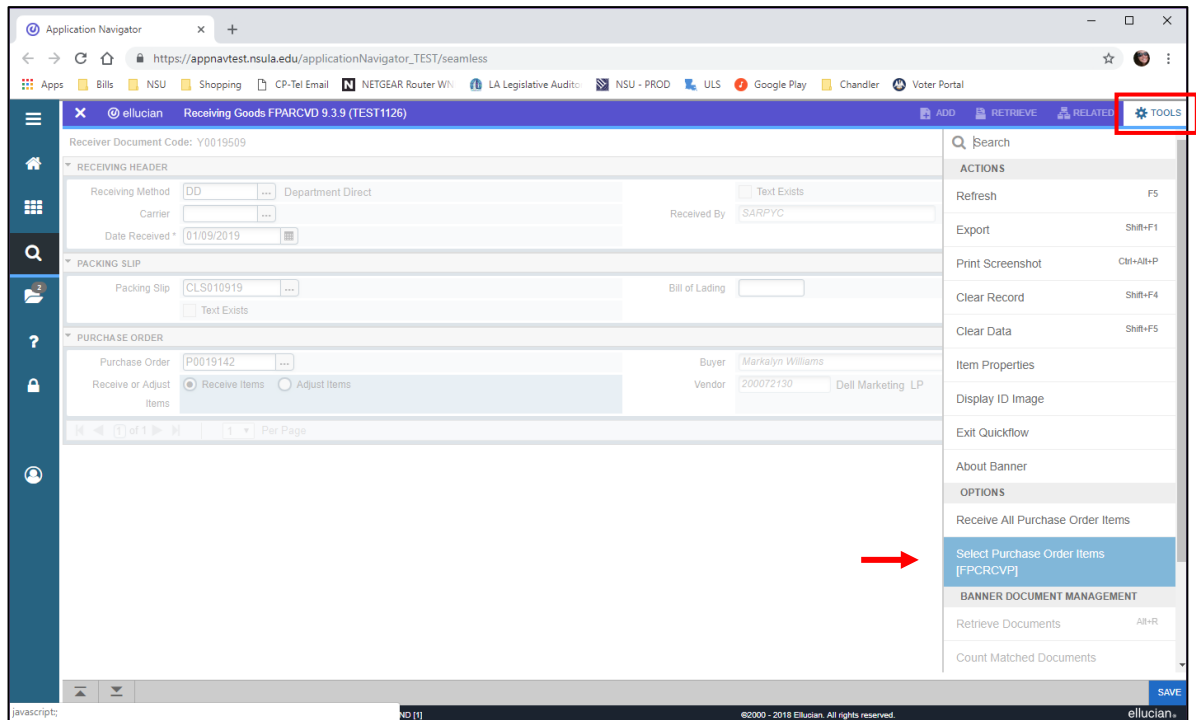


The screenshot displays the 'Receiving Goods FPARCVD 9.3.9 (TEST1126)' application. The interface is divided into three main sections:

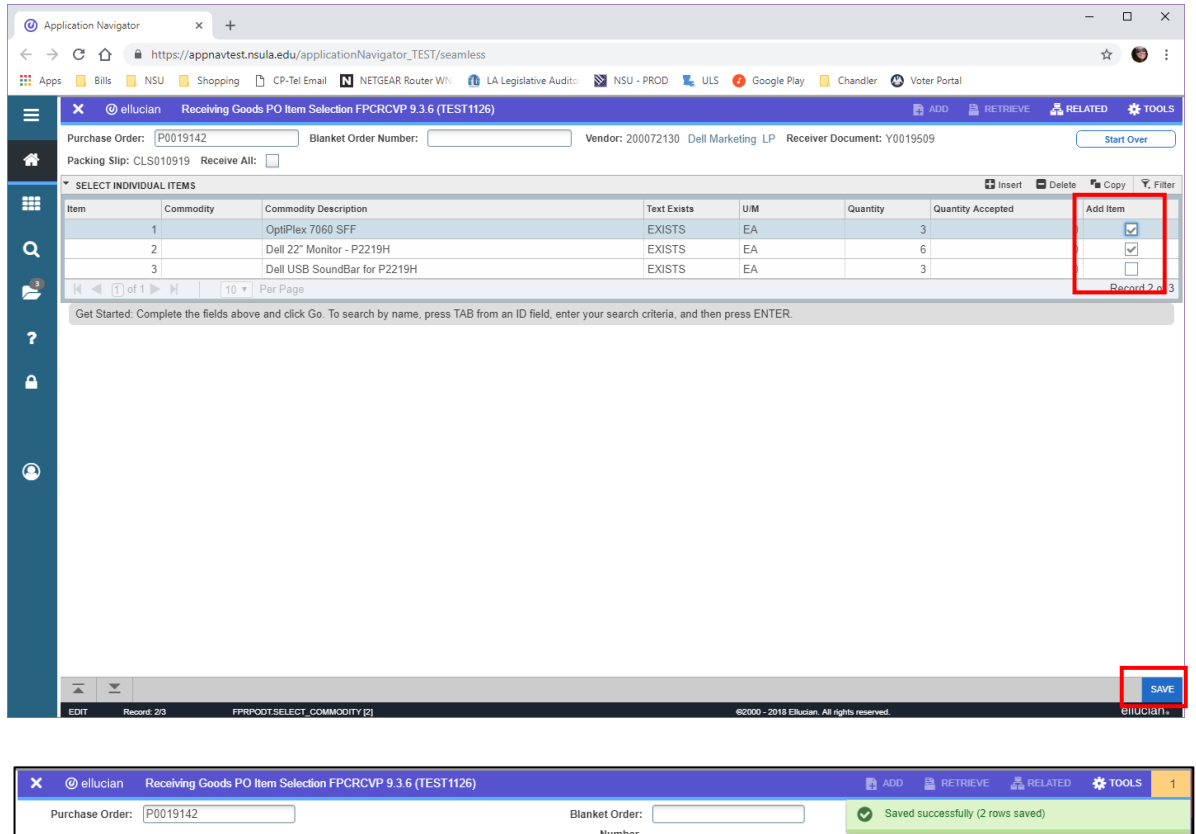
- RECEIVING HEADER:** Contains fields for 'Receiving Method' (set to DD), 'Date Received' (01/09/2019), and 'Received By' (SARPYC). A 'Text Exists' checkbox is also present.
- PACKING SLIP:** Contains a 'Packing Slip' field (CLS010919) and a 'Text Exists' checkbox.
- PURCHASE ORDER:** Contains a 'Purchase Order' field (P0019142), a 'Buyer' field (Markalyn Williams), and a 'Vendor' field (200072130 Dell Marketing LP). There are radio buttons for 'Receive or Adjust Items' with 'Receive Items' selected.

At the bottom left of the application window, a red arrow points to the arrow keys (up, down, left, right) used for navigation.

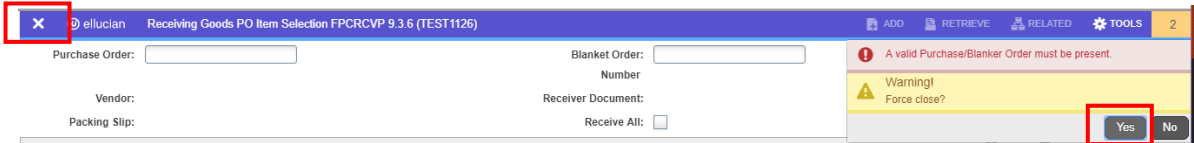
- 4) From the **TOOLS** menu (upper right corner), choose **Select Purchase Order Items [FPCRCVP]**.



- 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.



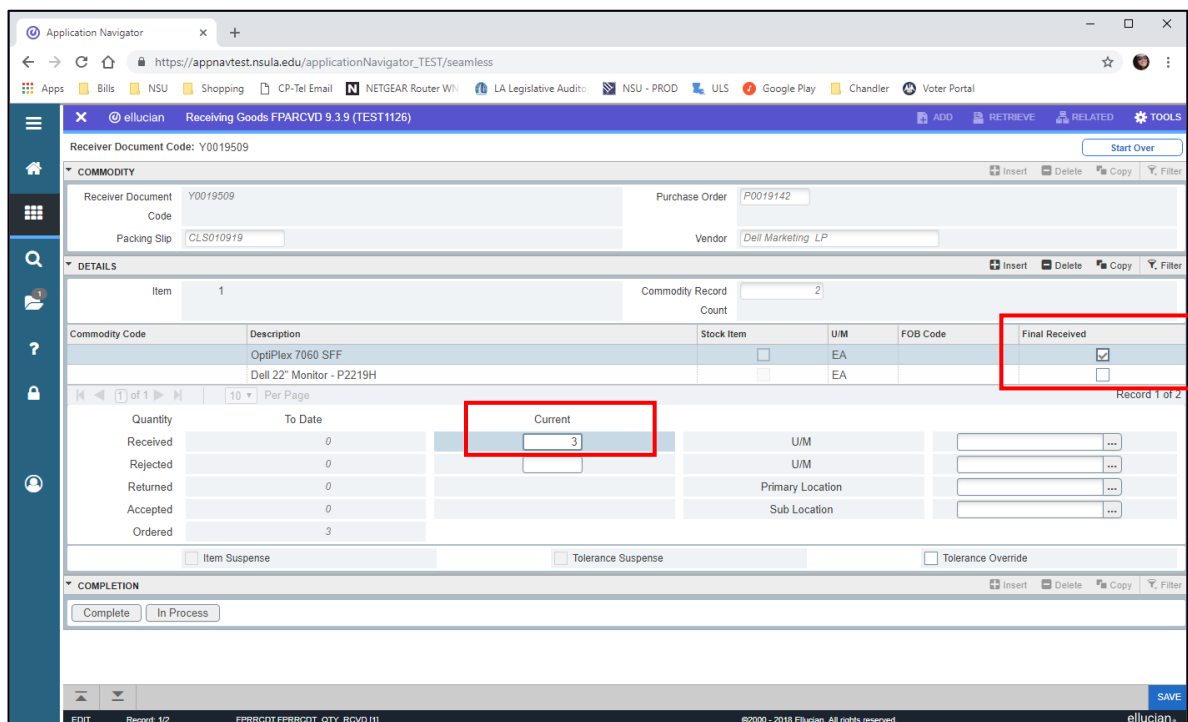
- 6) Click the **X** or Ctrl+Q to exit the screen, and a *“Warning! Force close?”* message will appear in the top right corner, choose **Yes**.



- 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.”*

