1. Enter Banner form FPARCVD.
2. In Receiver Document Code: NEXT for a new receiver. OR, if you have an “In process” document, enter that number.
3. NOTE: You cannot start a new receiver if you have an ‘OPEN’ receiver.
4. Next Block to the Receiving Header Block.
5. Select Receiving Method from dropdown (Required).
6. Carrier (Not used).
7. Date Received enter date/
8. Next Block - Packing Slip Block.
9. Packing Slip (Required): Enter the packing slip, sales order, or ticket number for the shipment.
NOTE: A number can only be used once. If no number, enter initials and date (ex. LL 022814).
10. Bill of Lading (not used).
11. Next Block to the Purchase Order Block.
12. Purchase Order (Required): Enter the PO Number. Tab buyer and vendor information will populate. Verify for accuracy.
   • If the vendor information is incorrect, confirm you have entered the correct PO number.
   • The Receive Radio Button must be checked not the Adjust Radio Button.
13. Select Options.
14. Select PO items (FPCRCVP) Receiving Goods PO Item Selection Form.
15. Confirm the items and quantities:
   • If all of the items/quantities are received, and no prior receiving has been done; click in the Receive All.
   • If a partial shipment, Next Block to list of PO items. Check the Add Item box for each item received.

NOTE: Regardless of the option you selected, the steps are the same from this point forward)
1. Save – Note, the status bar ‘transactions complete, X number of records applied & saved’ select OK
2. Exit the form. You are back at the Receiving Goods Form FPARCVD.
3. Next Block to the Commodity screen.
4. TAB to through the form confirming the information.
5. Commodity Description: Defaults from PO, accept the default.
   • NOTE: For purchases of Fixed Assets: If the commodity is a Fixed Asset (commodity code ending in “C” OR account codes 9000, 9020, or 9040).
   • From the menu, select “Options/Asset Information”. Enter the Make, Model, and Manufacturer information for the Fixed Asset item. Include the Serial Number after the Model number.
   • Do not use only alpha/numeric characters (i.e., no special characters (#) or punctuation marks.)
   • Select “OK” to close the window.
6. FOB not needed - Tab to continue.
7. Final Received. Not Used, Do NOT check Final Received.
8. TAB to continue.
9. In the Current Received field, enter the amount received. Tab to update the data entered. If more than one commodity is received, use the down arrow to access the next commodity.
10. Repeat steps 1-10 for remaining commodities selected for receiving.
11. Next Block to Complete.
   • Select In-Process only if you are not ready to complete the document. The receiving document is placed in pending status.
12. Exit.

***END***