








## Receiving

1. Access the Receiving Goods Form **FPARCVD**
  2. Type **Next** in the Receiver Document Code  
Click Next Block on toolbar   
(Receiver Document Code has now filled in)
  3. **Receiving Header** - only need to fill in date and it defaults to current date  
Receiving Text (Optional) – Click on options on menu bar at top of screen  
**Click View Receiving Text**. This will take you to the text entry form.  
Type your entry and click Save and then Exit X to get back to receiving Screen
  4. Click **Next Block** on toolbar 
  5. **Packing Slip** (Required)  
Enter invoice number/packing slip # if available or date using MMDDYY format followed by your 3 initials  
Click Next Block on the toolbar 
  6. **Purchase Order**  
Key in PO number, press tab. Buyer & Vendor will drop in
  7. Click **Options** on the menu bar at top of screen  
To receive everything **Select Receive All Purchase Order Items**  
Click Next Block on the toolbar   
Screen will pop up with items to receive already filled in  
Click Next Block on the toolbar   
Click **Complete** to finish final receiving
- or
- To do a partial receiving or standing order receiving **Select Purchase Order Items FPCRCVP**  
Click on **Next Block** and click on **Add Item** for the items to receive  
Save and Exit X or just Exit X and say yes to save changes, say OK to Close form  
Click **Next Block** on the toolbar this will bring up receiving screen  
Tab to items to receive and enter number to receive, if more than 1 item  
Or dollar amount to receive for standing orders  
Use **Next Record** to get to next item  
Click **Next Block** Click **Complete** to finish receiving
8. Click Exit X to exit receiving form or enter Next to do the next receiving