Receiving Adjustment

Step	Task
1.	Type ***FPARCVD*** in the **Search** field and press **ENTER** to open **Receiving Goods**.
2.	**Type *NEXT* in the Receiver Document Code** field.
3.	Click the **Go** button to advance to the **Receiving Header** section.
4.	The **Receiving Method** and **Carrier** fields are optional and can be left blank.
5.	Enter **Receiving Text** (optional) by selecting ***FOATEXT*** from the **Related** menu. Enter text with the date and your initials. Click the **Save** and **Close** buttons.
6.	Today's date defaults in the **Date Received** field.
7.	Click the **Next Section** button to advance to the **Packing Slip** section.
8.	Enter the **Packing Slip** (required) number for the shipment received. **NOTE:** This field is required. If you do not have an actual packing slip number, use an internal number (i.e., your initials and today's date).
9.	Enter the **Bill of Lading** (optional) number.
10.	Click the **Next Section** button to advance to the **Purchase Order** section.
11.	Enter the **Purchase Order** number and press TAB to populate the buyer and vendor inion.
12.	Click the **Adjust Items** option. **WARNING**: If you do not click this radio button, you will create another receiving document instead of making an adjustment.
13.	Select **Related** from the menu bar, then **Select Purchase Order Items *(FPCRCVP).*** • Select **Add Item** for each item you need to adjust. • Click **Save, Close,** and **Yes** to close the page.
14.	Click the **Next Section** button to move to the **Commodity** section.
15.	Press TAB to advance to the **FOB Code** field and enter a FOB (optional). **OR** Press F9 to open the **FOB Code List (*FTVFOBS*)**. • Scroll to an appropriate FOB for this receipt. • Click the **OK** button or double-click the value to return in the **FOB Code** field.
16.	Type a *minus sign (-)* and the quantity of the adjustment in the **Adjustment** field and press TAB.
17.	Press the DOWN ARROW to access the next commodity if there is more than one commodity being adjusted.

Step	Task
18.	Repeat steps 15-17 for all remaining commodities that need adjustment.
19.	Click the **Next Section** button to advance to the **Completion** section.
20.	Click the **Complete** button to complete the receiving document. **NOTE:** Click the **In Process** button only if you need to return to this receiving adjustment at a later time to complete or record it.
21.	Click the **Close** button to return to the main menu.