Basic Receiving

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Type <strong>FPARCVD</strong> in the <strong>Search</strong> field and click <strong>Go</strong> to open the <strong>Receiving Goods Form</strong></td>
</tr>
</tbody>
</table>
| 2.   | Type **NEXT** in the **Receiver Document Code** field.  
**OR**  
If you have an "in process" receiving document number, enter the number in this field. |
| 3.   | **OPTIONAL** – To select receiving method: Double-click in the **Receiving Method** field to open the **Receiving Method List** window and select a method.  
**NOTE**: To select an item from the **Receiving Method List**, double-click the item or click to highlight it, and then click the **OK** button. |
| 4.   | **OPTIONAL** – To select a carrier, type the carrier’s number (e.g.,@00499294) in the **Carrier** field and press TAB or click the **Search** button and double-click the carrier from the list. |
| 5.   | **OPTIONAL** – To enter **Receiving Text**: Click **Related** and select **View Receiving Text (FOATEXT)**. Enter the text, then click the **Save** and **Close** buttons. |
| 6.   | Today’s date defaults in the **Date Received** field. To select another date, click the **Calendar** button and click on a date in the displayed calendar. |
| 7.   | Click the **Next Section** button to advance to the **Packing Slip** section. |
| 8.   | Enter a **Packing Slip** number (required) for the shipment received or click the **Search** button and double-click on a number from the list.  
**NOTE**: If you do not have an actual packing slip number, use an internal number (e.g., your initials and today's date.) |
| 9.   | **OPTIONAL** – Enter a **Bill of Lading** (optional) number for the shipment received. |
| 10.  | Click the **Next Section** button to advance to the **Purchase Order** section. |
| 11.  | Enter the PO number in the **Purchase Order** field and press TAB to populate the **Buyer** and **Vendor** fields.  
**NOTE**: Make a note of the new number in the **Receiver Document Code** field at the top of the form (e.g., Y0015416). |
| 12.  | Select from the **Tools** menu:  
**Select Purchase Order Items (FPCRCVP)**, if there is more than one item on the PO or you only want to receive a partial shipment. The **Receiving Goods PO Item Selection** form will open.  
• Select **Add Item** for each item you need to receive.  
• Click the **Save** button.  
• Click the **Exit** button.  
• Click the **Yes** button to close the form.  
**OR**  
**Receive All Purchase Order Items**, if this will be the only receipt on the PO.  
**NOTE**: This selection will auto-populate the **Final Received** check box and the total quantity ordered for each commodity line. |
13. Click the **Next Section** button to advance to the **Commodity** section.

14. **OPTIONAL** – Enter an FOB: Press F9 to open the **FOB Code List**, if needed.
   
   **NOTE:** To select an item from the **FOB Code List**, double-click the item or click to highlight it, and then click the **OK** button.

15. Verify the **Final Received** box.
   
   **NOTE:** This field was auto-checked if you selected the **Receive All Purchase Order Items** option. **Final Received** is per commodity line item, not for the entire PO. The received item is marked with a **Final Received** indicator and carries over to the invoice process.
   
   **NOTE:** Check **Final Received** only if this is the last receipt for this commodity.

16. Enter the quantity received in the **Received: Current** field and press **TAB**.

17. Enter the unit of measure in the **U/M** field if it does not auto-populate.

18. Click the **Next Section** button to advance to the **Completion** block.

19. Click the **Complete** button to complete the receiving document.
   
   **NOTE:** Click the **In-Process** button only if you need to return to this receiving document at a later time to complete it.

20. Click the **Close** button to return to the main menu.