

Basic Receiving

Step	Task
1.	Type FPARCVD in the Search field and click Go to open the Receiving Goods Form
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. <ul style="list-style-type: none"> • 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.