**Banner 8**

**RECEIVING GOODS FORM - FPARCVD**

To create a receiver, type the Receiving Goods Form (FPARCVD) in the Direct Access box and press ENTER, or select the form from the products menu.

Type NEXT in the Receiver Document Code and then navigate to NEXT BLOCK. The following form will appear:

![Receiving Form Screenshot](image)

**Receiving Method:** Required - Double click in the field to make your selection  
**Carrier:** Optional – Click on the search flashlight to make your selection  
**Date Received:** Defaults to current date  
**Received By:** Defaults to your user name  

Navigate to NEXT BLOCK.  
**Packing Slip:** Required – Enter the Receiver Document Code Number that was populated at the top of the form.  
**Bill of Lading:** Optional – If you have a Bill of Lading number on your packing slip, enter it here.  

Navigate to NEXT BLOCK.
**Purchase Order:** Required – Enter the PO number you are receiving.

**Buyer:** Defaults from the purchase order.

**Vendor:** Defaults from the purchase order.

**Receive Items / Adjust Items:** Select appropriate option. (Use Adjust if to remove an item previously received).

Under **Options**, there are two choices available: **Receive All** and **Select Purchase Order Items**.

**Receive All:** Choose this option if all items on the purchase order have been received. Navigate to NEXT BLOCK.

**Select Purchase Order Items:** Choose this option if a partial shipment has been received.
Select Purchase Order Items: Check the Add Item box(es) twice for the line items being received. Click on SAVE, and EXIT. Navigate to NEXT BLOCK.
The following form will appear:

**Received/Current:** Enter the number of items received.

**Rejected/Current:** Enter the number of items being sent back. If none, leave blank.

**NOTE:** For multiple line items, select NEXT RECORD to bring up the next line.

**Final Received checkbox:** Check this box if the items received at this time completes your order. This will allow the accounts payable department to liquidate your PO when the invoice is created to pay the vendor, and release any remaining funds back to your department’s budget.
Navigate to NEXT BLOCK to complete receiver document or leave it in process.

Click on the **Complete** or **In Process** button, as appropriate, and EXIT the form.