Receiving Goods – Receive All

Use the Receive All process when all of the line items were received on the same day and there are no discrepancies between the quantities received and the quantities listed on the purchase order.

Type FPARCVD in the Direct Access Go To... field and press the Enter key.

The Receiving Goods form, FPARCVD, will be displayed.

1. Type NEXT in the Receiver Document Code field.
2. Click on the Next Block button.
3. Record the **Receiver Document Code** on the **Finance Log** (see Appendix A).
4. Use the **Search** button to select a **Receiving Method**.
5. If the actual date you received the goods or services was not today, press the **Tab** key to move your cursor to the **Date Received** field and enter the actual date received.
6. Click on the **Next Block** button to go to the **Packing Slip** block.
7. Enter the packing slip number in the **Packing Slip** field.
8. Click on the **Next Block** button.
9. Type the purchase order number in the **Purchase Order** field and press the **Enter** key. The **Buyer** and **Vendor** fields are automatically populated from the purchase order.
10. Verify that the **Receive Items** radio button is selected.
11. Click on **Select Purchase Order Items [FPCRCVP]** from the **Options** menu.
The **Receiving Goods PO Item Selection** form will be displayed.

12. Click in the **Receive All** checkbox.
13. Click on the **Save** button.

The **Forms** window will indicate that all of your items have been saved.

14. Click on the **OK** button.
The **Receiving Goods PO Item Selection** screen will still be displayed, but there will be no items listed for the purchase order.

15. Click on the **Exit** button. 

The **Forms** window will ask if you want to **Close this form**?

16. Click on the **Yes** button.
The **Receiving Goods** form will be displayed.

17. Click on the **Next Block** button to display the **Commodity** block.
The **Commodity** block will be displayed.

18. If you wish to review the commodities being received, use the scroll bar to display each line.

19. Click on the **Next Block** button.
The **Completion** window will be displayed.

20. Click on the **Complete** button.

**Team Tip:** You must click on the **Complete** button before the receiving document can post.
The **Receiving Goods** form will be displayed with no information.

21. Click on the **Exit** button ✗ to return to the **General Menu**.
Receiving Goods – Receive a Partial Order

Use Receive Goods – Receive a Partial Order when not all of the line items were received on the same day or there are discrepancies between the quantities received and the quantities listed on the purchase order.

Type FPARCVD in the Direct Access Go To... field and press the Enter key.

The Receiving Goods form, FPARCVD, will be displayed.

1. Type NEXT in the Receiver Document Code field.
2. Click on the Next Block button.
3. Record the **Receiver Document Code** on the **Finance Log** (see Appendix A).

4. Use the **Search** button to select a **Receiving Method**.

5. If the actual date you received the goods or services was not today, press the **Tab** key to move your cursor to the **Date Received** field and enter the actual date received.
6. Click on the Next Block button to go to the Packing Slip block.
7. Enter the packing slip number in the Packing Slip field.
8. Click on the Next Block button.
9. Type the Purchase Order number in the Purchase Order field and press the Enter key. The Buyer and Vendor fields are automatically populated from the purchase order.
10. Verify that the Receive Items radio button is selected.
11. Click on **Select Purchase Order Items** from the **Options** menu.
The **Receiving Goods PO Item Selection** form, **FPCRCVP**, will be displayed.

12. Click on the **Next Block** button.
13. Click in the checkbox in the **Add Item** column for each item that you are ready to receive, even if you are not receiving the entire quantity.
14. Click on the **Save** button.
The **Receiving Goods PO Item Selection** form will now list only the items you did not choose to receive.

The **Auto Hint** line will display the message **“Transaction complete: XX records applied and saved.”** XX represents the number of items you selected to receive.

15. Click on the **Exit** button

The **Forms** window will ask if you want to **Close this form**?

16. Click on the **Yes** button.
You will return to the **Receiving Goods** form.

17. Click on the **Next Block** button.

---

### Receiving Header

- **Receiving Method:** ORD
- **Carrier:**
- **Date Received:** 04-MAY-2010
- **Received By:** DCLAIRE

### Packing Slip

- **Packing Slip:** ZHTLL345
- **Bill of Lading:**

### Purchase Order

- **Purchase Order:** 90985187
- **Buyer:** Rose Coca
- **Vendor:** 90982920 Dell Marketing LP

---

Check to receive or adjust items for this purchase order

<table>
<thead>
<tr>
<th>Record</th>
<th>Item</th>
<th>Qty</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Item 1</td>
<td>100</td>
<td>100.00</td>
</tr>
<tr>
<td>&lt;GBC&gt;</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
18. For this commodity, did you receive all of the goods?
1. If yes, click in the Final Received? checkbox.
2. If no, leave the Final Received? checkbox blank. Receiving for this commodity will have to be completed using this same process when the remaining goods or services are received.
19. Click in the Current Quantity Received field and enter the quantity of goods received for this commodity.
20. Use the scrollbar to review information for additional commodities.
21. Repeat steps 18 through 21 for each commodity you are receiving.
22. When you have finished reviewing and entering quantities for all commodities, click on the Next Block button.
The **Completion** window will be displayed.

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Description</th>
<th>U/M</th>
<th>FOB Code</th>
<th>Final Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>YE0032219</td>
<td>OptiPlex 790 Desktop</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Base Standard</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You must click on the **Complete** button before the receiving document can post.

23. Click on the **Complete** button.

**Team Tip:** You must click on the **Complete** button before the receiving document can post.
The **Receiving Goods** form will be displayed with no information.

24. Click on the **Exit** button [X] to return to the **General Menu**.