




# Basic Receiving FIPU - 005

1. In the Direct Access field (labeled "GO:"), type **FPARCVD** and press **Enter** to access the Receiving Goods Form.

2. **Receiver Document Code:**  
Type "NEXT". **OR**

3. If you have an "In process" receiving document number, enter the number in this field.

**Note:** If a receiver document has been started and items have been selected, starting a second document to receive the same items will not work. The items have been selected and assigned to the original receiver document. The original receiver document must be completed or deleted prior to assigning the items to a new receiver document.

4. Click on **Next Block**  (or press Ctrl + PgDn) to advance to the Receiving Header Block.

5. Select **Receiving Method List (Required)**.

6. **NOTE:** To select an item, double-click the item or click to highlight it, and then click the OK button.


7. Skip **Carrier (Not used)**

8. Today's date defaults into the **Date Received** field. To select a date, double click on the date field to display a calendar to select a date, or enter **mmddy**, then **TAB**.

**NOTE:** If the good received and the receiver is completed on the same day, accept the default date, **if** the receiver is completed after the actual date of the receipt; enter the actual date the goods were received.


9. **Text Exists: (Optional)** unchecked unless receiving text is entered. To enter text, select "Options/View Receiving Text." Type receiving comments or information,


click Save  and exit 

10. Click on **Next Block**  **TWICE** (or press Ctrl + PgDn **twice**) to advance to the **Packing Slip Block**.

11. **Packing Slip (Required):** Enter the packing slip, sales order, or actual invoice number referenced for the shipment received. Note: If you are accessing a receiving document that is "In process," you must enter the packing slip number exactly as you entered it in the original receiver.

12. **Bill of Lading (Optional):** If provided enter the Bill of Lading Number.

13. Click on **Next Block**  (or press Ctrl + PgDn) to advance to the Purchase Order Block.

14. **Purchase Order (Required):** Enter the PO Number or use **Search**  to locate and verify the PO number. **TAB**, and buyer and vendor information will appear. Verify for accuracy. **If the vendor information is incorrect, you have entered an incorrect Purchase Order number and should correct the Purchase Order number at this time.**

15. Click on **Options** on the menu bar, and you will see two Options:

16. Click on **Select PO items (FPCRCVP) Do NOT select Receive all Purchase Order Items.** **NOTE:** When you select this option it will take you to the **Receiving Goods PO Item Selection Form**.




Review the items and quantities on the PO Item Selection Form as compared to the actual shipment received and choose:

a) If **all** of the items and quantities listed are in the **current** shipment and no prior receiving of this PO has been done; click in the **Receive All** box located on the **FPCRCVP** form.



**NOTE:** Selecting **Receive all items** will auto-populate the Final Received checkbox and the total quantity ordered for each commodity line.

b) If a partial shipment is received,

click on **Next Block**  (or press Ctrl + PgDn) to advance to the list of PO items. Check mark the box on the right under the Add Item for each item you need to receive.


PO Item	Commodity Code	Description	Text Ends	UM	Quantity	Quantity Received	Add Item
1	1542	Greenhouse	NOHE	EA	2500	0	<input type="checkbox"/>
2	17003	Aprons and C	NOHE	EA	500	0	<input type="checkbox"/>

17. **NOTE:** (Regardless of the option you selected, the steps are the same from this point forward.)

18. Click on **Save** .


19. **Note:** In the status bar 'transactions complete, X number of records applied & saved'.

20. Click: OK

21. Click on **Exit** .

22. Close this form.

23. Click on **Yes**.

24. Click on **Next Block**  (or press Ctrl + PgDn) to advance to the Commodity screen.

25. **TAB** to continue.

26. **Commodity Description:** Defaults from PO, accept the default.

27. **NOTE: For purchases of Fixed Assets:** If the commodity is a Fixed Asset (commodity code ending in "C" OR account codes 9000, 9020, or 9040), Select "Options/Asset Information" from the menu bar to access the "Asset Information" window. Enter the Make, Model, and Manufacturer information for the Fixed Asset item. Include the Serial Number after the Model number. Do not use any characters other than alpha/numeric (i.e., no special characters (#) or punctuation marks.)

28. Click "OK" to close the window.

29. **FOB** not needed - Tab to continue.

30. **Final Received.**


**NOTE: Do NOT check Final Received.**


31. **TAB** to continue


32. Click in the **Current Received** field, verify and enter the amount received. Tab to update the data entered.

33. If more than one commodity is received, use the down arrow to access the next commodity.

34. Repeat steps 25-34 for all remaining commodities selected for receiving.

35. Click on **Next Block**  (or press Ctrl + PgDn) to advance to the Completion screen.

36. Click on **Complete**  to complete the receiving document.

37. **NOTE:** Click on **In-Process**  **only** if you need to verify information prior to completing document. The receiving document is placed in a **pending status** until the document is accessed again and the **complete button is selected**. If **In-Process** is selected, write down the Receiver and packing slip numbers for future reference. (see **Receiver In Process Document** Job Aid)

38. Click on **Exit**  to return to the Main menu.

