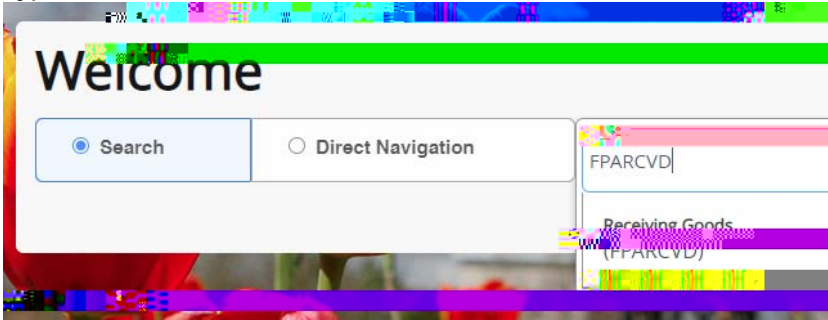


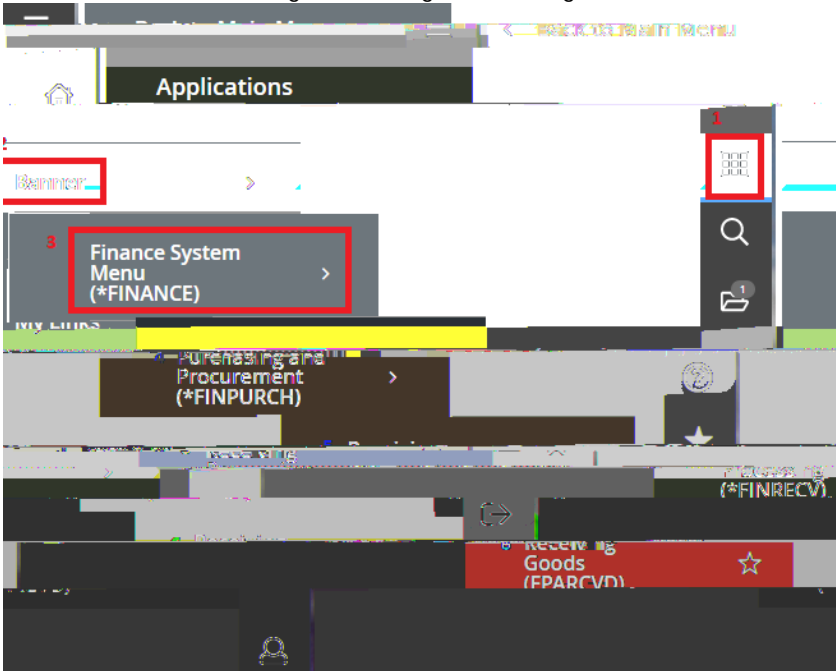
How to Receive a Purchase Order

Last Updated: KW 8.31.22

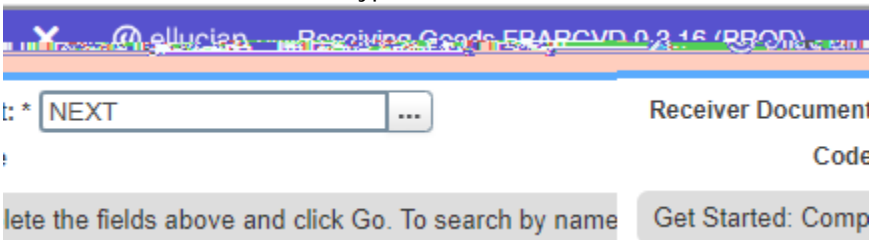
1. Log in to Banner, and go to screen FPARCVD – Below are paths on how to access the screen.
 - a. Type FPARCVD in the Search box; or



- b. Click the Applications icon (9 squares, on top-left of the screen), and move through Purchasing and Procurement > Receiving Processing > Receiving Goods



2. In the Receiver Document Code box, type "NEXT", then click Go



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3. Populate following fields. Click down arrow (bottom-

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6. After you click save, should receive green notes.

7. Close the screen by clicking the X at the top-left of the screen.

8. Click Yes to the question of 'Force Close?' This will return you to Receiving Goods screen.

9. Go to the Description page by clicking the down arrow (bottom-left of the screen)

10. Enter the dollar amount or quantity of items being received under current column on received row.
 - a.

