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

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Search	O Direct Navigation	FPARCVD
		Beceiving Goods

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

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

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t: * NEXT		Receiver Document
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lete the fields above and click Go	. To search by name	Get Started: Comp

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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)

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