



## Receiving in Banner 9

### Partial Receiving:

1. Go to **FPARCVD**.
2. In *Receiver Document* type "NEXT" then click *GO*.
3. Click the *Next Section* icon at bottom left. For Packing Slip enter the invoice number then click *Next Section*. Enter "Purchase Order Number" (P00xxxx).
4. Under *Tools* at top right, choose *Select Purchase Order Items*. Click on *Add Item* from appropriate line (make sure box is checked – may have to click twice). Select *SAVE* at bottom right (should see green pop-up "Saved Successfully"). Then X out in upper left. Answer "YES" to pop-up message.

### **IMPORTANT: Then hit the *NEXT SECTION* button.**

This will take you to the page with Commodity Information. Towards the bottom there will be sections for *Amount Received To Date* and *Current*. *Current* will have a blank box underneath. Put your cursor in the box and indicate how many units you want to receive. (Type either a quantity – example "1" or amount "500.00", depending on how the PO is set up).

Then *Tab* and click **COMPLETE**. Your receiving number will show up in the upper right.

### Receiving All Purchase Order Items:

1. Go to **FPARCVD**.
2. In *Receiver Document* type "NEXT" then click *GO*.
3. Click the *Next Section* icon at bottom left. For Packing Slip enter the invoice number then click *Next Section*. Enter "Purchase Order Number" (P00xxxx).
4. Under *Tools* at top right, choose "Receive All Purchase Order Items".
5. Then *Next Section* and click **COMPLETE**.