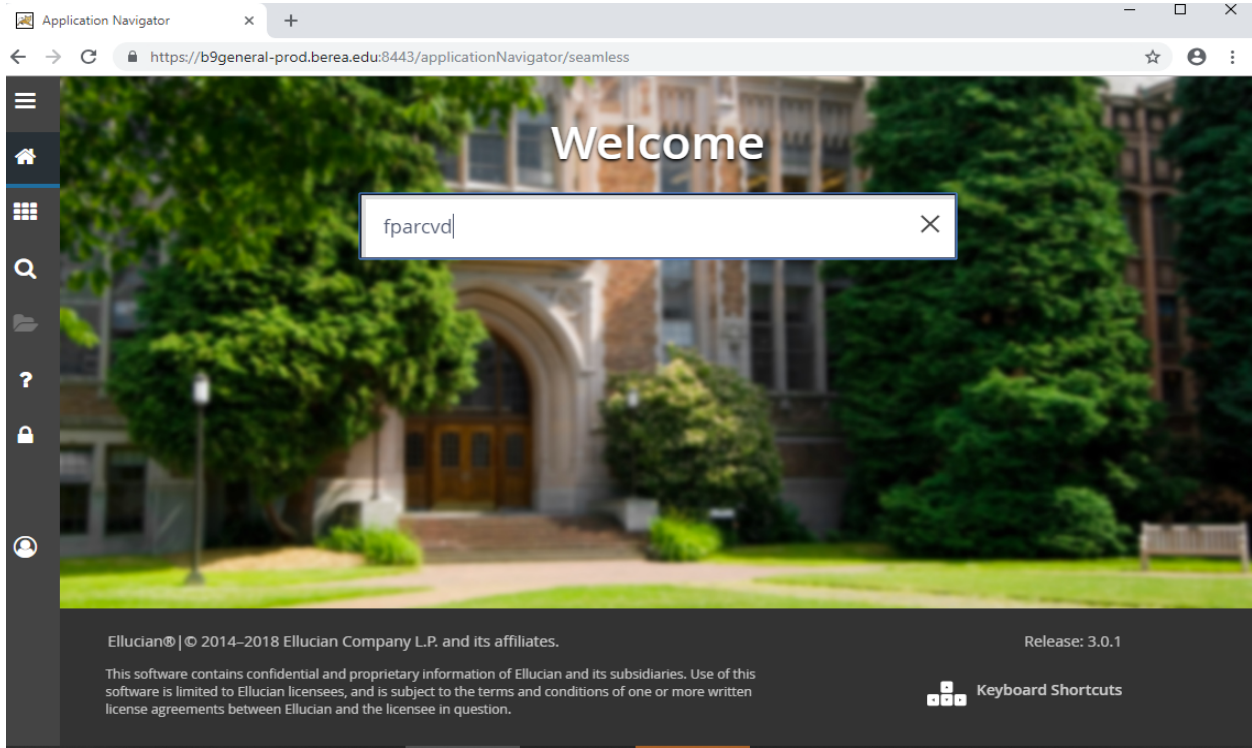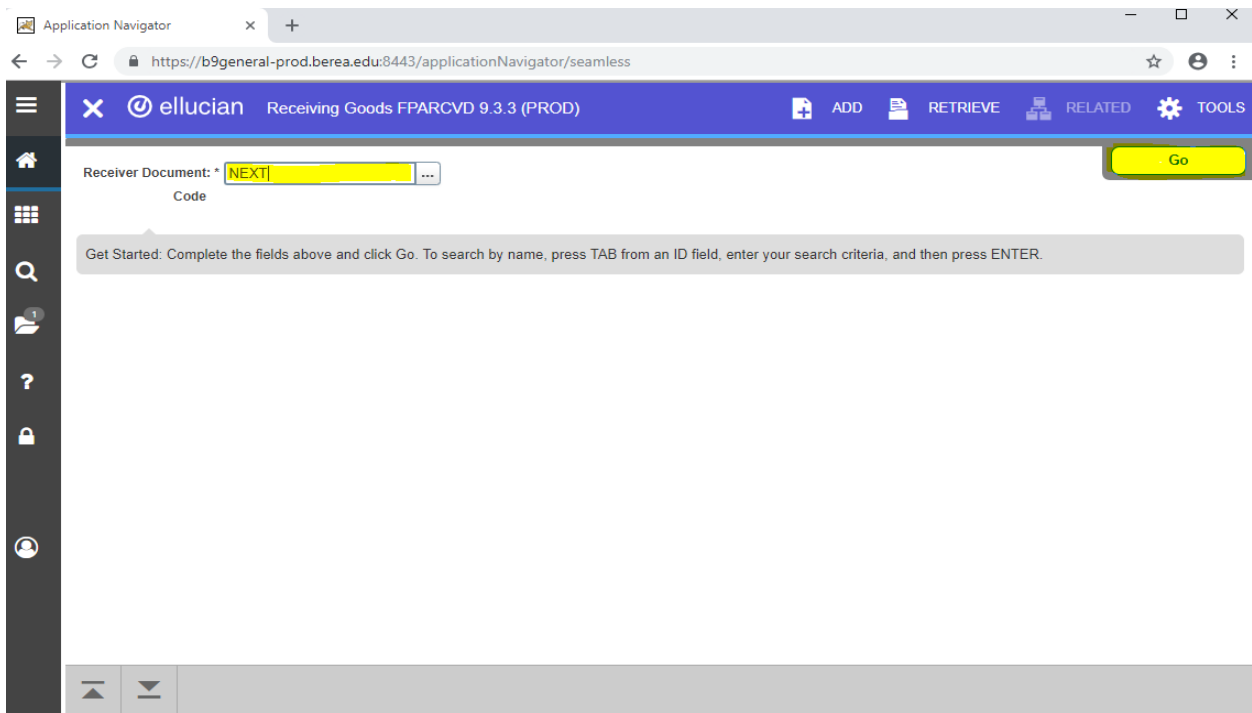INSTRUCTIONS FOR PROCESSING RECEIVERS IN BANNER9:

From the Home screen, enter FPARCVD, then hit Enter

Type NEXT in the "Receiver Document Code" box, then click "GO" on the top right.

Enter Receiving Method (if known). You can search by clicking on the three dots. Then go to the Next Section by clicking the down arrow (bottom left) or pressing Alt and Page Down. Enter Packing Slip number. Then go to the Next Section (down arrow or Alt Page Down) and enter the PO number. Then hit the "Enter" key.

You'll see the Vendor name populate in the Vendor Field. Then go to TOOLS on the top right and select either "Receive All Purchase Order Items" (if you're receiving everything on the PO), or "Select Purchase Order Items" (if you're only receiving a portion of the lines on the PO).
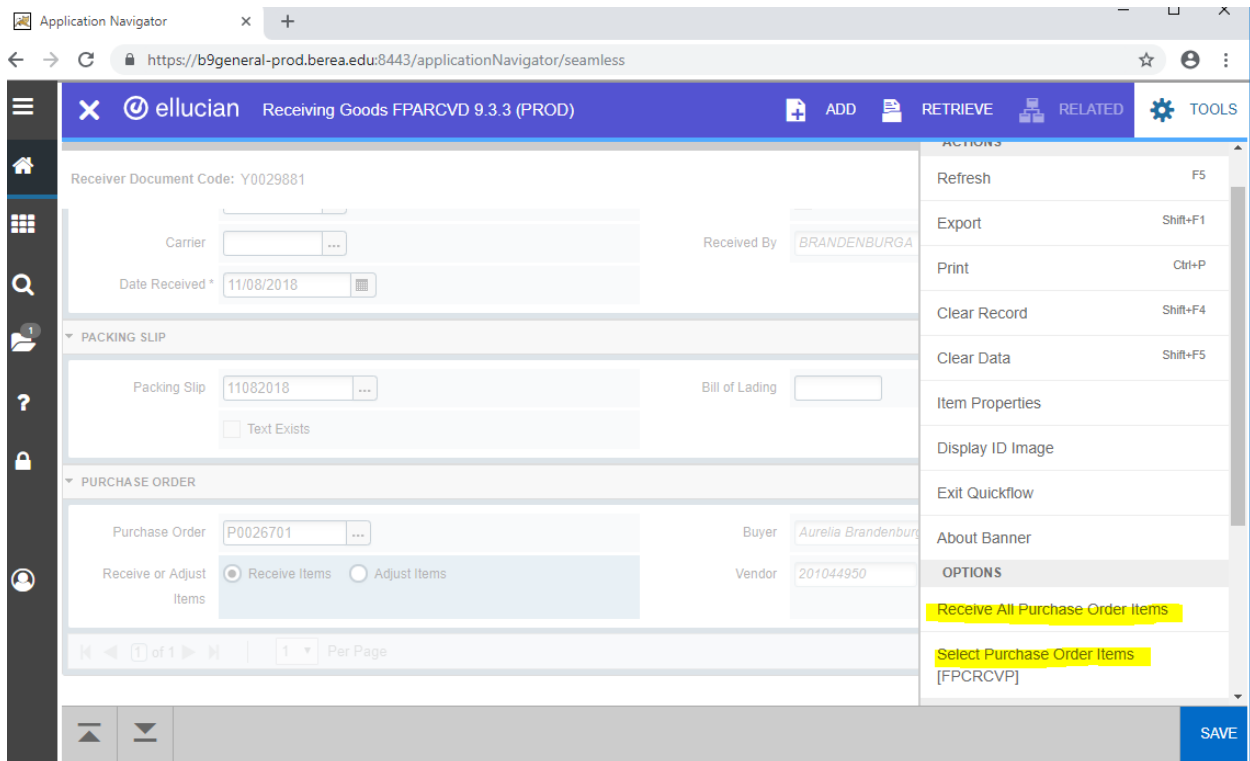
If you choose "Select PO Items", you'll then see a screen with a list of line items to choose from. Click the box(es) to the right of the items you wish to receive, then hit SAVE or F10.
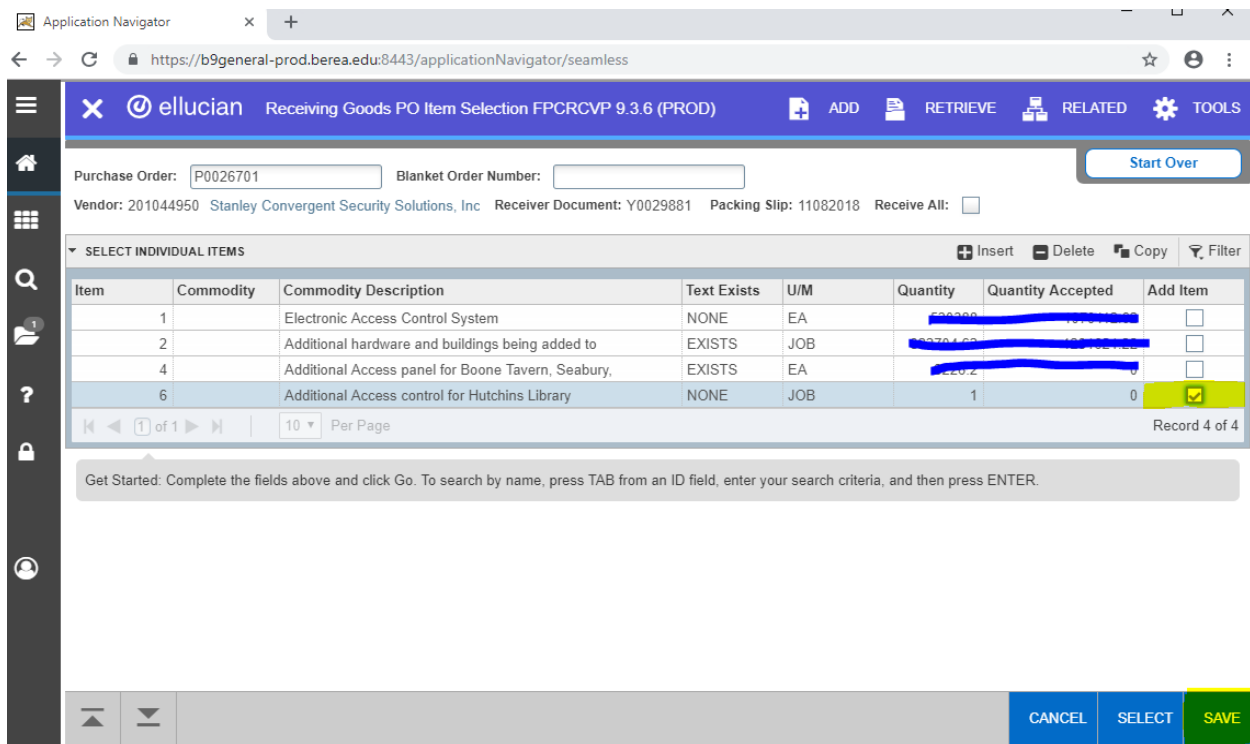
The next screen that comes up should show that the item(s) were saved successfully. You'll then click the **X** at the top left of the screen.

This will take you back to the screen that looks like the first one, and at this point you'll press the down arrow or Alt Page Down to get to the next section.

You'll then see the line item(s) for which you previously clicked the box appear on the screen and you'll need to tab to the "Current" field on the row labeled "Received" and enter the number of items received. (Notice the quantity ordered will be shown at the bottom of the left column.) You can use the down arrow on your keyboard to scroll to each subsequent line on the PO that corresponds to the boxes you previously checked.

Then use the scroll bar on the right side to bring up the "Complete" button. You'll also want to make note of the Receiver Document Code number Y00XXXX. Click Complete and you're done.

The process is the same if you're receiving all PO items, except that you do not have to click the boxes next to the line items. When you select "Receive All Purchase Order Items" from the TOOLS menu, and hit SAVE, it then takes you back to that same first screen, then all you do is Arrow Down (or Alt Page Down) two times until you get to the last screen and hit Complete.