

## **Receiving in Banner 9**

### **Partial Receiving:**

Go to **FPARCVD**.

In "Receiver Document" type "NEXT" then "GO".

Click "Next Section" icon at bottom left. Then enter "Packing Slip" which is the invoice number then "Next Section" & enter "Purchase Order" (P23xxxxx).

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 a "Commodity" section and "Details" section then below will show "Received" "To Date". You will see "Current" with 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 "**COMPLETE**". Your receiving number will show up in the upper right.

### **Receiving All Purchase Order Items:**

If you are receiving all items on the PO:

Go to **FPARCVD**.

In "Receiver Document" type "NEXT" then "GO".

Click "Next Section" icon at bottom left. Then enter "Packing Slip" which is the invoice number then "Next Section" & enter "Purchase Order" (P23xxxxx).

Then under "Tools" at top right, choose "Receive All Purchase Order Items".

Then "Next Section" and "**COMPLETE**".

