




Purchasing

Date: 09/01/2011

Receiver -In Process
FSJA-025

1. In the Direct Access field (labeled "**Go To...**"), type **FPARCVD** and press **Enter** to access the **Receiving Goods Form**.
2. Enter the incomplete receiver number
OR Search  to access the **Receiver/Packing Slips Validation Form** (FPIPKSL). Locate the incomplete receiving document number, highlight it and double-click or click on "Select".
3. Complete all corrections necessary to finish the receiving document, **or** go directly to the completion window.
4. Click on **Complete**  to finish. Note the message in the status bar - "Receiver Document Yxxxxxxx has been completed."
5. Click on the "Exit"  button to return to the Banner main menu.