

Quick Instructions for Banner Receiving:

From the main Banner screen:

Either choose the FPARCVD form in the GO field *or* select it from My Banner (if you've already saved it)

In **Receiver Document Code** field, type *Next*; click **Next Block**. The field will be filled in automatically.

Click **Next Block**.

Received Method and **Carrier** fields aren't required

Dated Received and **Received By** fields are automatically filled in

Click **Next Block**

You must enter something in **Packing Slip** field; Bill of Lading field isn't required

Click **Next Block**

Enter PO# and press *Tab* – the **Buyer** and **Vendor** fields populate and **Receive Items** box is checked

Go to **Options** in the top menu and click **Select Purchase Order items**. This will take you to a screen showing all the line items on the PO.

If receiving the entire PO, check **Receive All** and click **Save**. Click **OK** in the pop-up box and click **X** to exit the screen

To partially receive a PO:

Uncheck **Receive All** and check **Add Item**; select **Save**. The item will disappear from the current screen.
Click **X** in the right corner to exit and click **Okay** in the pop-up box.
Click **Next Block** and tab through fields to enter **Quantity Received**
Click **Save**.

To adjust a previously receiver:

Don't worry about using the same packing slip as when it was originally received.
Enter PO# and press *Tab*: the Buyer and Vendor field populate
Click **Adjust Items**; complete adjustment and continue.

Click **Next Block** to see summary

Click **Next Block**

Click **Complete** icon to save transaction.

The status line on the very bottom of the screen will say "**Document has been completed**"

Click **X** to close screen and return to the main menu.

You can go to FOIDOCH to confirm that items were received correctly.