Receiving Hints

1. After entering **FPARCVD** and tabbing, enter **NEXT** in the **Receiver Document Code** field to allow the system to generate a number OR click the SEARCH icon to have the system select an incomplete document. **NEVER ENTER YOUR OWN NUMBER.**

2. A Receiver number is generated even if you don’t see it.

3. To adjust a previously received item(s), you must associate the packing slip with the correct receiver.

4. The adjustment must be a negative quantity.

5. For a STANDING ORDER follow the same procedures as stated in the “Partial Receipt” instructions. Instead of quantity being delivered, you will enter the **amount invoiced.**

6. The Receiver document must be completed.

7. If you are entering a receiver and realized that the items has already been received, rollback and then do a next block. At this point you can remove the document by Clicking on RECORD, then click remove two times. The status bar should read “Record is removed (deleted).”