

## 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).