

# Purchasing: Receiving

Web Services & Internet Native Banner 7x • Finance Module  
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FERRIS STATE UNIVERSITY

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## **Conventions Used in this Manual**

The following formatting conventions are used throughout this manual.

<b>Convention</b>	<b>Example</b>
Text entry is printed in monotype (Courier) font.	Type <code>FPAREQN</code> in the <b>Direct Access</b> field.
Field names are in bold face.	Type <code>299771111</code> in the <b>ID</b> field.
Button names are in bold face.	Click the <b>Execute Query</b> button.
Specific block names (but not "Key Block") are in bold face.	In the <b>Addresses</b> block, click inside the <b>Zip Code</b> field.
Form names are in all capital letters.	Navigate to the <b>FPAREQN</b> form.
Keyboard keys are in all capital letters.	Press <b>ENTER</b> .
Menu navigation is listed as Menu > Menu Option.	To count the query hits, choose <b>Query &gt; Count Hits</b> .

The following are frequently used functions throughout this manual.

<b>Function</b>	<b>Keystrokes</b>
Next Block	CTRL + PAGE DOWN
Previous Block	CTRL + PAGE UP
Save	F10
Execute Query	F8
Next Record	Down Arrow (↓)
Previous Record	Up Arrow (↑)
Exit	<b>X</b>
Search	
Calendar – date field	

## Receiving Purchased Goods

The receiving process enables you to enter receipt information for items ordered through the purchase order process. You can receive goods based on the quantity identified on a regular purchase order or based on the dollar amount on a standing purchase order. You can only perform receiving transactions against approved purchase orders.

Screen 1: FPARCVD Form

1. Access the Receiving Goods (FPARCVD) form one of two ways:
  - a. Use the menus: Financial > Purchasing & Procurement > Receiving Processing > Receiving Goods
  - b. Type FPARCVD in the **Direct Access** field at the top of the Banner main screen and press ENTER.
2. In the **Receiver Document Code**: field, type NEXT for new system assigned receiver code and Next Block to go to the **Receiving Header** block.

You may also enter a receiver number to retrieve a previous started receiver or click the **Search** button to have the system select and incomplete document.

The **Date Received** and the **Received By** fields will auto populate. The Date Received can be over-written to reflect the actual date received.

3. If additional notes are needed, add text from this block by choosing Options > View Receiving Text (FOATEXT).

## Completing the Receiving Header Block

1. In the **Receiving Method** field, double-click in box to view a list:

Code	Receiving Description	Eff Date
TD	Two Day Delivery	11-APR-2005
DHL	DHL	11-APR-2005
FEDX	Federal Express	11-APR-2005
FSU	Ferris Pick's Up	11-APR-2005
MAIL	US Mail	11-APR-2005
ND	Next Day Delivery	11-APR-2005
OTH	Other	11-APR-2005
RFS	Regular Delivery	11-APR-2005

Screen 2: Receiving Method List

2. Select the receiving method and click **OK**.
3. In the **Carrier** field (an optional field), click the **Search** button to view the Carrier List:

Number	Vendor Name
000012614	United Parcel Service
000019922	ABF Freight System Inc
000024508	Alvan Freight Inc
12000267	United Parcel Service
12002453	Yellow Freight
12002557	DHL Express USA Inc
12002893	ABF Freight System Inc
17001834	Alvan Freight Inc

Screen 3: Carrier List

4. Select a carrier from the list and click **OK**.



**NOTE:** The **Date Received** and **Received By** fields are pre-filled. These fields can be edited if the data is not correct.

5. Next Block to go to **Packing Slip** block.

## Completing the Packing Slip Block

1. In the **Packing Slip** field, Enter the number from the vendor packing slip or click on Search button to view list of previously entered packing slips



**NOTE:** If the packing slip has been used previously against another purchase order, click the **SEARCH** icon to select the packing slip number.

2. If applicable, type the bill of lading number from the shipping information in the **Bill of Lading** field (optional).
3. Next block to go to **Purchase Order** block.

## Completing the Purchase Order Block

1. In the **Purchase Order** field, type the PO number and press ENTER ...OR... Click the **Search** button to view list of purchase orders. Refer to *Using the Search Button for POs* section on page 7.
2. Tab to the **Receive Items** radio button and verify that it is selected. **Adjust Items** is used to edit a previously entered receiver (Refer to *Editing a Receiving Document* on page 10 for additional instruction).
3. From menu bar, choose Options > Select Purchase Order Items [FPCRCVP].
4. On FPCRCVP form, select the item to be received by checking the **Add Item** box:

Item	Commodity	Text Exists	U/M	Quantity	Quantity Accepted	Add Item
1	20454	Macbook Pro Laptop	NONE	EA	1	<input checked="" type="checkbox"/>
2	20800	Apple Training Series	NONE	EA	1	<input type="checkbox"/>
3	20448	Mouse	NONE	EA	1	<input type="checkbox"/>
4	20413	Portable Power Adapter	NONE	EA	1	<input type="checkbox"/>
5	20401	AppleCare Protection Plan	NONE	EA	1	<input type="checkbox"/>

Screen 4: FPCRCVP Add Item checkbox (cropped)

5. When complete, press **F10** to save
6. Close the form by choosing, File > Exit.
7. Click **Yes** to confirm the close in the pop-up box.
8. Next Block to access **Commodity** block and view items selected against this receiver.

## Completing the Commodity Block

Use the Commodity block to enter commodity information for this receiving document. The header fields displays the information entered in the main window of this form and defaults from the purchase order.

- For each commodity, determine if you received all of the goods. If yes, leave the **Final Received?** checkbox checked. If not, uncheck this box. This window will display a single commodity at a time; use the scroll bar to the right to scroll to next commodity if you select more than one item in the previous view.

The screenshot shows the FPARCVD Form with the following details:

- Receiver Document Code: Y0001362
- Packing Slip: P00003792
- Purchase Order: P0003792
- Vendor: Apple Computer Inc
- Item: 1
- Commodity Record Count: 1
- Commodity Code: 20454
- Description: MacBook Pro Laptop
- U/M: EA
- FOB Code: [Dropdown]
- Final Received:
- Quantity - Current: 1
- Quantity - To Date: 1
- Quantity - Rejected: 0
- Quantity - Returned: 1
- Quantity - Accepted: 1
- Quantity - Ordered: 1
- U/M: EA (Each)
- Primary Location: [Dropdown]
- Sub Location: [Dropdown]
- Item Suspense:
- Tolerance Suspense:
- Tolerance Override:

Screen 5: FPARCVD Form

- Tab to **Quantity - Current** box. Type the amount received or amount being rejected as appropriate.



**NOTE:** For a Standing Purchase Order you will not see this field; you will see the Current Amount Received field.

- Tab to **U/M** field. The unit of measure (U/M) should default from the purchase order. If it does not, double-click in the field to view the options list. Enter the receiving unit of measure in the **U/M** field if it different than the purchase order.
- Do not enter data in the **Primary Location** field. This is for inventory items purchased through the Stores Module, which FSU is currently not using.
- This window displays a single commodity at a time; use the scroll bar to the right to scroll to next commodity. Repeat the steps in this section for each commodity to be received.
- When you are finished, Next Block to the **Complete Receiver** block.

## Finishing the Receiver

1. When you are finished, click the **Complete** button at the bottom of the form. The receiver must be completed before payment can be issued.

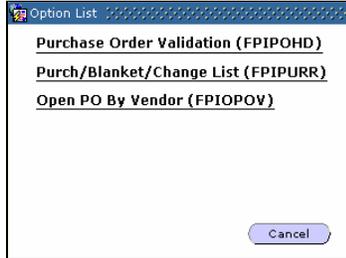
The screenshot shows a software window titled 'Commodity FPARCVD 7.0 (TRNG)'. At the top, there are fields for 'Receiver Document Code' (Y0001362), 'Packing Slip' (F00003792), 'Purchase Order' (F0003792), and 'Vendor' (Apple Computer Inc). Below this is a section for 'Item' with 'Commodity Record Count' set to 1. The 'Commodity Code' is 20454 and the 'Description' is 'MacBook Pro Laptop'. There are checkboxes for 'Stock Item' and 'Final Received' (which is checked). A table shows quantities: Received (1), Rejected (0), Returned (0), and Ordered (1), with 'To Date' and 'Current' columns. To the right of the table are dropdowns for 'U/M' (EA) and 'Item Suspense'. At the bottom of the window, there are two buttons: 'Complete' (with a green checkmark icon) and 'In Process' (with a red X icon).

Screen 6: FPARCVD Form, Finishing the Receiver

After **Complete** is selected the system will return to a blank receiver form to enter next receiver.

## Using the Search Button for POs

From pop-up list select Purchase Order Validation, Purch/Blanket/Change List, or Open PO by Vendor.



Screen 7: Search for POs Option List

### Option 1: Purchase Order Validation

This search option allows you to filter your search by the fields displayed. Variable characters can be used. For example, type >1-MAY-2006 to look for POs created after May 1, 2006, and enter Y in both the **Completed** and **Approved** fields to limit the search to POs created after May 1 that are both completed and approved.

This search option does not allow you to filter the search by organization.

1. Select Purchase Order Validation. The FPIPOHD form will appear:

Screen 8: FPIPOHD form using the example search parameters

2. Press **F8** to populate the table.
3. After the table is populated, select the correct PO and press **ENTER**.

## Option 2: Open PO by Vendor

1. Click Open PO by Vendor and the FPIOPOV form will appear (Screen 9).
2. Type the Vendor ID or use **Search** button to select vendor from the list.

Screen 9: FPIOPOV form (cropped)

3. Verify **Status** radio button is Open.
4. Select the correct fiscal year (defaults to the current year).
5. Use the **Organization** field to filter the list of POs by organization. Type the organization or double-click in the field to select from a list.
6. Next Block to populate the table.

Screen 10: FPIOPOV form, PO selected (cropped)

7. Double-click a PO to select it ...OR... from the menu bar, select Options > Review Commodity Information to view items listed on PO (Screen 11).

Screen 11: Review Commodity Items

8. If this is the correct PO, double click to select it.
9. Once a PO is selected, Banner will automatically autopopulate the **Buyer** and **Vendor** fields.

Formatted: Bullets and Numbering

## Helpful Hints

- Once you complete the receiving document, you can make NO further changes to it. If changes are required, enter a new receiver document referencing the same packing slip and purchase order. You can query this information on the Receiving Goods Query Form (FPIRCVD).
- If you wish to maintain this data in your records but do not wish to complete and post the receipt at this time, select In Process. You can access this information again using the identical receiver document code.

## Editing a Receiving Document

Once a Receiver is complete, the record is locked/sealed. To edit or correct a Receiver you need to start a new receiving document and connect this new record with the existing record using the packing slip. You can edit information from there.

This is not used for returns.

1. Open the FPARCVD form.
2. In the **Receiver Document Code** field, type NEXT.
3. Next Block to go to the **Receiving Header** block.

### Completing the Receiving Header Block

1. Select the appropriate receiving method in the **Receiving Method** field.
2. Select the appropriate carrier in the **Carrier** field and press TAB.
3. In the **Date Received** field, override the date if necessary.
4. Next Block to the **Packing Slip** block.
5. Click the **Search** button to select a previously used packing slip number. It must match exactly. This will create the relationship between the two receiving document.
6. Next Block to the **Purchase Order** block.

The screenshot displays the FPARCVD form interface. At the top, there is a 'Receiver Document Code' field with a dropdown arrow. Below this is the 'Receiving Header' section, which includes fields for 'Receiving Method', 'Carrier', 'Date Received', and 'Received By'. Each of these fields has a search icon and a 'Text Exists' checkbox. The 'Packing Slip' section follows, with fields for 'Packing Slip' and 'Bill of Lading', also featuring search icons and 'Text Exists' checkboxes. The 'Purchase Order' section includes a 'Purchase Order' field with a dropdown, radio buttons for '\* Receive Items' and 'Adjust Items', and fields for 'Buyer' and 'Vendor'. A 'More...' link is located at the bottom right of the form.

Screen 12: FPARCVD form

## Completing the Purchase Order Block

1. In the **Purchase Order** field, type the appropriate PO number or use the **Search** button to find the PO.
2. Click the **Adjust Items** radio button:

The screenshot shows the 'Receiving Goods: FPARCVD 7.0 (TRNG)' window. It is divided into three main sections: 'Receiving Header', 'Packing Slip', and 'Purchase Order'.  
 - **Receiving Header:** Includes fields for 'Receiving Method' (set to CHL), 'Carrier', 'Date Received' (30-MAY-2006), and 'Received By' (GOLDENL).  
 - **Packing Slip:** Includes 'Packing Slip' (0003792) and 'Bill of Lading'.  
 - **Purchase Order:** Includes 'Purchase Order' (0003792), 'Buyer' (Sandy Morningstar), and 'Vendor' (12000309 Apple Computer Inc). Two radio buttons are present: 'Receive Items' (unselected) and 'Adjust Items' (selected). A yellow arrow points to the 'Adjust Items' radio button.

Screen 13: FPARCVD form, Adjust Items radio button

3. From menu bar, choose Options > Select Purchase Order Items [FPCRCVP].
4. On FPCRCVP form, select the item to be received by checking the **Add Item** box.
5. When complete, press **F10** to save
6. Close the form by choosing, File > Exit.
7. Click **Yes** to confirm the close.
8. Next Block to access **Commodity** block and view items selected against this receiver.

## Completing the Commodity Block

1. Tab to the **Adjustment Quantity Received** field, as shown in the screen capture below:

The screenshot shows the 'Commodity FPARCVD 7.0 (TRNG)' window. At the top, it displays document details: Receiver Document Code (Y0001363), Packing Slip (P0003792), Purchase Order (P0003792), and Vendor (Apple Computer Inc). Below this, the 'Item' section shows 'Commodity Record Count' set to 1. The 'Commodity Code' is 20454 and the 'Description' is 'MacBook Pro Laptop'. There are checkboxes for 'Stock Item' and 'Final Received'. A table on the left lists quantities: Received (2), Rejected (0), Returned (0), Accepted (2), and Ordered (1). The 'Adjustment' field in this table is highlighted with a yellow arrow and contains the value '-1'. To the right of the table are dropdown menus for 'U/M' (set to EA), 'Primary Location', and 'Sub Location'. At the bottom right, there are checkboxes for 'Item Suspense', 'Tolerance Suspense', and 'Tolerance Override'.

Screen 14: FPARCVD form, Adjustment Quantity Received

2. Enter the adjustment (must be a negative number).
3. Tab to the **U/M** field.
4. Type a receiving U/M if different than the PO U/M.

This window displays a single commodity at a time; use the scroll bar to the right to scroll to next commodity to be adjusted and enter adjustments.

## Completing the Document

1. When you are finished, click the **Complete** button at the bottom of the form. The receiver must be completed before payment can be issued.
2. After **Complete** is selected the system will return to a blank receiver form to enter next receiver.

## Other Helpful Forms

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<b>Form Name</b>	<b>Description</b>
FPIRCVD	Receiving Goods Query Form – used to view completed receiving documents
FAIIREC	Receiving/Matching Status Query – used to view detailed quantity & amount information for invoice records for which no receiving information has been entered.
FPARTRN	Returned Goods/Receiving Adjustment Form – used to update qty returned and reason code only.
FPIRTRN	Returned Goods Validation List Form
FPIPKSL	Receiver/Packing Slips Validation Form

## Document Change Log

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<b>Date</b>	<b>Description of Change</b>
July 2005	Document created.
May 2006	Document updated to reflect 7x system updates (screens and procedures) and new document template/styles.