How to Query Receiving Documents

Description: Use the Receiving Goods Query Form to query goods received information.

Form Name/Direct Access: FPIRCVD

Menu: Receiving Processing Menu *FINRECV

Navigation: Products Menu
            Finance System Menu
            Purchasing and Procurement System Menu
            Receiving Processing Menu
            Receiving Goods Query Form

General Note:

The flashlight icon provides a list of valid entries for applicable fields and fields with blue text can be double-clicked to get a list of valid entries.

Instructions:

1. Select Receiving Goods Query Form.
Receiver Document

Code: Enter the specific Receiver Document Code required or use the search icon (flashlight), F9 from the keyboard or List from the Help menu to find it. Double click to select the document.

2. Next Block (use ctrl page down, the toolbar button or on the main menu, select Block then Next).
This takes you to the Receiving Header portion of the form. All fields are display only and cannot be updated. The fields populate automatically for you based on the Receiver Document Code entered.

Receiving Method: Method used to receive the goods (if applicable).

Carrier: Not used. Will always be blank.

Date Received: Date the goods were received.

Received By: User id of the user that completed the form.

Text Exists: Y indicates Receiving Text exists. N indicates text does not exist.

3. Next Block to access the Packing Slip information section of the form.

Packing Slip: The Packing Slip number. If no packing slip number was available, the field will show NA.

Bill of Lading: The Bill of Lading number if applicable.

Text Exists: Y indicates Packing Slip Text exists. N indicates text does not exist.
4. **Next Block** to access the *Purchase Order* (PO) information section of the form.

**Purchase Order:** The code representing the PO against which the goods were received.

**Receive Items:** Radio button that, if selected, indicates the action completed on this receiving document was receiving.

**Adjust Items:** Radio button that, if selected, indicates the action completed on this receiving document was an adjustment.

**Buyer:** Buyer assigned to the PO.

**Vendor:** Vendor on the PO, from whom the goods were ordered.

5. **Next Block.**

This takes you to the *Commodity Detail Information* window. **Receiver Document Code, Packing Slip, Purchase Order and Vendor** populate automatically from the header. All fields are display only.
Item: Number of the item on the receiving document (for example 1 of 3).

Commodity Record Count: Total number of commodity records on the receiving document.

Commodity Code: Not used. Will be blank.

Commodity Description: Description of the commodity as on the PO.

U/M: Unit of measure of the item on the PO.

FOB: Will usually be blank.

Quantity Ordered: Original number of the item as ordered on the PO.

Qty: Displays the To Date and Current quantities of the item that have been Received, Rejected, Returned or Accepted (as appropriate).

U/M: Unit of measure of the item Received or Rejected.

Unit of Measure Description: Description of the U/M above.

Primary Location: Not used. Will be blank.

Stk: Not used. Will be N.

Override: Tolerance override box that indicates if tolerance was overridden when receiving was done. Y indicates it was. N indicates it was not.

Suspense: Box that indicates if the item is in suspense. Y indicates it is while N indicates it is not.

Posting Control Information
Complete: Box that indicates the status of the receiving document. Y indicates the document is completed. Blank indicates it is in process.

6. The *Options* menu at the top of the screen presents options for navigating to particular sections of the receiving document including *Asset Information*, which may have been completed if the goods received were fixed assets.

7. *Exit* to leave the form or *Rollback* (use the toolbar button or select *File* from the main menu, then *Rollback*) to query on another receiving document.