RECEIVING GOODS QUERY FORM
How to Query Receiving Documents on FPIRCVD

Description:

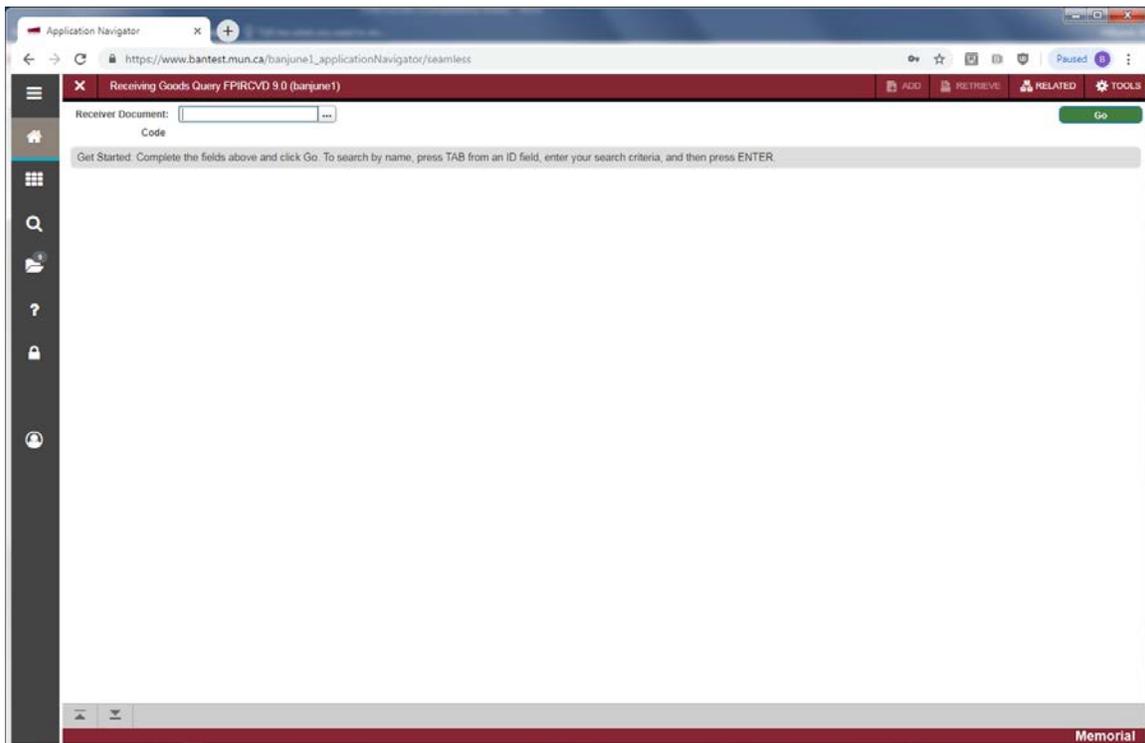Use the Receiving Goods Query Form to inquire on received goods information.

Navigation:

Access to the form can be done in three ways:

1. Type FPIRCVD in the search field
2. Type Receiving Goods Query in the search field
3. Select from the Receiving Processing menu under Applications

Step 1:
Follow the navigation process to FPIRCVD.

Step2:
Enter the specific *Receiver Document Code* required or use the search icon […] or F9 from the keyboard. Double click the Receiver Document to select it.

Step 3:
Click the "Go" button on the right. If you use the keyboard, Press "ALT" and "Page Down".

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.

Step 4:
Press *Next Section* button, or "ALT" and "Page Down" to access the *Packing Slip* 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.

Step 5:
Press *Next Section* button, or if you use the keyboard, Press "ALT" and "Page Down" 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.

Step 6:
Press *Next Section* button, or "ALT" and "Page Down" to access 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: Only used by select departments. Normally 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: Used only for Stores Inventory. Normally will be blank.
- Stk: Used only for Stores Inventory. Normally 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: Status - *Y* indicates the document is completed. Blank indicates it is in process.

Press *Exit* to leave the form or *Start Over* to query on another receiving document.