# **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.

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=	X Receiving Goods Query FPIRCVD 9 0 (banjune1)	E ADD	-	RETRIEVE	A PO	ELATED	TOOLS
	Receiver Document:						Go
	Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER						
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#### 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.

× Recei	ing Goods Query FPIRCVD 9.0 (banjune1)			🖪 ADD	E RETR	eve 👗	RELATED	🔆 TOOL	s
Receiver Docur	tent Code: Y0243402			O This I	unction cann	at be perform	ned here.		
* RECEIVER INF	ORMATION				_	D Inseit	Delete	Fill Copy	Ÿ,
Receiving I	lethod	Received By	UCASH242						
	Carrier	Text Exists	N						
Date Re	eived 06-JUN-2019								
* PACKING SLIP	AND PURCHASE ORDER INFORMATION					Q insert	Delete	Pa Copy	T
Packing Slip I	formation								
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Bill of	ading								
Purchase Ord	r Information								
Purchase	Order P0147737	Buyer	Financial Services - Act	counting					
	ion or (a) Receive Items ( ) Adjust Items	Vehrlor	000000122 Hassan	d (					
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Check to rec adjus	Terms							Roc	cord
Check to rec adjus	Terms							Roc	cord

- 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.

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Receiver Document Co	de: Y0243402	Start Over			
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Packing Slip	NA				
COMMODITY INFORMA	TION				🚺 insert 🖾 Delete 🦷 Gopy 🌱 Fit
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Commodity Record	1		FOB Code		
Count			antitic Continend	10	
Commodity Code	small widgets	U.	ansty croered	10	
Description					
Accepted Amount	To Date	Current		1104	Unit of Manura Description
Outpotity Received	i bate	Garten		EA	EACH
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- Quantity Returned	0				
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Accepted					
Primary Location			Sub Location		
Stock	N		Suspense	N	
Override					
14 4 (T) of 1 > 1	T T Per Page	Record 1 of			
POSTING CONTROL IN	FORMATION	🖸 insert 🗖 Delete 🧖 Copy 🔍 Filt			
Complete	Y				

- 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.