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.

Step 2:
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.