

## How to Receive in Banner

**Description:** Use the Receiving Goods Form to enter goods received information. You can only perform receiving transactions against completed and approved purchase orders.

**Form Name/Direct Access:** FPARCVD

**Menu:** Receiving Processing Menu \*FINRECV

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

Oracle Developer Forms Runtime - Web: Open > FPARCVD

File Edit Options Block Item Record Query Tools Help

Receiving Goods: FPARCVD 8.5M1 (muntrain)

Receiver Document Code: NEXT

**Receiving Header**

Receiving Method:

Carrier:

Date Received:

Received By:

**Packing Slip**

Packing Slip:

Bill of Lading:

**Purchase Order**

Purchase Order:   Receive Items  Adjust Items

Buyer:

Vendor:

More...

Enter a Receiver Document Code or use NEXT for automatic assignment.

Record: 1/1 | ... | <OSC>

## Receiver Document

Code:

There are several actions possible. If you are entering a new receiving document, enter *Next* to have the system generate a number for you. If you wish to retrieve an established incomplete receiving document, enter the number here 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*).

Oracle Developer Forms Runtime - Web: Open > FPARCVD

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Receiving Goods FPARCVD 8.5M1 (muntrain)

Receiver Document Code: Y0152895

**Receiving Header**

Receiving Method:

Carrier:

Date Received: 25-OCT-2011   Text Exists

Received By: UCASH283

**Packing Slip**

Packing Slip:   Text Exists

Bill of Lading:

**Purchase Order**

Purchase Order:   Receive Items  Adjust Items

Buyer:

Vendor:

More...

FRM-40350: Query caused no records to be retrieved.

Record: 1/1 | ... | List of Valu... | <OSC>

This takes you to the *Receiving Header* portion of the form.

**Receiving Method:** This is optional. Choices are limited to those supplied with the system and can be viewed by using the search icon (flashlight), F9 from the keyboard or *List* from the *Help* menu. Double click to select the method if desired. Generally leave this field blank.

**Carrier:** Not used. Leave blank.

- Date Received: Populates with the current system date. Can be overwritten with the date the goods were actually received.
- Text Exists: Display only field that will be checked if *Receiving Text* has been entered. To enter text, select *View Receiving Text* from the *Options* menu at the top of the screen.
- Received By: Display only field that populates based on the user that is logged in and completing the form.
3. *Next Block* to access the *Packing Slip* information section of the form.
- Packing Slip: Enter the *Packing Slip* number if applicable. This is a required field in the system. If no packing slip number is available or desired, enter **NA**.
- Bill of Lading: Enter the number if applicable or desired. This is an optional field.
- Text Exists: Display only field that will be checked if *Packing Slip Text* has been entered. To enter text, select *View Packing Slip Text* from the *Options* menu at the top of the screen.
4. *Next Block* to access the *Purchase Order (PO)* information section of the form.
- Purchase Order: Enter the code representing the PO against which you wish to receive goods. The *Purchase Order* number field is required. If you do not know the number, use the search icon (flashlight), F9 from the keyboard or *List* from the *Help* menu to find it. Double click to select the document.
- Receive Items: Radio button that when selected, indicates you want to receive items.
- Adjust Items: Radio button that when selected, indicates that you want to adjust previous receiving. This functions effectively as negative receiving and allows you to reduce previous receiving. It can only be used once receiving has been done. If you need to increase the number received, you must complete a new *Receiver Document Code* through this form.
- Buyer: Display only field that defaults based on the PO selected and indicates the user that completed the PO.

Vendor: Display only field that defaults based on the PO selected and indicates the vendor with whom the order was placed.

5. From the *Options* menu at the top of the screen, if you wish to receive all of the items associated with the specified PO, select *Receive All Purchase Order Items*. **Note that if you have previously received any of the items, you cannot use this option and must *Select Purchase Order Items*.** Alternatively, to select individual items from the PO, select *Select Purchase Order Items*. This is the only option you can choose if PO items were previously received.
6. If you select *Receive All Purchase Order Items*, the system will select all items on the PO for receiving. Performing a *Next Block* will then take you to the *Commodity* receiving section of the form.

*Receiver Document Code, Packing Slip, Purchase Order* and *Vendor* populate automatically.

Item: Number of the item on the receiving document (for example 1 of 3). This is display only.

#### Commodity Record

Count: Total number of commodity records from the PO on which receiving is being done.

Code: Not used. Will always be blank

#### Commodity

Description: Description of the commodity as on the PO. This is a display only field that automatically populates based on the PO.

Stock Item: Not used. Will be blank.

U/M: Unit of Measure of the item on the PO. This is a display only field that automatically populates based on the PO.

FOB: Leave blank.

Final Received: Checkbox that, when checked, indicates that this is the final receiving for the selected PO item. This box will automatically be checked when you select *Receive All Purchase Order Items*. **Remember that you are receiving by item and as such you are indicating whether individual items are final received, not the entire PO.**

- Quantity: Displays the *To Date* and *Current* quantities of the item that have been *Received*, *Rejected*, *Returned*, *Accepted* or *Ordered* (as appropriate). The *To Date* numbers are display only. The *Current* number Received will default to the full quantity ordered when you select *Receive All Purchase Order Items*. This can be changed if necessary. Enter the quantity *Rejected* if applicable.
- U/M: Unit of Measure of the item being *Received* or *Rejected*.
- Primary Location: Not used. Leave blank.
- Sub Location: Not used. Leave blank.
- Item Suspense: Display only checkbox that will be checked if the item is in suspense.
- Tolerance Suspense: Display only checkbox that will be checked if the item quantity received exceeds tolerance limits set in the system (if applicable).
- Tolerance Override: Checkbox that can be checked if the user has sufficient authority to override tolerance limits as set in the system (if applicable).

**Use the arrow down key on your keyboard to see the other items if there are more than one.**

7. Go to step 13.
8. If you select *Select Purchase Order Items*, you are presented with the *Receiving Goods PO Item Selection Form*.





This takes you to the *Commodity* receiving section of the form. See item 6 above for a description of the fields. Check *Final Received* if this is the final receiving on the PO item. Enter the *Current Quantity Received*, tab; enter *Rejected* (if any). If you are receiving on more than one item, use the down arrow key on the keyboard to move to the next item.

13. You can select *Asset Information* from the *Options* menu at the top of the screen to record information for fixed assets. You are presented with the following window.

14. *Next Block.*

Complete: 

In Process: 

This takes you to the *Completion* window where you can choose to select *Completion* to finish the receiving document or *In Process* to leave it incomplete.

15. Enter the next receiving document or *Exit*.