

# RECEIVING GOODS FORM

## How to Receive in Banner on FPARCVD

### Description:

Use the Receiving Goods screen to enter goods received information. You can only perform receiving transactions against completed and approved Purchase Orders.

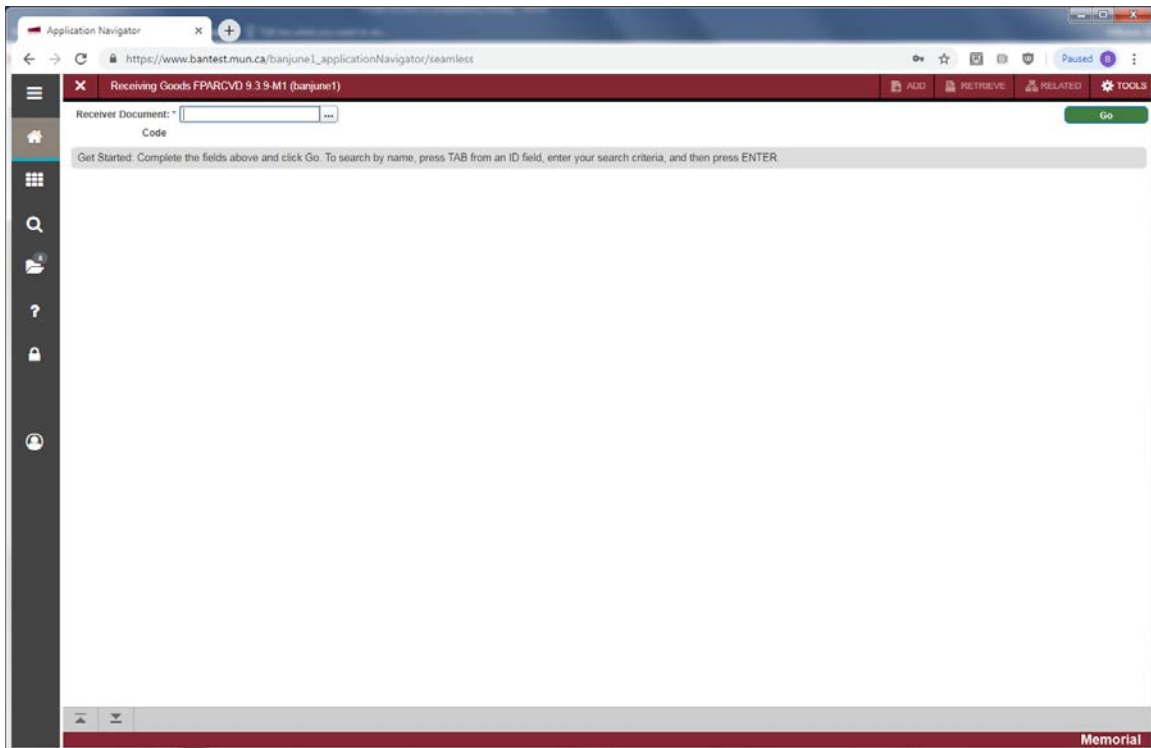
### Navigation:

Access to the form can be done in three ways:

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

### Step 1:

Follow the navigation process to FPARCVD



### Step2:

Enter the Receiver Document Code. If you are entering a new receiving document, enter *Next* to have the system generate a number for you. If you wish to retrieve a previously established incomplete receiving document, enter the number here or use the search icon [...] or F9 from the keyboard to find it. Double click the Receiver Document Code to select the document.

### Step 3:

Click the “Go” button on the right. If you use the keyboard, Press “ALT” and “Page Down”.

This will bring 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 [...] or F9 from the keyboard. Double click the code 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. Use March 31 date when receiving goods for old fiscal year.
- Text Exists: Display only field that will be checked if *Receiving Text* has been entered. To enter text, select *View Receiving Text* from the *Related* 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.

### Step 4:

Press the *Next Section* button, or “ALT” and “Page Down” 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.

### Step 5:

Press *Next Section* button, or “ALT” and “Page Down” 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 [...] or F9 from the keyboard to find it. Double click to the PO number 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.

### Step 6:

From the *Tools* 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.

### Step 7:

If you select *Receive All Purchase Order Items*, the system will select all items on the PO for receiving. Performing a *Next Section* will then take you to the *Commodity receiving* section of the form.

The screenshot displays the 'Receiving Goods' form in a web browser. The browser address bar shows 'https://www.bantest.mun.ca/banjune1\_applicationNavigator/seamless'. The form title is 'Receiving Goods: FPARCVD 9 3 9 M1 (banjune1)'. The Receiver Document Code is Y0243405 and the Purchase Order is P0147747. The Vendor is Winochek. The form is divided into sections: 'COMMODITY' with fields for Receiver Document Code, Packing Slip, Purchase Order, and Vendor; 'DETAILS' with a table for commodity records; and 'COMPLETION' with buttons for 'Complete' and 'In Process'. The table shows 15 units received and ordered.

Commodity Code	Description	Stock Item	U/M	FOB Code	Final Received
		<input type="checkbox"/>	EA		<input checked="" type="checkbox"/>

Quantity Summary:

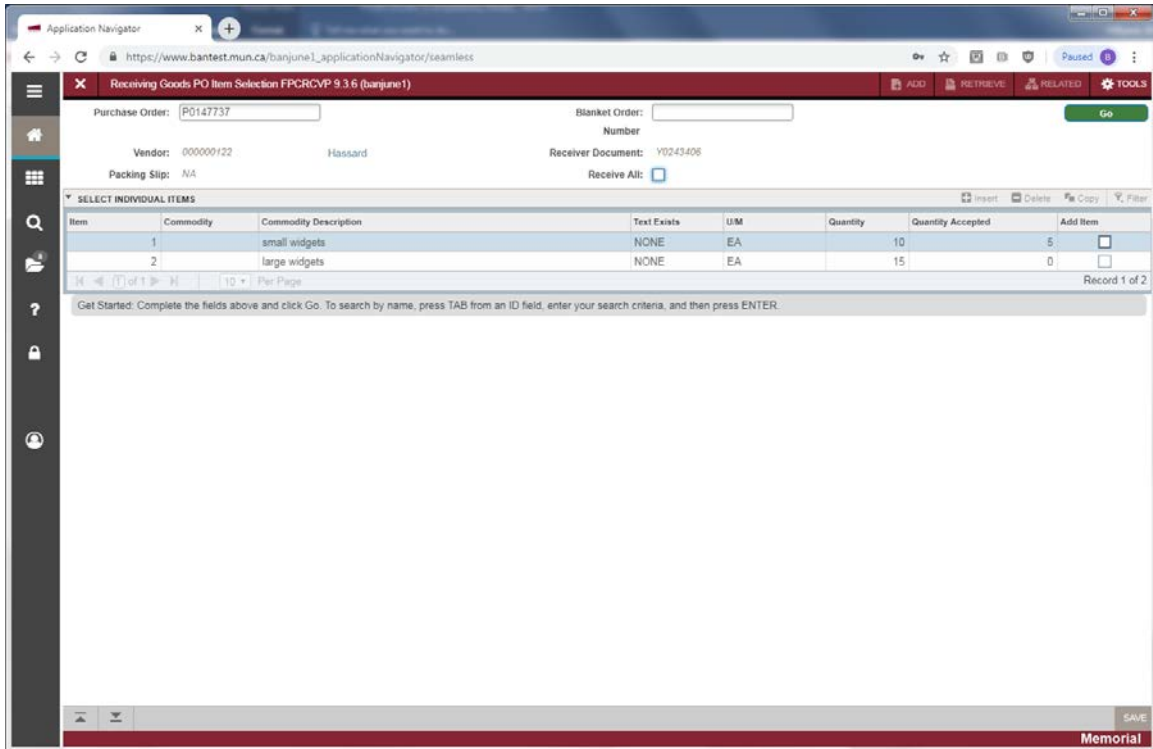
Quantity	To Date	Current
Received	15	15
Rejected	0	
Returned	0	
Accepted	15	
Ordered	15	

- *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: Only used by select departments. Normally will 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: Used only for Stores Inventory. Normally 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.** Go to step 13 when all items have been received.

**Step 8:**

If you select *Select Purchase Order Items*, you are presented with the *Receiving Goods PO Item Selection Form*.



- Purchase Order: PO number populates for you based on the document you selected earlier in the process.
- Receive All: Checkbox that allows you to receive all PO items at this point in the process rather than selecting specific items.
- Blanket Order: Populates for you (if applicable) based on the PO selected earlier in the process.
- Receiver Document: Populates for you based on the system assigned number and is the document code for the document you are working on.
- Packing Slip: Populates for you based upon the number entered earlier in the process.
- Vendor: Populates for you based on the PO.

**Step 9:**

Press *Next Section* button, or “ALT” and “Page Down”. This takes you to the commodity section of the window. *PO Item, Commodity Code, Commodity Description, Text Exists, U/M, Quantity* and *Quantity Accepted* are all display only fields that show information from the PO in addition to any previous receiving.

- Add Item: Check this box to select the item(s) for receiving.

**Step 10:**

After selecting either *Receive All* or checking the *Add Item* box for all items which you wish to receive, Press *Save*, or F10. A message confirming the action will be displayed.

**Step 11:**

Press *Exit*. This takes you back to the *Receiving Goods Form*.

**Step 12:**

Press *Next Section* button, or “ALT” and “Page Down”. This takes you to the *Commodity* receiving section of the form. See step 7 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.

**Step 13:**

Press *Next Section* button, or “ALT” and “Page Down”.

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

At this point, you may begin a new receiving document or *Exit* to leave the Receiving Goods form.