How to Query Receiving Documents

Description: Use the Receiving Goods Query Form to query goods received information.

Form Name/Direct Access: FPIRCVD

Menu: Receiving Processing Menu *FINRECV

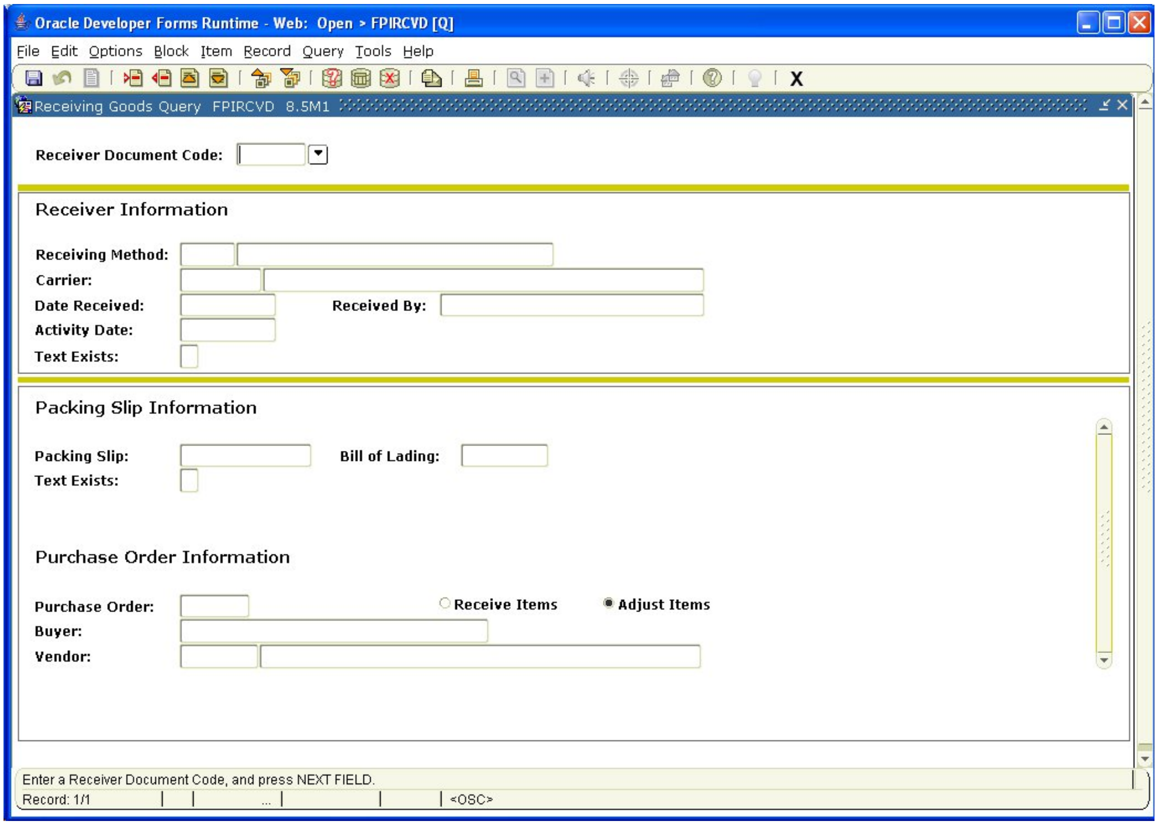
Navigation: Products Menu
- Finance System Menu
  - Purchasing and Procurement System Menu
    - Receiving Processing Menu
      - Receiving Goods Query Form

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.

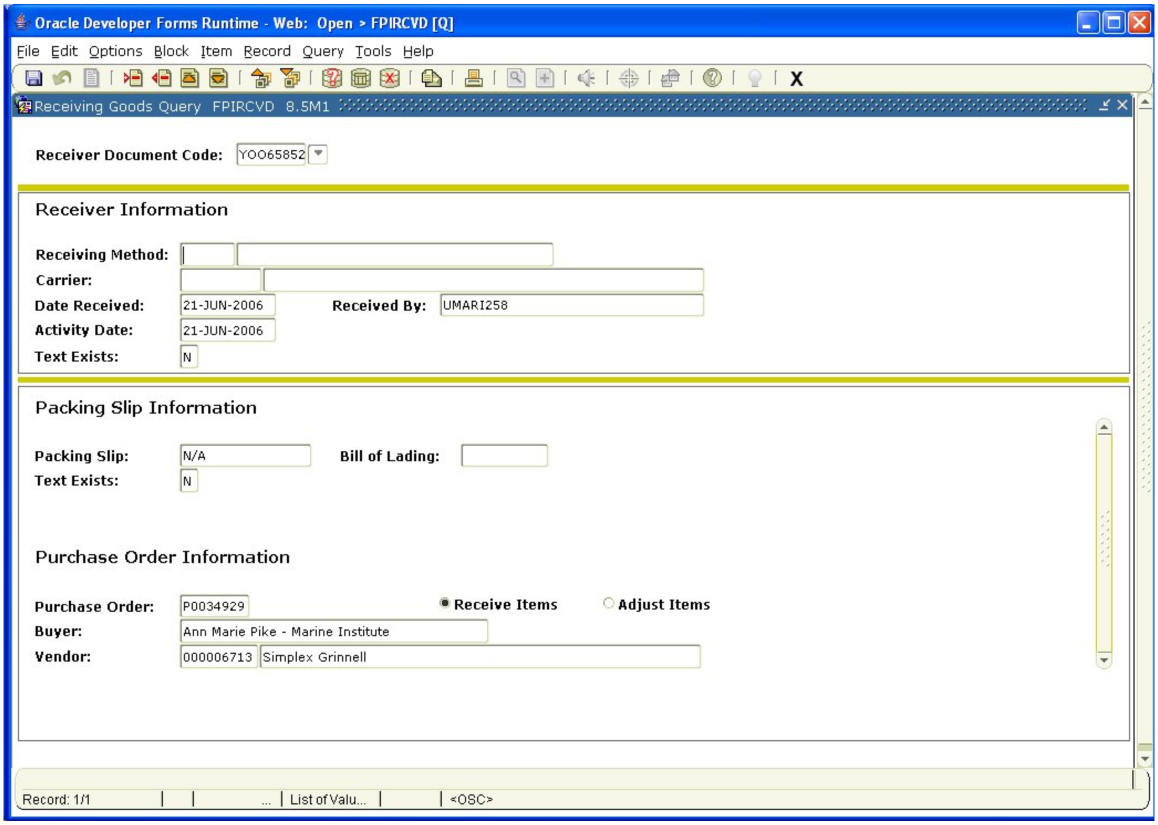
Instructions:

1. Select *Receiving Goods Query Form*.



Receiver Document Code: Enter the specific *Receiver Document Code* required 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*).



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.

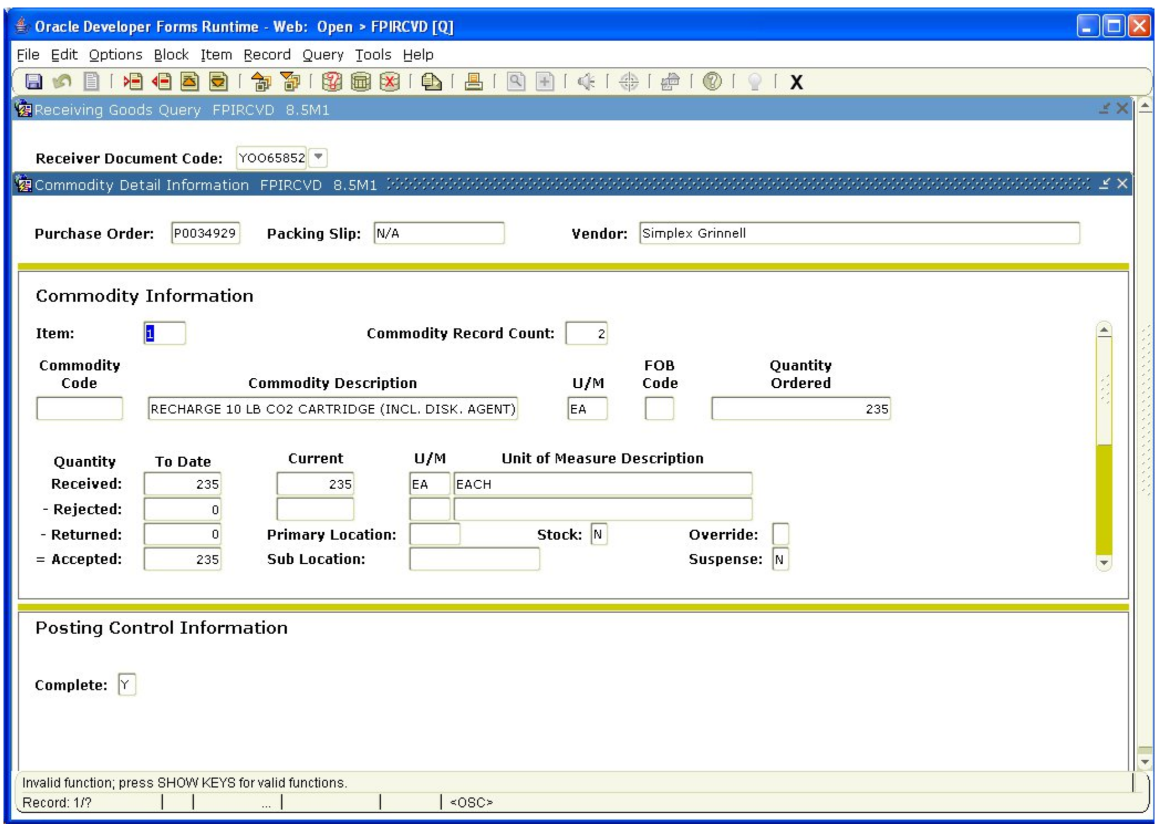
3. *Next Block* to access the *Packing Slip* information section of the form.

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.

4. *Next Block* 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.

5. *Next Block*.



This takes you to 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:	Not used. 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:	Not used. Will be blank.
Stk:	Not used. 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: Box that indicates the status of the receiving document. *Y* indicates the document is completed. Blank indicates it is in process.

6. The *Options* menu at the top of the screen presents options for navigating to particular sections of the receiving document including *Asset Information*, which may have been completed if the goods received were fixed assets.

7. *Exit* to leave the form or *Rollback* (use the toolbar button or select *File* from the main menu, then *Rollback*) to query on another receiving document.