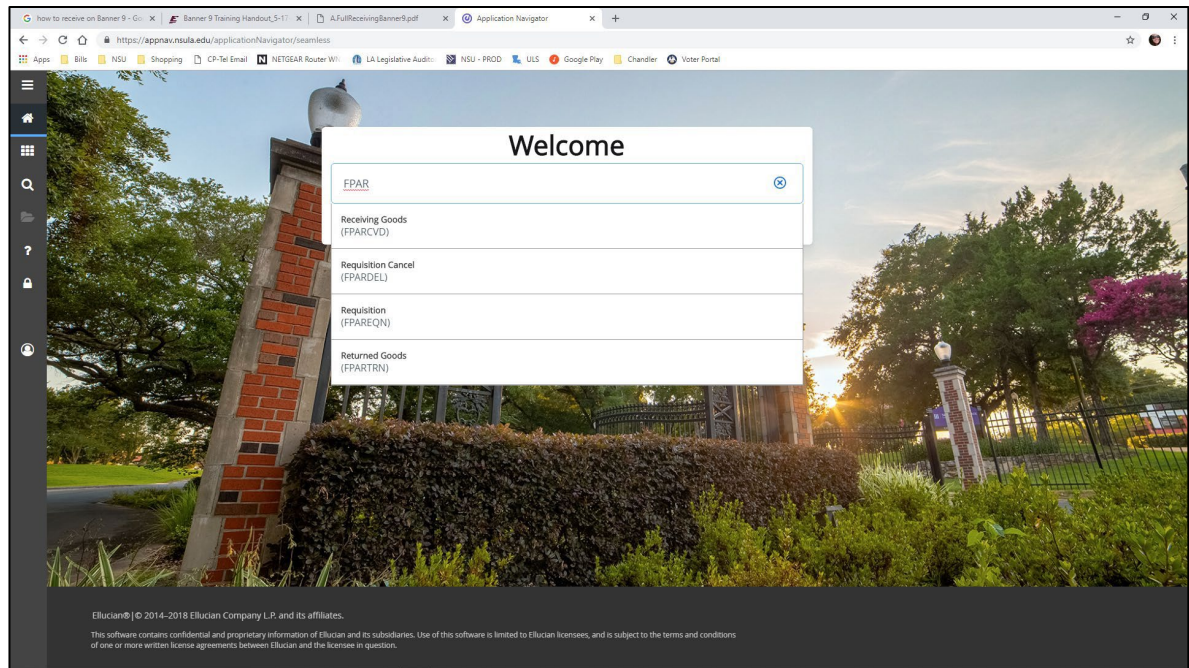
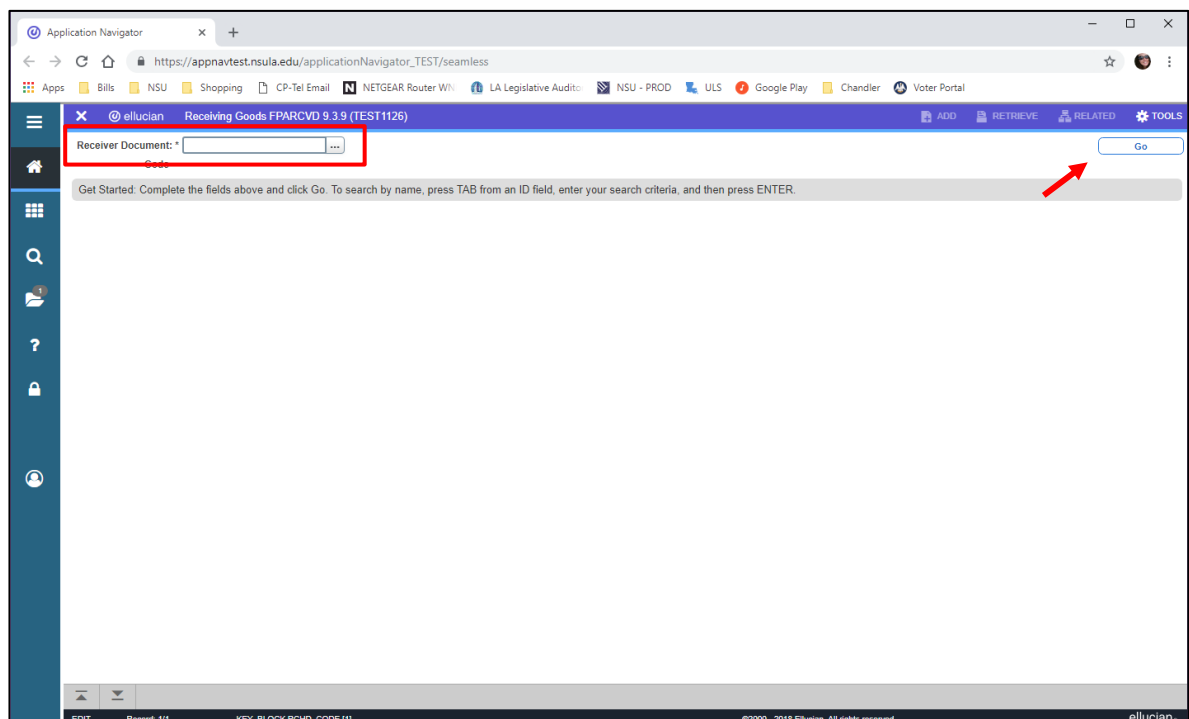


BANNER 9 – ADJUSTING RECEIVING

- 1) From the Welcome screen, type FPARCVD in the search bar.



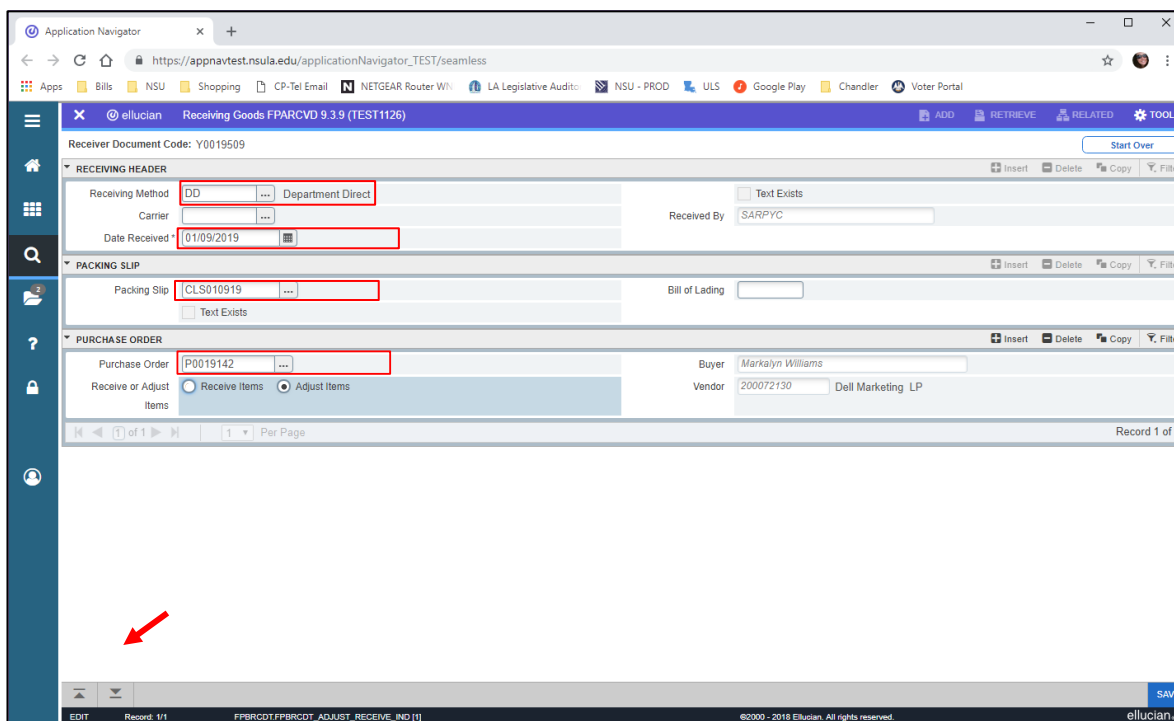
- 2) On the following screen, type the word **NEXT** in the Receiver Document field and click **Go**.



3) Complete the following fields in each section with the appropriate information listed below:

IMPORTANT: Always use the arrow keys in the lower left corner () or [Alt+PgDown] to move through each section.

- RECEIVING HEADER section:
 - Receiving Method – either CR for Central Receiving, DD for Department Direct, or PU for Pickup.
 - Date Received – defaults to current date or override, if needed.
 - Click the down arrow keys in the lower left corner () or [Alt+PgDown] to move to the Packing Slip section.
- PACKING SLIP section:
 - Packing Slip – Enter the packing slip number or your initials (III) and date (mmddyy), i.e. CLS010919.
 - Click the down arrow keys in the lower left corner () or [Alt+PgDown] to move to the Purchase Order section.
- PURCHASE ORDER section:
 - Purchase Order – Enter the purchase order number and Tab to populate the information.
 - Select "Adjust Items" and proceed to the next step.



Application Navigator

https://appnavtest.nsula.edu/applicationNavigator_TEST/seamless

Apps Bills NSU Shopping CP-Tel Email NETGEAR Router WH LA Legislative Audit: NSU - PROD ULS Google Play Chandler Voter Portal

ellucian Receiving Goods FPARCVD 9.3.9 (TEST1126)

Receiver Document Code: Y0019509

ADD RETRIEVE RELATED TOOLS

RECEIVING HEADER

Receiving Method DD Department Direct

Carrier

Date Received 01/09/2019

Received By SARPYC

Text Exists

PACKING SLIP

Packing Slip CLS010919

Bill of Lading

Text Exists

PURCHASE ORDER

Purchase Order P0019142

Buyer Markalyn Williams

Vendor 200072130 Dell Marketing LP

Receive or Adjust Items

Receive Items Adjust Items

Record 1 of 1

SAVE

EDIT Record: 1/1 FPARCVD FPARCVD_ADJUST_RECEIVE_INQ [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian.

- 4) From the **TOOLS** menu (upper right corner), choose **Select Purchase Order Items [FPCRCVP]**.

The screenshot shows the 'Application Navigator' window with the URL https://appnavtest.nsula.edu/applicationNavigator_TEST/seamless. The main content area displays the 'Receiving Goods FPARCVD 9.3.9 (TEST1126)' form. The 'TOOLS' menu is open in the upper right corner, and the 'Select Purchase Order Items [FPCRCVP]' option is highlighted. A red arrow points to this option.

- 5) Check the **checkbox** for each item you would like to receive and **Save [F10]**. A message will pop-up in the right corner, "Saved successfully (x rows saved)", indicating the number of items you selected to receive.

The screenshot shows the 'Application Navigator' window with the URL https://appnavtest.nsula.edu/applicationNavigator_TEST/seamless. The main content area displays the 'Receiving Goods PO Item Selection FPCRCVP 9.3.6 (TEST1126)' form. The 'SELECT INDIVIDUAL ITEMS' table is visible, showing three items with checkboxes in the 'Add Item' column. The 'SAVE' button is highlighted in the bottom right corner. A red box highlights the 'Add Item' column and the 'SAVE' button.

Item	Commodity	Commodity Description	Text Exists	U/M	Quantity	Quantity Accepted	Add Item
1		OptiPlex 7060 SFF	EXISTS	EA	3		☐
2		Dell 22" Monitor - P2219H	EXISTS	EA	6		☒
3		Dell USB SoundBar for P2219H	EXISTS	EA	3		☐

Record 2 of 3

SAVE

Saved successfully (2 rows saved)

- 6) Click the **X** or Ctrl+Q to exit the screen, and a “Warning! Force close?” message will appear in the top right corner, choose **Yes**.

- 7) Click the down arrow keys in the lower left corner () or [Alt+PgDown] to access the Details screen.
- 8) In the Details section, complete the following steps for each line item you would like to receive:

- Tab to the **Current Received** field (or it may say **Adjust** on your screen) and adjust by how many you did not receive with a negative sign in front of it. Example, if you accidentally receive "1" of an item you will type "-1" into the Current Received field.
- Tab to the Item field and use the arrow keys (↓ or ↑) to move to the next line item and complete the previous steps.

- 9) Use the arrow keys in the lower left corner to move to the COMPLETION section and click **Complete**. A message will pop-up in the right corner, “Receiver Document Yxxxxxxx has been completed.”