

X-1. Receiving Goods FPARCVD – Quick References

Use the Receiving Goods FPARCVD to enter or view receipt information for goods and services. You can only perform receiving transactions against completed purchase orders that have completed the posting process.

<p>FPARCVD 1. Receiver Document Code</p>	<p>There are <u>two</u> Options:</p> <ul style="list-style-type: none"> Type NEXT to have Banner assign a new Receiver Document Code. <i>Note: Record the Receiver Document Code for future use.</i> <p>OR</p> <ul style="list-style-type: none"> Enter a Receiver Document Code or click the drop down arrow to search for an existing Receiver to modify or complete it. <p><i>Note: The Receiver Code always begins with a Y, example Y1234567.</i></p>
<p>FPARCVD 2. Receiving Header</p>	<p>Enter the following information:</p> <ul style="list-style-type: none"> Receiving Method (Enter the Receiving Method or leave blank) Carrier (Enter the Carrier or leave blank) Date Received (Defaults to current date) Received By (Defaults to user based on security profile) Text Exists – To view/add text to the receiver document: Choose View Receiving Text (FOATEXT) from the Options menu. Next Block [Ctrl+Pg Down] to access the Text fields Enter desired information. Fields are limited to fifty spaces. Use the arrow down key to access additional text lines. Save [F10] and Exit [Ctrl+Q]
<p>FPARCVD 3. Packing Slip</p>	<p>Enter the following information:</p> <p>Packing Slip: REQUIRED. Choose from the following options:</p> <ol style="list-style-type: none"> If the Packing Slip <u>is</u> provided, enter the Packing Slip number from the merchandise that you have received and [TAB]. OR If the packing slip <u>is not</u> provided, enter your initials (III) and date (mmddy), i.e. CLS061314 and [TAB]. <p>Bill of Lading: Choose from the following options:</p> <ol style="list-style-type: none"> If the Packing Slip <u>is</u> provided, enter your initials (III) and date (mmddy), i.e. CLS061314 in this field and [TAB]. OR If the packing slip <u>is not</u> provided, leave blank and [TAB]. <p>Text Exists – To view/add text to the receiver document: Choose View Packing Slip Text (FOATEXT) from the Options menu. Next Block [Ctrl+Pg Down] to access the Text fields Enter desired information. Fields are limited to fifty spaces. Use the arrow down key to access additional text lines. Save [F10] and Exit [Ctrl+Q]</p>

FPARCVD 4. Purchase Order	Enter the following information: <ul style="list-style-type: none"> • Purchase Order (Enter the purchase order number or perform a search to locate an existing purchase order number.) • Buyer (Defaults from the purchase order) • Vendor (Defaults from the purchase order) • Receive Items (Choose this option if you are receiving items) • Adjust Items (Choose this option if adjusting items.) <p><i>Note: This box can only be used when a previously received amount exists and may not be for an amount greater than the previously received amount.</i></p>
FPARCVD 5. Select Purchase Order Commodity Line Items	From the Options menu choose from the following <u>two</u> choices: <ul style="list-style-type: none"> • Receive All Purchase Order Items: <i>NOTE: If you select this option, the system will force you to receive ALL items without the option to review.</i> To verify that all items have been received, Next Block [Ctrl+Pg Down] and make sure the Final Received block is checked. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Select Purchase Order Items [FPARCVP]: Next Block [Ctrl+Pg Down] to access Receiving Goods PO Item Selection FPCRCVP. Select PO Scroll through the list to view the multiple items and select the desired items by checking the Add Item box. Save [F10] to include items for receiving and Exit [Ctrl+Q]. <p style="text-align: center;">Blanket Order Number: Not used by NSU.</p> <p>Next Block [Ctrl+Pg Down] to access the Commodity (FPARCVD) block.</p>
FPARCVD 6. Commodity	The following information will default from the selected Purchase Order: <p style="text-align: center;">Item, Commodity Code, Description, and U/M</p> Enter the following information: <ul style="list-style-type: none"> • Commodity Record Count (Defaults to the commodity record count) • FOB Code (Leave blank – not used by NSU) • Final Received (Will default to checked if Receive All Purchase Order Items was selected. If receiving against a line item and that will be the last item received for that line, check the Final Received box). • Quantity – Received – To Date (Defaults) • Quantity – Received – Current (Enter the quantity received for this item) • Received – U/M (Defaults from the purchase order. If the unit of measure for the goods received is different than the unit of measure on the purchase order, enter the received unit of measure. The form converts the quantity into the unit of measure for the purchase order if an equivalency is entered on the Equivalency Maintenance Form (FTMEQUL)). • Quantity – Rejected – To Date (Not Used by NSU) • Quantity – Rejected – Current (Not Used by NSU) • Rejected – U/M (Not Used by NSU) • Returned (Defaults from Returned Goods FPARTRN) • Accepted (Defaults from previously received goods) • Ordered (Defaults from the purchase order) • Primary Location (Defaults from the Ship Code on the purchase order). • Sub Location (Leave blank – not used by NSU). • Item Suspense (Defaults) • Tolerance Suspense (Defaults) • Tolerance Override (Leave blank – not used by NSU).

	Next Block [Ctrl+Pg Down] to access the Commodity (FPARCVD) block.
FPARCVD 7. Complete	There are <u>two</u> Options: <ul style="list-style-type: none"> • Select 'Complete', to complete and post the data OR <ul style="list-style-type: none"> • Select 'In Process', if you wish to complete at a later time.

NOTE: *EACH BUDGET UNIT HEAD/REQUESTING DEPARTMENT WILL BE RESPONSIBLE FOR PROCESSING RECEIVING ON ALL OF THEIR REGULAR PURCHASE ORDERS EXCEPT FOR RECEIVING ON THOSE PURCHASE ORDERS WHERE GOODS ARE DELIVERED DIRECTLY TO NSU CENTRAL RECEIVING & WAREHOUSE. IN THIS CASE, NSU CENTRAL RECEIVING & WAREHOUSE WILL BE RESPONSIBLE FOR PROCESSING PARTIAL/TOTAL RECEIVING*