## X-2. Receiving Purchased Goods and Services – FPARCVD

# *IMPORTANT: <u>Receiving is not required on standing purchase orders.</u>* Do not receive items on standing purchase orders.

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

#### **To Process Receiving:**

#### Go To... FPARCVD [Enter]

| S Oracle Fusion Middleware Forms Services  |            |                               |
|--|------------|-------------------------------|
| Eile Edit Options Block Item Record Query Tools Help   |            |                               |
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| 🙀 General Menu GUAGMNU 8.4.2 (TEST2219) - Wednesday, June 11, 2014 - Last login Tuesday, June 10, 2014 10:47:57 AM | 1          | ר שיד א                       |
| Go To Velcome, SARPYC. P   | roducts: 🔽 | Menu   Site Map   Help Center |
| Stores Inventory [*FINSTORES]  | <u> </u>   | My Links                      |
| Purchasing and Procurement [*FINPURCH]   |            | -                             |
| Request Processing [*FINREQST]   |            | Change Banner Password        |
| Purchase Order Processing [*FINPO]   |            | Check Banner Messages         |
| Bid Processing [*FINBIDD]  |            | Personal Link 1               |
| Receiving Processing [*FINRECV]  |            |                               |
| Receiving Goods [FPARCVD]  |            | Personal Link 2               |
| Receiving Goods Query [FPIRCVD]  |            | Personal Link 3               |
| Purchase Orders by Vendor [FPIOPOV]  |            | Personal Link 4               |
| Open Purchase Orders by Buyer [FPIOPOB]  |            | Argos Report Viewer           |
| Open Purchase Orders by FOAPAL [FPIOPOF]   |            | Algus Report Viewei           |
| Receiving/Matching Status Query [FAIREC]   |            | Banner Bookshelf              |
| Receiving/Matching Detail [FPIIREC]  |            |                               |
| Delivery Log [FPADELV]   |            | My Institution                |
| Returned Goods [FPARTRN]   |            | ,                             |
| Returned Goods Validation List [FPIRTRN]   |            | WESTERA                       |
| Receiver/Packing Slips Validation [FPIPKSL]  |            | STEL ST                       |
| Receipt Required Indicator [FPARRIM]   |            |                               |
| Banner Broadcast Messages  |            | R                             |
|  | <u> </u>   | S LLL Z                       |
|  | 1          | 1884 15                       |
|  | -          | 13/TY OF LOC                  |
| Press ENTER to start selection or expand/collapse menu.  |            |                               |
| Record: 1/1   <0SC>  |            | L                             |
|  |            |                               |

## **1. Receiver Document Code:**

There are two options to begin Receiving:

• Type 'NEXT' for Banner to assign a new Receiving Document Code [Enter]

OR

• Enter an existing **Receiver Document Code** to complete or modify it, or click the drop down arrow to search for an existing Receiver Document.

Multiple receiving can be done against a PO. A new receiving document code will be generated each time partial receiving is done against a PO.

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| a Receiving Goods FPARCVD 8.5 (TEST2219)  | ≤ ×≏ |
| Receiver Document Core: NEXT  |      |
| Receiving Header  |      |
| Receiving Method:   Carrier:   Date Received:   Image: Constraint of the second seco |      |
| Packing Slip       Packing Slip:       Text Exists       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.  | - D  |
| Record: 1/1   <0SC>   |      |

Next Block [Ctrl+Pg Down] to access the Receiving Header.

*NOTES:* Notice that the Receiver Document Code has been assigned. Write down the number for future reference. The Receiver Code always begins with a Y, example Y1234567

## 2. Receiving Header:

|  | _ 🗆 🗙                     |
|--|---------------------------|
| Oracle Fusion Middleware Forms Services: Open > FPARCVD                                  |                           |
| File Edit Options Block Item Record Query Tools Help                                     |                           |
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| in Receiving Goods FPARCVD 8.6 (TEST2095)  | oooooo ≝ × <mark>≜</mark> |
| Receiver Document Code: Y0000035   |                           |
|  |                           |
| Receiving Header   |                           |
| Receiving Method:  |                           |
| Carrier:   |                           |
| Date Received: 13-NOV-2014 III Text Exists   |                           |
| Received By: SARPYC  |                           |
|  |                           |
|  |                           |
| Packing Slip   |                           |
| Packing Slip: Text Exists  |                           |
| Bill of Lading:  |                           |
|  |                           |
|  |                           |
| Purchase Order   |                           |
| Purchase Order: Receive Items  |                           |
| Buyer:   |                           |
| Vendor:  |                           |
|  |                           |
|  | -                         |
| More   |                           |
| Coster the Dill of Loging Number from the Decking Clin                                   |                           |
| Enter the Bill of Lading Number from the Packing Slip.           Record: 1/1 <osc></osc> |                           |
|  |                           |

**Receiving Method:** Enter the receiving method or leave blank. **[TAB]** 

Carrier Fields: Enter the carrier or leave blank. [TAB]

**Date Received**: REQUIRED – Defaults to the current date. Override, if appropriate. **[TAB]** 

**Received By:** Defaults to the User ID.

**Text Exists:** A check mark  $(\checkmark)$  in this box means Receiving Text exists.

NOTE: To view or add comments associated with the receiver document choose View Receiving Text [FOATEXT] from the Options menu.

Next Block [Ctrl+Pg Down] to access the packing slip information.

## **View/Add Receiving Text – General Text Entry FOATEXT**

Use **General Text Entry** to communicate special requests to Purchasing or Accounts Payable. Give complete details as to the support documents necessary to complete the Receiving Process.

- Examples are as followed:
  - Purchase Order Cancellation/Change Document

Also, specify how this information will be forwarded to Business Affairs – Purchasing Section or Accounts Payable.

From the **Options** menu choose View Receiving Text [FOATEXT].

| 0   | racle l | Fusion Mie      | ddlewar | e Forn | ns Service | s: Oper | n ) |
|-----|---------|-----------------|---------|--------|------------|---------|-----|
|     |         | Options         |         |        |            |         |     |
|     | 5       | <u>V</u> iew Re | ceiving | Text [ | FOATEXT    | 1 🗗 🛛   | Ę   |
| 😨 R | eceivi  | ing Goods       | FPAR    | CVD (  | 8.6 (TES   | T2095)  | 1   |

| Oracle Fusion Middleware Forms Services: Open > FPARCVD - FOATEXT         a Edit Options Block Item Becord Query Tools Help         a Fill Participation Block Item |   |  |
|---|---|--|
| Text  11/13/14 Al Items received in good condition per Dr. Jones  | Print Line  10  10  10  10  10  10  10  10  10  1 |  |

- **Text:** [Next Block] or click on the first open line, and type desired information. Use arrow keys to navigate from one line to another.
- **Print:** Not applicable. Defaults to checked.
- **NOTE:** All lines in the FOATEXT text screen must have line numbers. If you want to create a line break between text information, type a period (.), [TAB] to Line Number Field and enter the number that places your blank line in the position you desire.

Save [F10] and Exit [Ctrl+Q] once you have completed General Text.

Next Block [Ctrl+Pg Down] to access the packing slip information.

### 3. Packing Slip:

| Oracle Fusion Middleware Forms Services: Open > FPARCVD      Elle Edit Options Block (tem Becord Query Tools Help |
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| 🔞 Receiving Goods FPARCVD 8.6 (TEST2095) 1000000000000000000000000000000000000                                    |
| Receiver Document Code: Y0000051  |
|   |
| Receiving Header  |
| Receiving Method:   |
| Carrier:  |
| Date Received: 15-JAN-2015 III Text Exists  |
| Received By: BEASLEYA   |
|   |
| Packing Slip  |
| Packing Slip: ALB011515   |
| Bill of Lading:   |
|   |
| Purchase Order  |
|   |
| Purchase Order:  Receive Items Adjust Items Buyer:  |
| Vendor:   |
|   |
| More  |
|   |
| Enter a Packing Slip Number, and press NEXT FIELD.  |
| Record: 1/1 List of Valu < <osc></osc>  |
|   |
| king Slip:REQUIRED. Choose from the following options:  |
|   |
| a. If the Packing Slip is provided, enter the Packing Slip number from the merchandise                            |
| that you have received and [TAB].   |
| OR  |
| ŬK.   |
| b. If the packing slip is not provided, enter your initials (III) and date (mmddyy), i.e.                         |
| 0. If the packing slip is not provided, enter your initials (iii) and date (initially y), i.e.                    |
|   |
| CLS061314 and [TAB].  |

a. If the Packing Slip <u>is</u> provided, enter your initials (III) and date (mmddyy), i.e. CLS061314 in this field and **[TAB].** 

OR

b. If the packing slip is not provided, leave blank and [TAB].

**Text Exists:** A check mark  $(\checkmark)$  in this box means Packing Slip Text exists.

NOTE: To view or add comments associated with the packing slip choose View Packing Slip Text [FOATEXT] from the Options menu.

Next Block [Ctrl+Pg Down] to access the purchase order information.

## View/Add Packing Slip Text – General Text Entry FOATEXT

Use General Text Entry to communicate special requests about the Packing Slip.

From the Options menu choose View Packing Slip Text [FOATEXT].



| ) 🔊 📄   🛥 🛥 💩 🤘   🎓 🧊   🔀 📾 🔀   💁   📇   [<br>General Text Entry FOATEXT 8.9 (TEST2095) 333333333333333333333333333333333333 | 3 ▣।참쿄।়(∲।⊕।©।҈।Х  | (<br>apagaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa |
|---|---|---|
| Type: RCV V Code: Y0000035 V  | Default Increment:       10         Print       Line         10       10         10       10         11       10         12       10         13       10         14       10         15       10         16       10         17       10         18       10         19       10         10       10         10       10         10       10         11       10         12       10         13       10         14       10         15       10         16       10         17       10         18       10         19       10         19       10         10       10         10       10         11       10         12       10         13       10         14       10         15       10         16       10         17       10         18       10         19 |   |

**Text:** [Next Block] or click on the first open line, and type desired information. Use arrow keys to navigate from one line to another.

**Print:** Not applicable. Defaults to checked.

**NOTE:** All lines in the FOATEXT text screen must have line numbers. If you want to create a line break between text information, type a period (.), [TAB] to Line Number Field and enter the number that places your blank line in the position you desire.

Save [F10] and Exit [Ctrl+Q] once you have completed General Text for the Packing Slip.

Next Block [Ctrl+Pg Down] to access the purchase order information.

### 4. Purchase Order:

| Oracle Fusion Middleware Forms Services: Open > FPARCVD   |  |
|---|--|
| Elle Edit Options Block Item Record Query Tools Help  |  |
| Ene Equi Obnous Brock tient Ferrit And Andre I (Step 1991)  |  |
|   |  |
| Receiver Document Code: Y0000002  |  |
| Receiving Header  |  |
| Receiving Method:   |  |
| Carrier:  |  |
| Date Received: 11-JUN-2014  |  |
| Received By: SARPYC   |  |
|   |  |
| Packing Slip  |  |
|   |  |
| Packing Slip: REQUIRED Text Exists Bill of Lading:  |  |
| Bill Of Lading.   |  |
|   |  |
| Purchase Order  |  |
| Purchase Order: P0000306 P Receive Items Adjust Items   |  |
| Buyer:  |  |
| Vendor:   |  |
|   |  |
| More  |  |
|   |  |
|   |  |
| Enter the PO being received;COUNT QUERY HITS for FPIPURR;NEXT SET for FPIOPOV.  Record: 1/1       <0SC> |  |
|   |  |

## **Purchase Order**: REQUIRED. Enter the **Purchase Order Number** associated with the items being received **[TAB]**

**NOTE**: To search for purchase order information, click the drop down arrow to search and choose one of the following three areas to view the purchase order information:

- a. Purchase Order Validation Form FPIPOHD
- b. Open Purchase Orders by Vendor Form FPIOPOV.
- c. Purch/Blanket/Change List FPIPURR
- **Buyer**: Defaults from the purchase order.
- **Vendor**: Defaults from the purchase order.
- **Receive Items:** Choose this option when receiving items.

Adjust Items: Choose this option when adjusting receiving.

*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.

If returning goods, see Returning Goods FPARTRN in this User Guide.

## 5. Receiving Commodity Line Items:

From the **Options** menu choose from the following two choices:

| 🙆 Oracle I | Fusion Mi | ddlewar | e Forn | ns Service | s: Open | > FPA             |
|------------|-----------|---------|--------|------------|---------|-------------------|
| Eile Edit  | Options   | Block   | ļtem   | Record     | Query   | Tools             |
|            | Receive   | All Pur | chase  | Order Ite  | ms      | 16                |
| Receivi    | Select P  | urchase | e Orde | r Items (F | PCRCV   | P] <sub>D.D</sub> |
|            |           |         |        |            |         |                   |

- **Receive All Purchase Order Items** Do <u>NOT</u> select this option, the system will force you to receive <u>ALL</u> items without the option to review. If you choose this option, the **Final Received** box marks each commodity line item as being received in <u>full</u>.
- Select Purchase Order Items [FPCRCVP] Choose this option to select items received. This option allows you to review all commodity line items.

| Oracle Fusion                       | n Middleware  | Forms Service                     | s: Open > FPARCVD - I    | FPCRCVP           |           |   |                         |                      |                     |
|-------------------------------------|---------------|-----------------------------------|--------------------------|-------------------|-----------|---|-------------------------|----------------------|---------------------|
| Eile Edit Optio                     | ions Block It | em <u>R</u> ecord                 | Query Tools Help         |                   |           |   |                         |                      |                     |
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| 🙀 Receiving G                       | Goods PO Item | Selection FP                      | CRCVP 8.5 (TEST20        | 95) (*(*(*(*(*(*) |           | 000000000000000000000000000000000000000 | 000000000000            | ****************     | 00000000 <u>≚</u> × |
| Purchase (<br>Receiver D<br>Vendor: |               | P0000148<br>Y0000051<br>200053941 | Decuir, Clark & Adams, I | 1.0               | Packing   | Slip: ALB011515                         | E                       | lanket Order Number: |                     |
|                                     |               | 200000041                         | Decuir, Clark & Adams, I | .LP               |           |   |                         |                      |                     |
| Item C                              | Commodity     | 200000041                         | Decuir, Clark & Adams, I | Text<br>Exists    | U/M       | Qu                                      | Quanti<br>antity Accept | -                    | Add<br>Item         |
| Item C                              |               | JLS Legal Servi                   |                          | Text<br>Exists    | U/M<br>EA | Qu                                      |                         | -                    |                     |
| Item C                              |               |                                   |                          | Text<br>Exists    |           | Qu                                      |                         | -                    | Item                |

Next Block [Ctrl+Pg Down] to access Receiving Goods PO Item Selection FPCRCVP.

There are two options to choose from:

To receive <u>multiple</u> commodity line items:

Arrow Down, or Scroll through the list and select the desired items by checking the Add Item box,

OR

To receive <u>all</u> commodity line items:

Check Receive All.

NOTE: Quantity Accepted indicates the quantity that has been received previously.

Save [F10] to include items for receiving

*NOTE:* A message window appears indicating that the transaction is complete with the number of records selected. Click **OK**.

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| S 1                             |                     |  | Query Tool   |  |                | S 문   명      | □ 御   ∉   ⊕          | 101          | <b>∑ X</b>           |             |
|---------------------------------|---------------------|--|--|--|----------------|--------------|----------------------|--------------|----------------------|-------------|
|                                 | Goods PO Item       | the second s | and the second | the second s |                |              |                      |              |                      | 1           |
| Purchase<br>Receiver<br>Vendor: | Order:<br>Document: | P0000148<br>Y0000051<br>200053941  | Decuir, Clark  | & Adams, LLP   |                | Packing Slip | ALB011515            |              | Blanket Order No     | umber:      |
| Item                            | Commodity           |  |  |  | Text<br>Exists | U/M          |                      | Quantity     | Quantity<br>Accepted | Add<br>Item |
|                                 |                     |  |  |  |                |              |                      |              |                      |             |
|                                 |                     |  |  | Forms (2000)   | 000000         | 0000000000   | 000000000000000000   | 99999999 ×   |                      |             |
|                                 |                     |  |  |  |                |              |                      |              |                      |             |
|                                 |                     |  |  |  | FRM-<br>and s  |              | tion complete: 1 rec | ords applied |                      |             |
|                                 |                     |  |  | -  | cirra c        | arou.        |                      |              |                      |             |
|                                 |                     |  |  |  |                |              |                      | QK           |                      |             |
|                                 |                     |  |  |  |                |              |                      |              |                      |             |
|                                 |                     |  |  |  |                |              |                      |              |                      |             |
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|                                 |                     |  |  |  |                |              |                      |              |                      |             |
|                                 |                     |  |  |  |                | <u> </u>     |                      |              |                      |             |
|                                 |                     |  |  |  |                | <u> </u>     |                      |              |                      |             |
|                                 |                     |  |  |  |                |              |                      |              |                      |             |

Exit [Ctrl+Q] and Next Block [Ctrl+Pg Down] to access the Commodity block.

## 6. Commodity:

Commodity FPARCVD is used to enter receiving information for each commodity line item on the selected purchase order and all commodity line item information selected for receiving defaults from the purchase order.

*NOTE:* Scroll through each commodity line item using the arrow keys or scroll bar. The items will appear one at a time.

| Image: Control of Contro |   |
|---|---|
| Item:       Item:       Commodity Record Count:       1         Commodity Code       Description       U/M       FOB Code         Teach AHA CPR Classes Spring 2015       Stock Item       EA       Image: Current         Received:       1       U/M:       Image: Current         Rejected:       0       U/M:       Image: Current         Returned:       0       Primary Location:       Image: Current         Accepted:       1       Sub Location:       Image: Current         Ordered:       1       U/M:       Image: Current         Ordered:       1       U/M:       Image: Current         Commodity Code       Image: Current       Image: Current       Image: Current         Returned:       0       U/M:       Image: Current       Image: Current         Ordered:       1       U/M:       Image: Current       Image: Current         Ordered:       1       U/M:       Image: Current       Image: Current         Image: Current       Image: Current       Image: Current       Image: Current       Image: Current         Image: Current       U/M:       Image: Current       Image: Current       Image: Current       Image: Current         Image: Current       Ima   | • |
| Scroll through the items until you find the commodity you are receiving.           Record: 1/1                             <0SC>  |   |

The following information will default from the selected Purchase Order:

Item, Commodity Code, Description, and U/M

#### **Enter the following information:**

| Commodity<br>Record Count         | Defaults to the commodity record count   |  |  |
|-----------------------------------|--|--|--|
| FOB Code                          | Leave blank – not used by NSU [TAB]  |  |  |
| Final Received                    | If Receive All Purchase Order Items was selected, defaults to checked. [TAB]   |  |  |
|                                   | OR   |  |  |
|                                   | If <b>Select Purchase Order Items</b> was selected, defaults to unchecked. When receiving the last item for that commodity line item, check the Final Received box. <b>[TAB]</b> |  |  |
| Quantity –<br>To Date – Received: | Defaults to number of items from the purchase order [TAB]  |  |  |

| Quantity –<br>Received – Current: | Enter the quantity received for this item [TAB]  |  |  |
|-----------------------------------|--|--|--|
|                                   | <b>NOTE</b> : If <b>Receive All</b> was chosen from the <b>Select Purchase Order Item</b> , then every commodity line item will set to the ordered quantity. |  |  |
| Received U/M:                     | Defaults from the purchase order. [TAB]  |  |  |
|                                   | <b>NOTE</b> : 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. |  |  |
| Quantity –<br>Rejected – To Date: | Not Used by NSU [TAB]  |  |  |
| Quantity –<br>Rejected – Current: | Not Used by NSU [TAB]  |  |  |
| <b>Rejected U/M:</b>              | Not Used by NSU [TAB]  |  |  |
| Returned                          | Defaults from the total rejected   |  |  |
| Accepted:                         | Defaults from the total received   |  |  |
| Ordered                           | Defaults from the total ordered  |  |  |
| 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  |  |  |

Arrow Down, or use the Scroll Bar, to perform receiving to the remaining commodity line items. Repeat the commodity steps for additional commodity line items.

Next Block [Ctrl+Pg Down] to access the Completion block.

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## 7. Completion:

| 🔬 Oracle Fusion Middleware Forms Services: Open > FPARCVD   |  |  |  |  |  |  |
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| Commodity FPARCVD 8.6 (TEST2095)  |  |  |  |  |  |  |
| Receiver Document Code:     Y0000047     Packing Slip:     ALB011415       Purchase Order:     P0000149     Vendor:     Rosett, Pam |  |  |  |  |  |  |
| Item: 1 Commodity Record Count: 1   |  |  |  |  |  |  |
| Commodity Code Description U/M FOB Code   |  |  |  |  |  |  |
| Teach AHA CPR Classes Spring 2015 Stock Item EA I Final Received  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |
|   |  |  |  |  |  |  |
| Quantity To Date Current  |  |  |  |  |  |  |
| Received: 1 1 U/M: EA VEACH   |  |  |  |  |  |  |
| Rejected: 0 U/M:  |  |  |  |  |  |  |
| Returned: 0 Primary Location:   |  |  |  |  |  |  |
| Accepted: 1 Sub Location:   |  |  |  |  |  |  |
| Ordered: 1 Item Suspense  |  |  |  |  |  |  |
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| Complete: 📴 In Process: 🔟   |  |  |  |  |  |  |
| comprete. (a) in Frocess. (a)   |  |  |  |  |  |  |
|   |  |  |  |  |  |  |
|   |  |  |  |  |  |  |
|   |  |  |  |  |  |  |
| Select to keep Document Incomplete and "In Process"   |  |  |  |  |  |  |
|   |  |  |  |  |  |  |

Choose from the following two options:

• **Complete:** Click to complete and post the document.

**NOTE:** Once completed, this document cannot be changed. If further changes are necessary, enter a new receiver document.

OR

- In Process: Click to save the document for retrieval and completion at a later point in time. This will save the receiving information, but will not complete it. It is your responsibility to complete this receiving or cancel it, if no longer needed.
- **NOTE**: The **Auto Hint/Status Bar** will indicate the number of records applied and saved as indicated below after completion.

| FRM-40400: Transaction complete: 1 records applied and saved. |  |  |  |  |  |
|---|--|--|--|--|--|
| Record: 1/1   |  |  |  |  |  |
|   |  |  |  |  |  |