

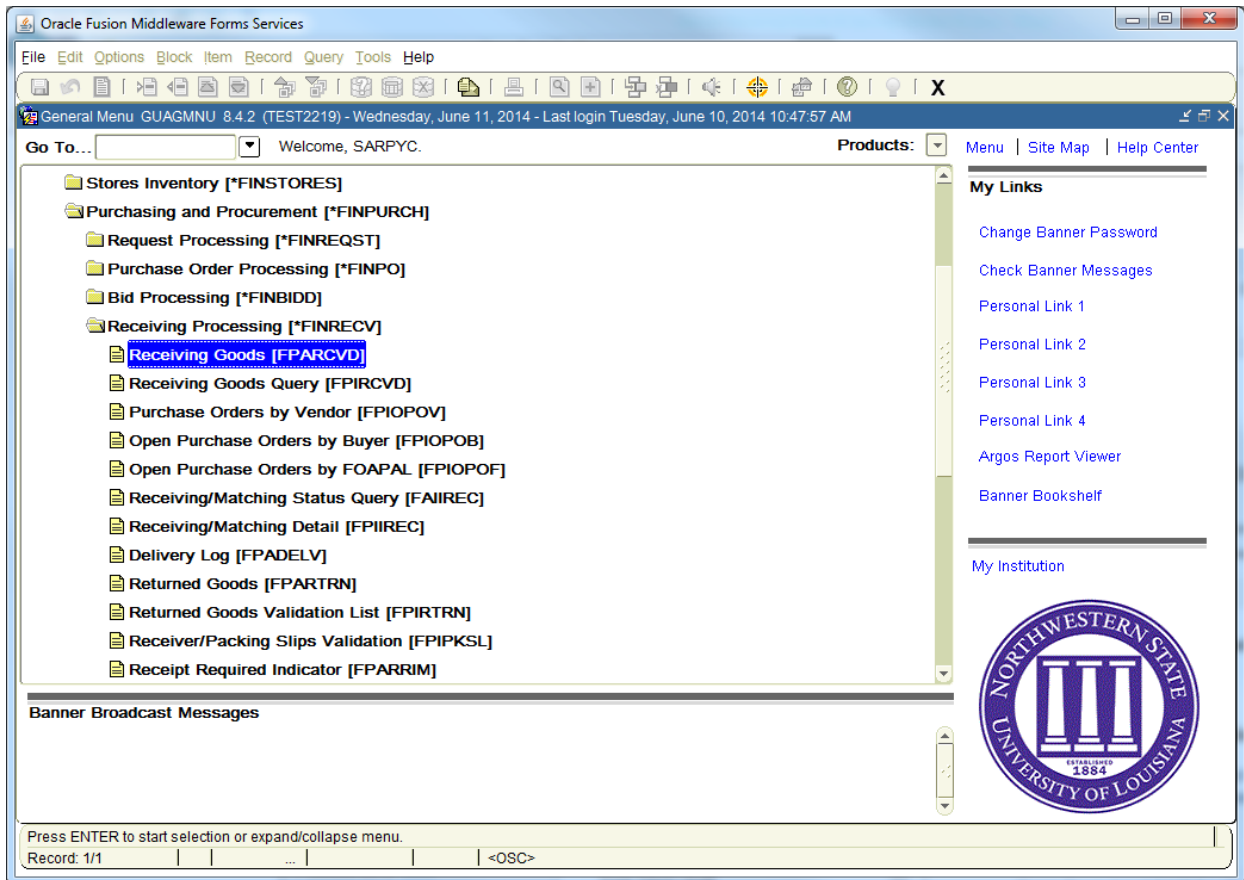
X-2. Receiving Purchased Goods and Services – FPARCVD

IMPORTANT: Receiving is not required on standing purchase orders. 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]



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.

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

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.

The screenshot shows the Oracle Fusion Middleware Forms Services interface for 'Receiving Goods FPARCVD 8.5 (TEST2219)'. The 'Receiver Document Code' field is highlighted with a red circle and contains the text 'NEXT'. Below this are sections for 'Receiving Header', 'Packing Slip', and 'Purchase Order' with various input fields and checkboxes.

Receiver Document Code: NEXT

Receiving Header

Receiving Method:

Carrier:

Date Received: Text Exists

Received By:

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.

Record: 1/1 | ... | <OSC>

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

2. Receiving Header:

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 (✓) 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

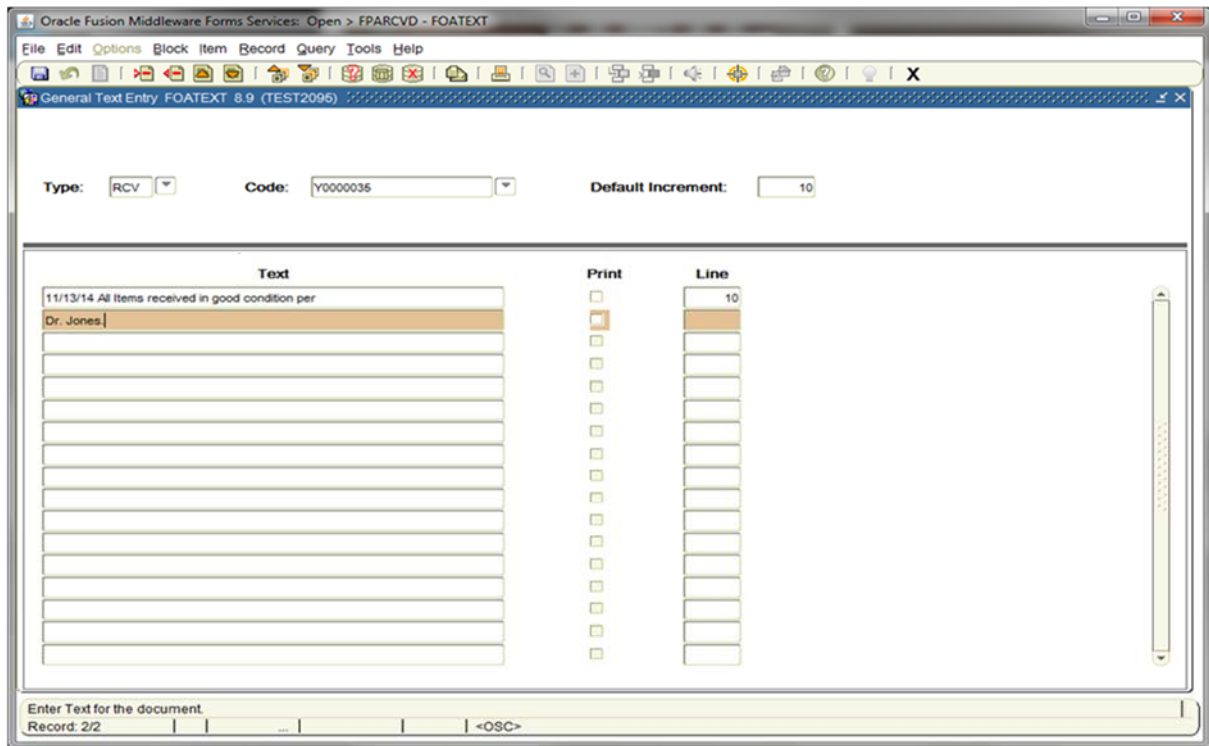
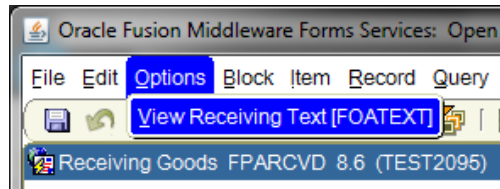
Use **General Text Entry** to communicate special requests to Purchasing or Accounts Payable. Give complete details as to the support documents necessary to complete the Receiving Process.

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]**.



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:

Packing 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

- b. If the packing slip is not provided, enter your initials (III) and date (mmddy), i.e. CLS061314 and [TAB].

Bill of Lading: Choose from the following options:

- a. If the Packing Slip is provided, enter your initials (III) and date (mmddy), 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 (✓) 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]**.



 A screenshot of the 'General Text Entry FOATEXT 8.9 (TEST2095)' form. The form has a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. Below the menu bar, there are three fields: 'Type: RCV', 'Code: Y0000036', and 'Default Increment: 10'. The main area is a table with three columns: 'Text', 'Print', and 'Line'. The first row contains the text '11/13/14 All Items received in good condition per Dr. Jones' in the 'Text' column, a checked checkbox in the 'Print' column, and the number '10' in the 'Line' column. Below this are several empty rows. At the bottom, there is a status bar with the text 'Enter Text for the document.' and 'Record: 2/2'.

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:

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.

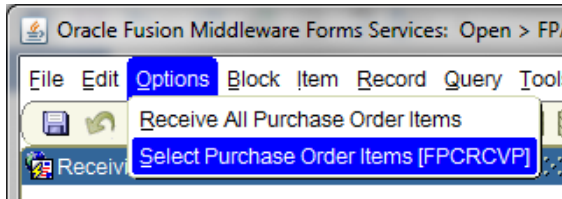
Adjust Items: Choose this option when adjusting receiving.

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.

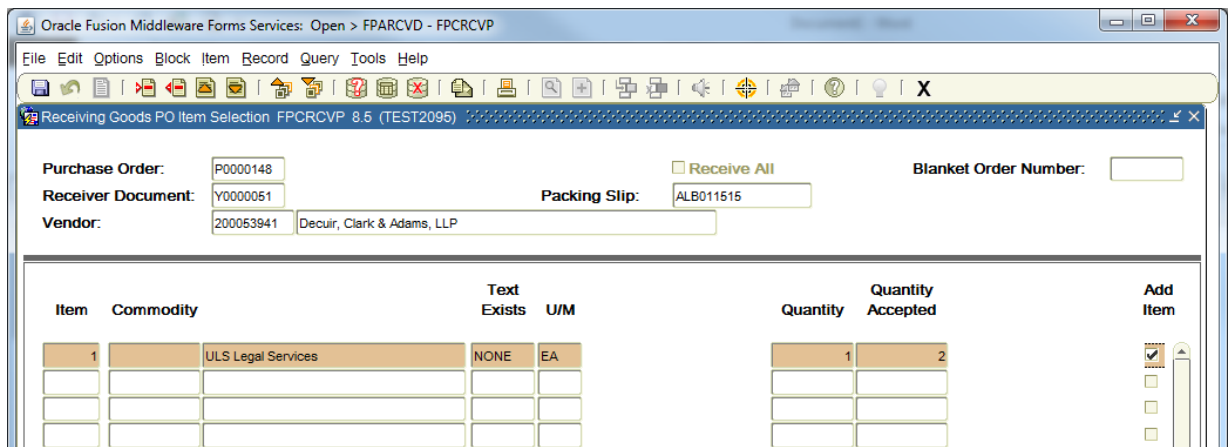
If returning goods, see Returning Goods FPARTRN in this User Guide.

5. Receiving Commodity Line Items:

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



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



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

There are two options to choose from:

To receive multiple commodity line items: **Arrow Down**, or Scroll through the list and select the desired items by checking the **Add Item** box,

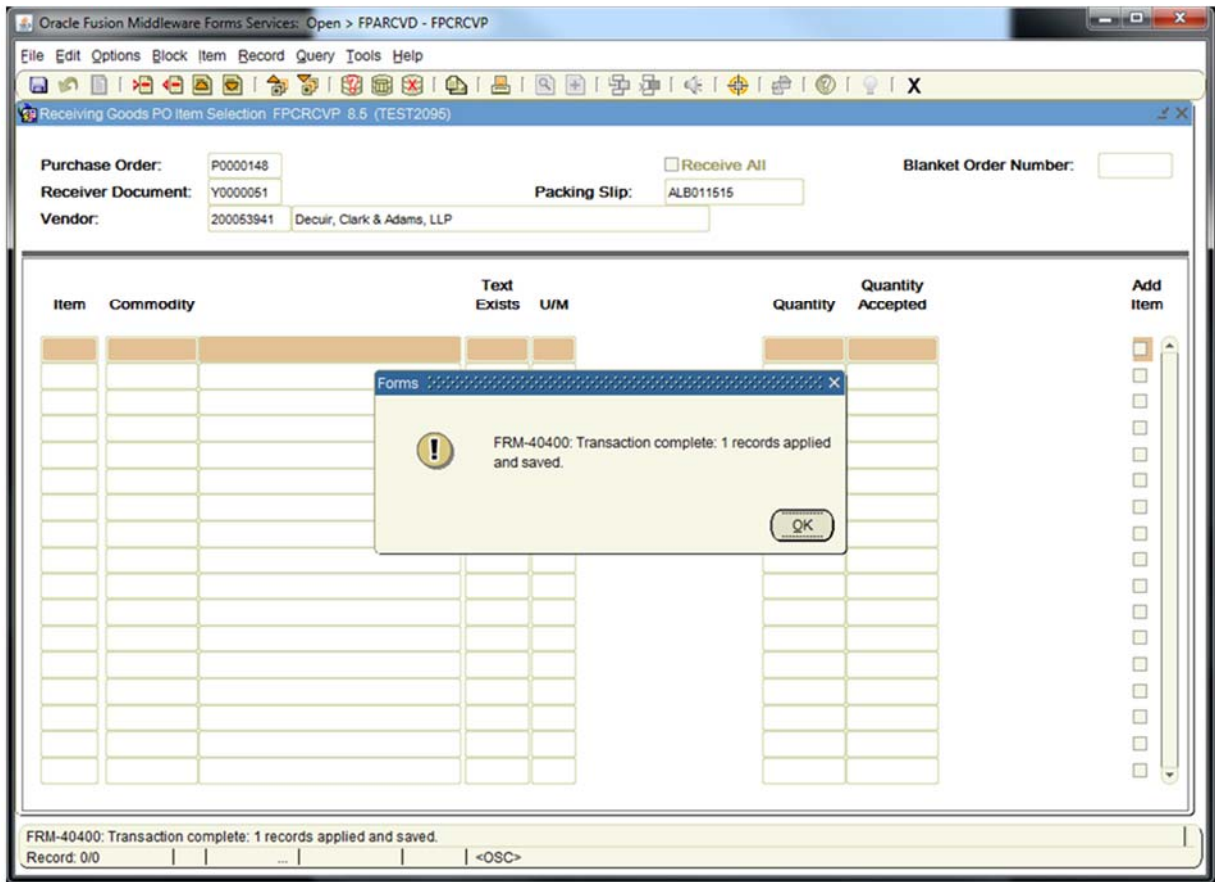
OR

To receive all 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**.



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.

The following information will default from the selected Purchase Order:

Item, Commodity Code, Description, and U/M

Enter the following information:

Commodity

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 **Select Purchase Order Items** was selected, defaults to unchecked. When receiving the last item for that commodity line item, check the Final Received box. [TAB]

Quantity –

To Date – Received: Defaults to number of items from the purchase order [TAB]

Quantity –

Received – Current: Enter the quantity received for this item **[TAB]**

*NOTE: If **Receive All** was chosen from the **Select Purchase Order Item**, then every commodity line item will set to the ordered quantity.*

Received U/M: Defaults from the purchase order. **[TAB]**

NOTE: 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 –

Rejected – To Date: Not Used by NSU **[TAB]**

Quantity –

Rejected – Current: Not Used by NSU **[TAB]**

Rejected U/M: 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.

7. Completion:

The screenshot shows the Oracle Fusion Middleware Forms Services interface for a 'Commodity' form. The form is titled 'Commodity FPARCVD: 8.6 (TEST2095)'. It contains several input fields and sections:

- Receiver Document Code:** Y0000047
- Packing Slip:** ALB011415
- Purchase Order:** P0000149
- Vendor:** Rosett, Pam
- Item:** 1
- Commodity Record Count:** 1
- Commodity Code:** (empty)
- Description:** Teach AHA CPR Classes Spring 2015
- U/M:** EA
- FOB Code:** (dropdown menu)
- Final Received:**
- Quantity Table:**

Quantity	To Date	Current
Received:	1	1
Rejected:	0	
Returned:	0	
Accepted:	1	
Ordered:	1	
- U/M:** EA (dropdown menu)
- Primary Location:** (dropdown menu)
- Sub Location:** (dropdown menu)
- Item Suspense:**
- Complete:**
- In Process:**

At the bottom of the form, there is a status bar with the text: 'Select to keep Document Incomplete and "In Process"'. Below this, it shows 'Record: 1/1' and '<OSC>'.

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.

The screenshot shows a status bar with the following text: 'FRM-40400: Transaction complete: 1 records applied and saved.' Below this, it shows 'Record: 1/1' and '<OSC>'.