## 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]

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Receiving Processing [*FINRECV]		
Receiving Goods [FPARCVD]		Personal Link 2
Receiving Goods Query [FPIRCVD]		Personal Link 3
Purchase Orders by Vendor [FPIOPOV]		Personal Link 4
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Press ENTER to start selection or expand/collapse menu.		
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## **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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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:

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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].

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		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:

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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].



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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	
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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:

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	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.

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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 ( Receiver D Vendor:		P0000148 Y0000051 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 Exists	U/M	Qu	Quanti antity Accept	-	Add Item
Item C		JLS Legal Servi		Text Exists	U/M EA	Qu		-	
Item C				Text 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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	Goods PO Item	the second s	and the second	the second s						1
Purchase Receiver Vendor:	Order: Document:	P0000148 Y0000051 200053941	Decuir, Clark	& Adams, LLP		Packing Slip	ALB011515		Blanket Order No	umber:
Item	Commodity				Text Exists	U/M		Quantity	Quantity Accepted	Add Item
				Forms (2000)	000000	0000000000	000000000000000000	99999999 ×		
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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 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 – To Date – Received:	Defaults to number of items from the purchase order [TAB]		

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

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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						
第Completion FPARCVD 8.6 (TEST2095) いいいいいのののののののののののののののののののののののののののののののの						
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					