# X-3. Adjusting a Completed Receiver Document – FPARCVD

In Banner, you cannot simply cancel a Receiver Document instead you must perform a negative adjustment against each item received.

If you need to make an adjustment, you must create a new Receiver Document using the same packing slip and purchase order previously used.

NOTE: If returning goods, you must use Returning Goods FPARTRN, see Returning Goods FPARTRN in this Users Guide.

To Process Adjusting Receiver Document:

Go To…   **FPARCVD [Enter]**
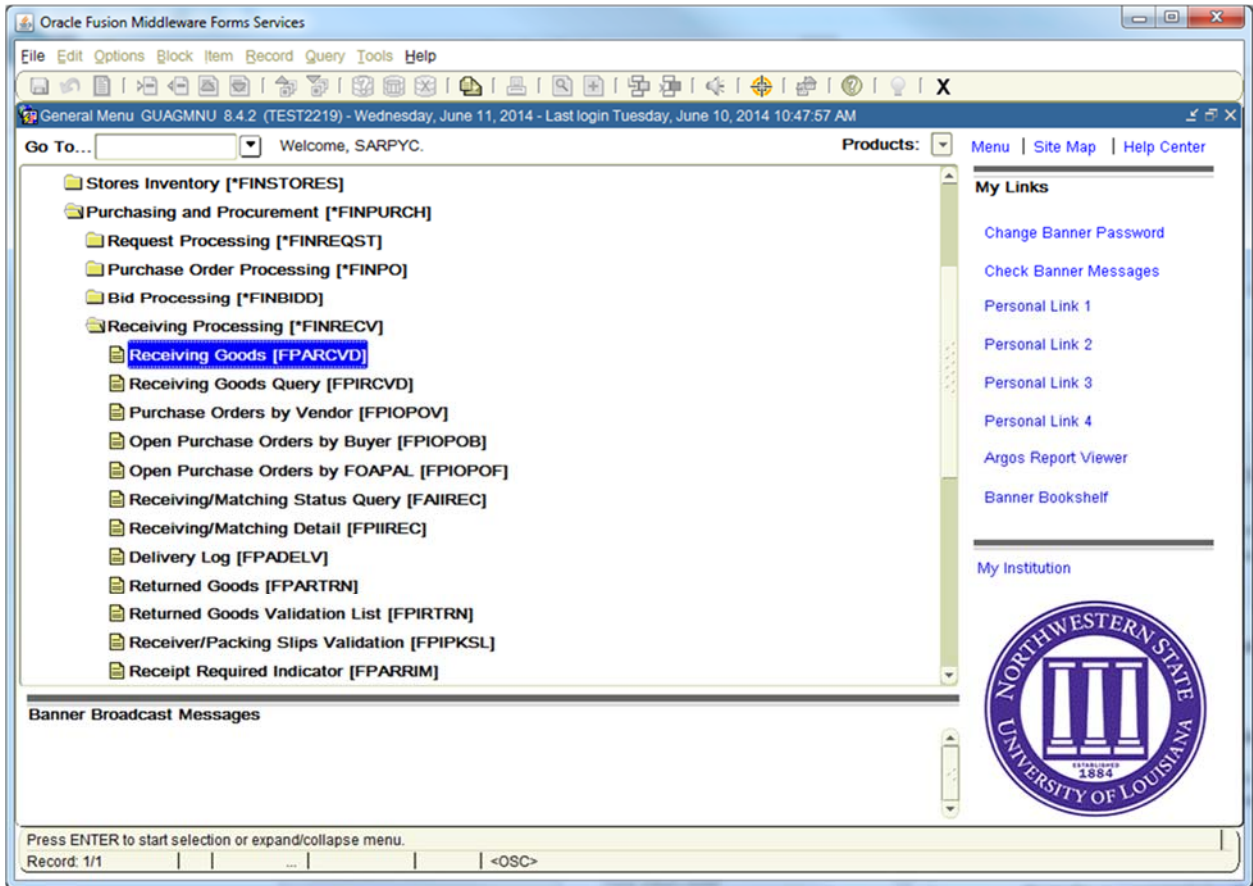
1. Receiver Document Code:

There are <u>two</u> options to begin Receiving:

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

    NOTE: Record the Receiver Document Code for future use.

    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.

NOTE: 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

NOTE: 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.

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 of leave blank. **[TAB]**

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

Received By: Defaults to the User ID.

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

NOTE: A check mark (✓) in this box means Receiving Text exists.

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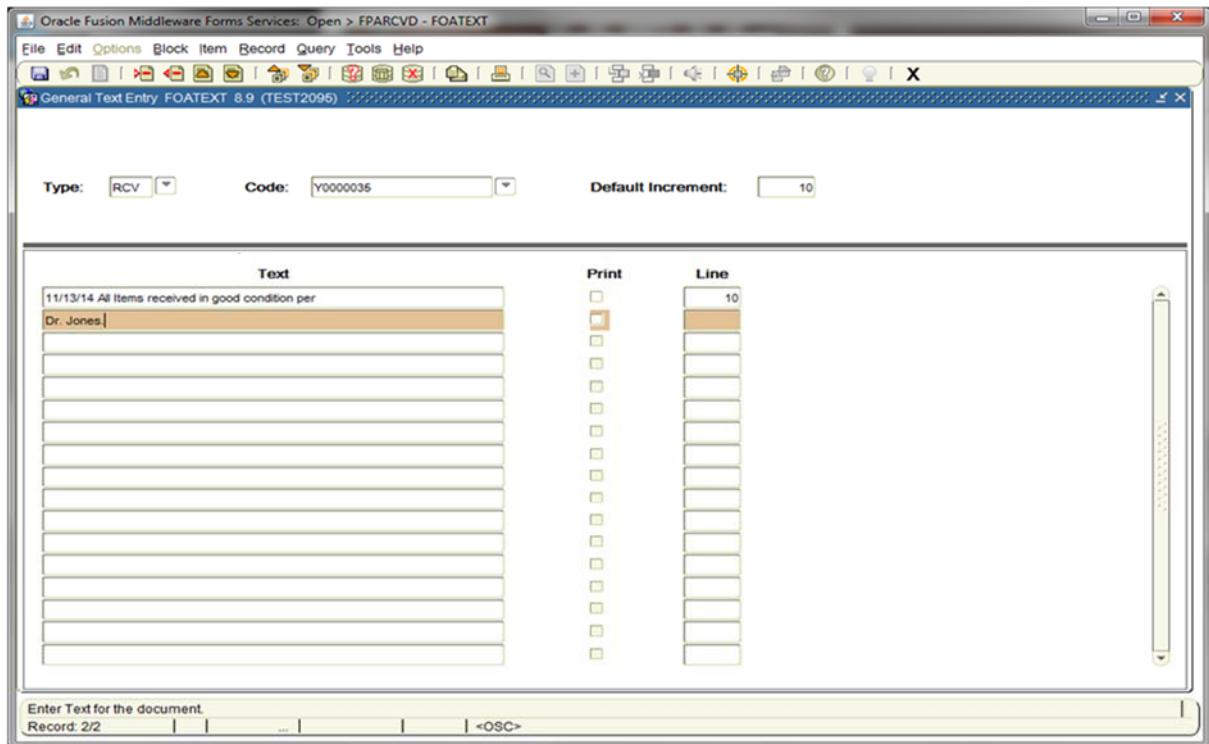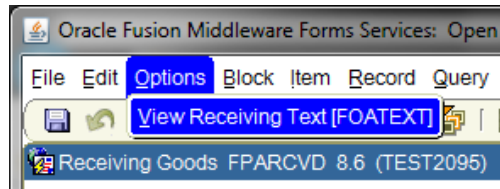
Text: **[Next Block]** or click on the first open line, and type desired information. Use arrow keys to navigate from one line to another.

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 (mmddyy), 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 (mmddyy), i.e. CLS061314 in this field and **[TAB].**

    OR

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

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

    NOTE: A check mark (✓) in this box means Receiving Text exists.

Adding 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]**.

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:
> d. *Purchase Order Validation Form FPIPOHD*
> e. *Open Purchase Orders by Vendor Form FPIOPOV.*
> f. *Purchase/Blanket/Change List FPIPURR*

|	
Buyer:	Defaults from the purchase order.
Vendor:	Defaults from the purchase order.
Receive Items:	Leave blank. [TAB]
Adjust Items:	Choose this option if you are 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.

5. Adjusting Commodity Line Items:

Choose **Select Purchase Order Items** from the Options menu.
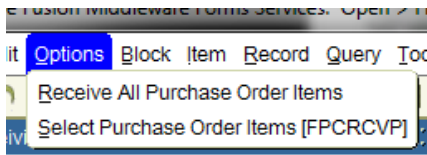
*NOTE: Do **NOT** select Receive All Purchase Order Items. If this option is select, the system will force you to receive ALL items without the option to review.*

NOTE: Do NOT select Receive All Purchase Order Items. If this option is select, the system will force you to receive <u>ALL</u> items without the option to review.
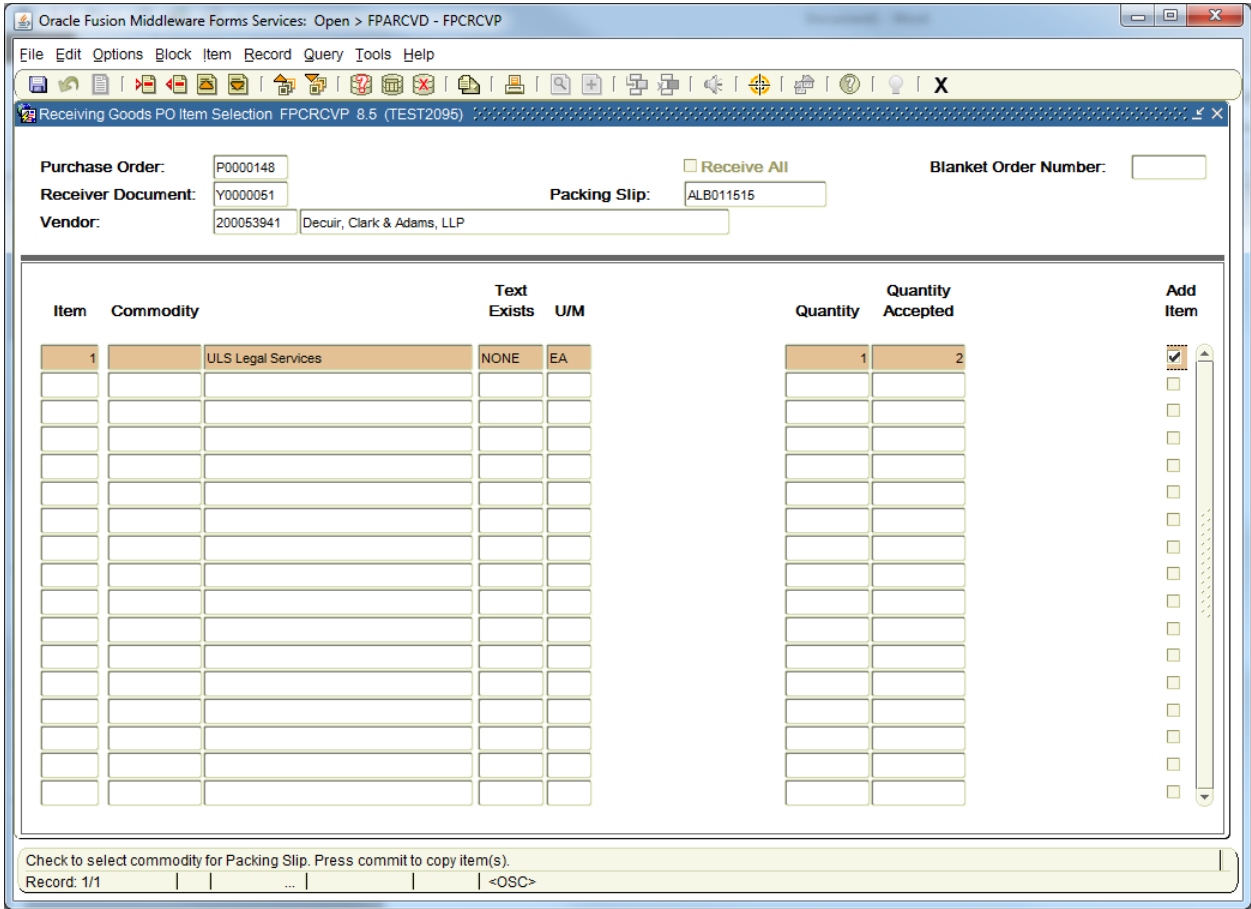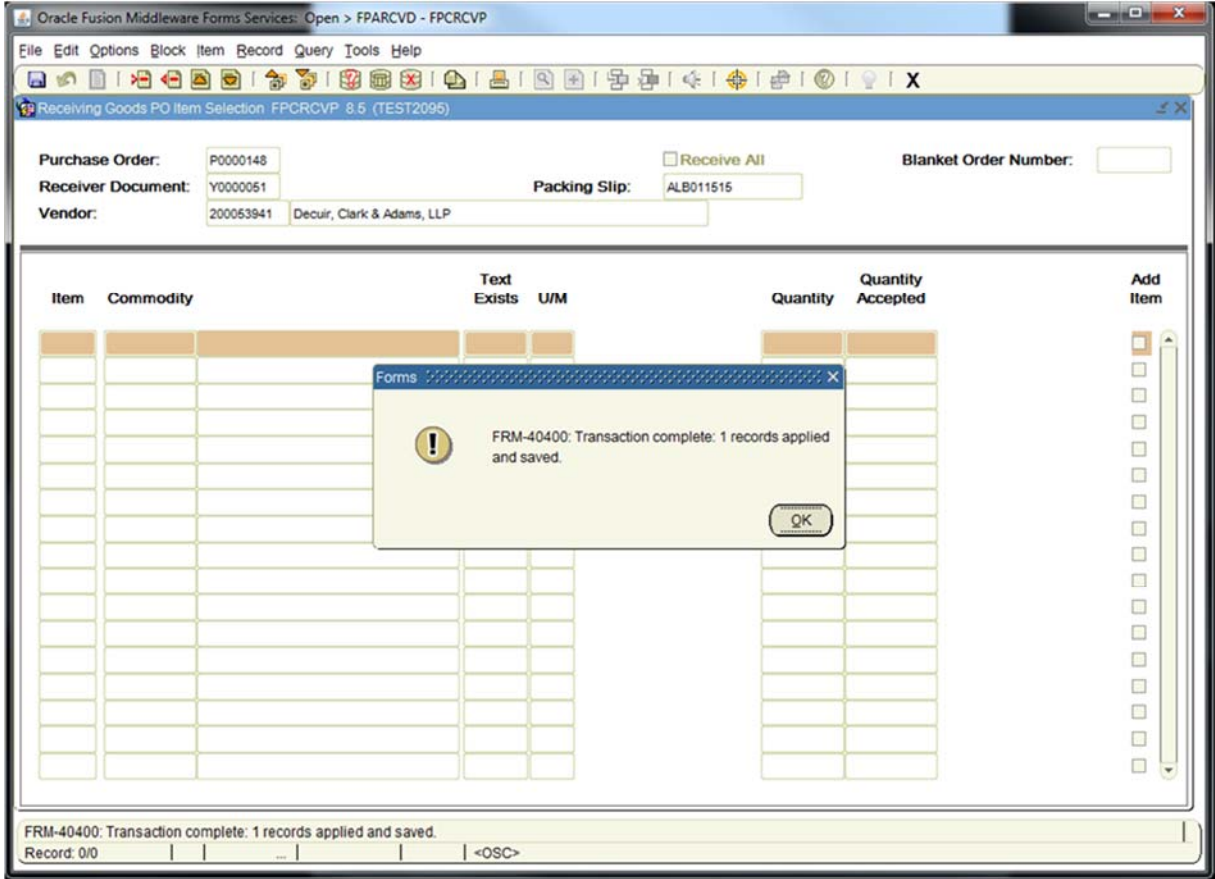
Next Block [Ctrl+Pg Down] to access **Receiving Goods PO Item Selection FPCRCVP**.

Arrow Down, or Scroll through the list to view the items and select the items to be adjusted by checking the **Add Item** box,

Quantity Accepted: Indicates the amount that has been received previously

Save [F10] to include items for receiving and **Exit [Ctrl+Q]**

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

Exit [Ctrl+Q] to return to Receiving Goods [FPARCVD]

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

6. Commodity:

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

TAB to **Quantity Received Adjustment** and enter the quantity of goods adjusted for this item.

NOTE: Must be a negative quantity (-1, -2, etc.).

U/M Default from the purchase order.
> *NOTE: If necessary, enter the receiving unit of measure in the U/M field if the U/M is different than the purchase order. It is always best if the U/M from the purchase order is used.*

NOTE: Arrow down to repeat commodity steps for each item that needs to be adjusted.

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

7. Complete:

Choose from the following <u>two</u> 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.*