

X-3. Adjusting a Completed Receiver Document – FPARCVD

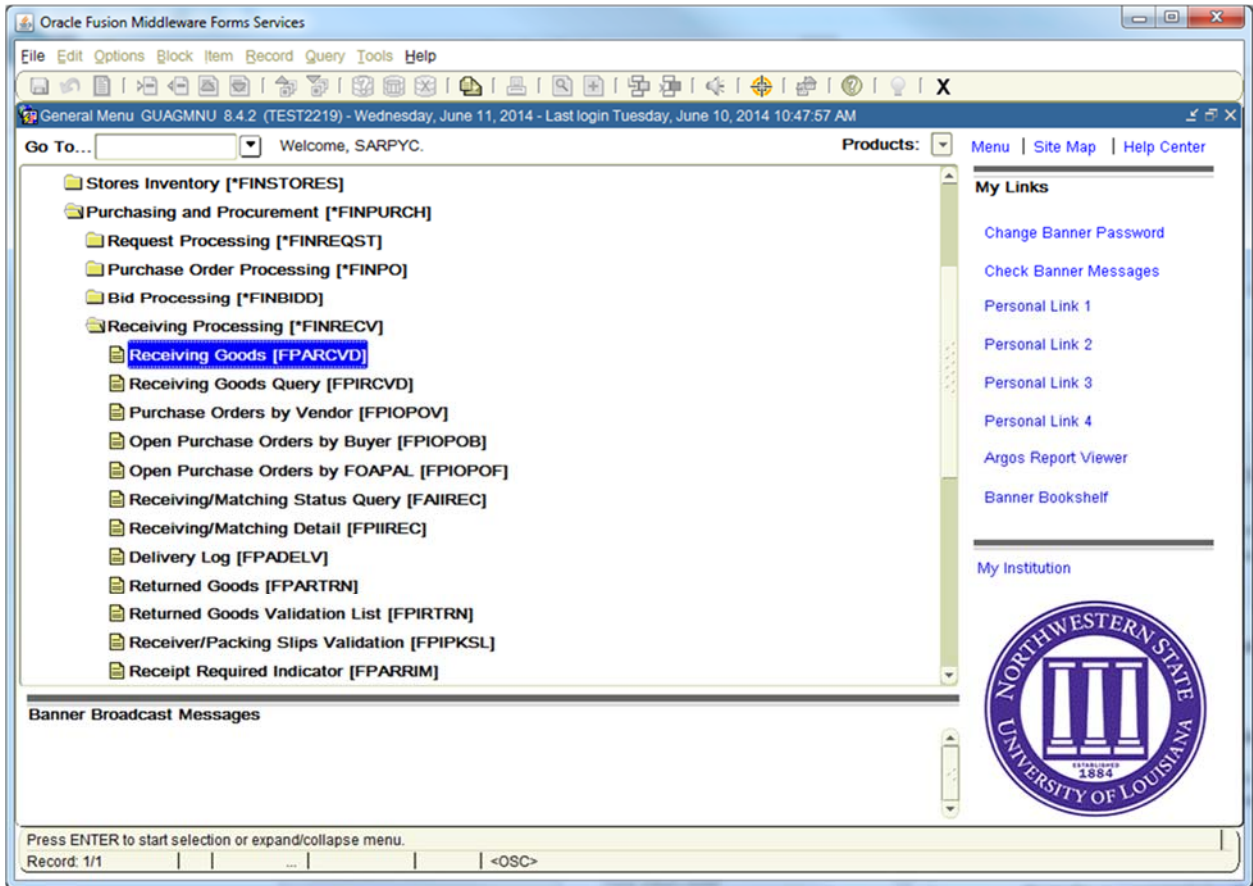
In Banner, you cannot simply cancel a Receiver Document instead you must perform a negative adjustment against each item received.

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 two 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.

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 field are three main sections: 'Receiving Header', 'Packing Slip', and 'Purchase Order'. The 'Receiving Header' section includes fields for 'Receiving Method', 'Carrier', 'Date Received', and 'Received By'. The 'Packing Slip' section includes fields for 'Packing Slip' and 'Bill of Lading'. The 'Purchase Order' section includes fields for 'Purchase Order', 'Buyer', and 'Vendor', along with radio buttons for 'Receive Items' and 'Adjust Items'. A 'More...' link is visible at the bottom right of the form. The status bar at the bottom indicates 'Record: 1/1' and '<OSC>'. A message at the bottom of the form reads 'Enter a Receiver Document Code or use NEXT for automatic assignment.'

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

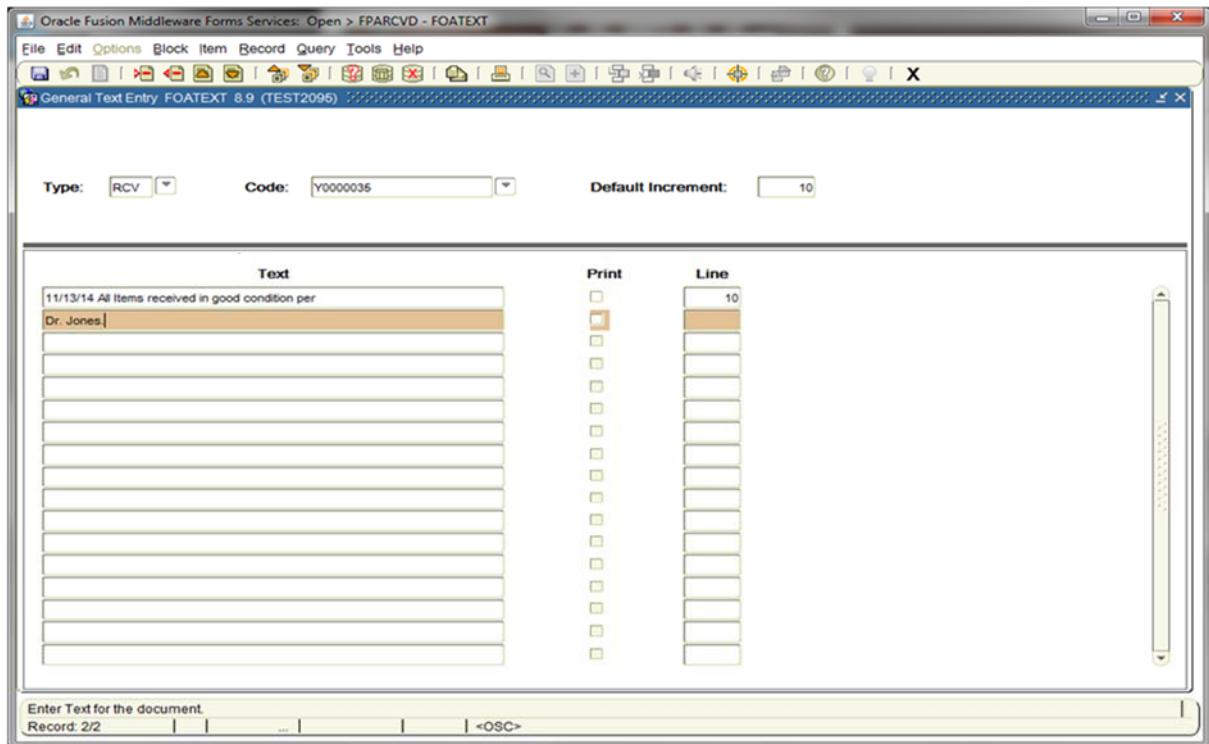
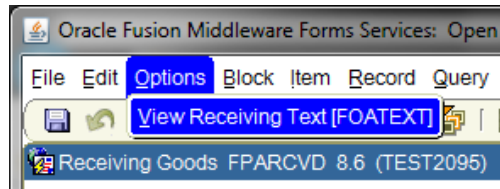
Use **General Text Entry** to communicate special requests to Purchasing or Accounts Payable. Give complete details as to the support documents necessary to complete the Receiving Process.

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 (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:

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]**.



 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 fields for 'Type: RCV', 'Code: Y0000036', and 'Default Increment: 10'. The main area contains a table with three columns: 'Text', 'Print', and 'Line'. The first row of the table 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 the table, 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:

- 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.

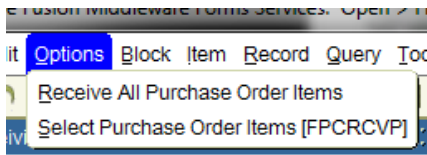
Receive Items: Leave blank. [TAB]

Adjust Items: Choose this option if you are adjusting receiving.

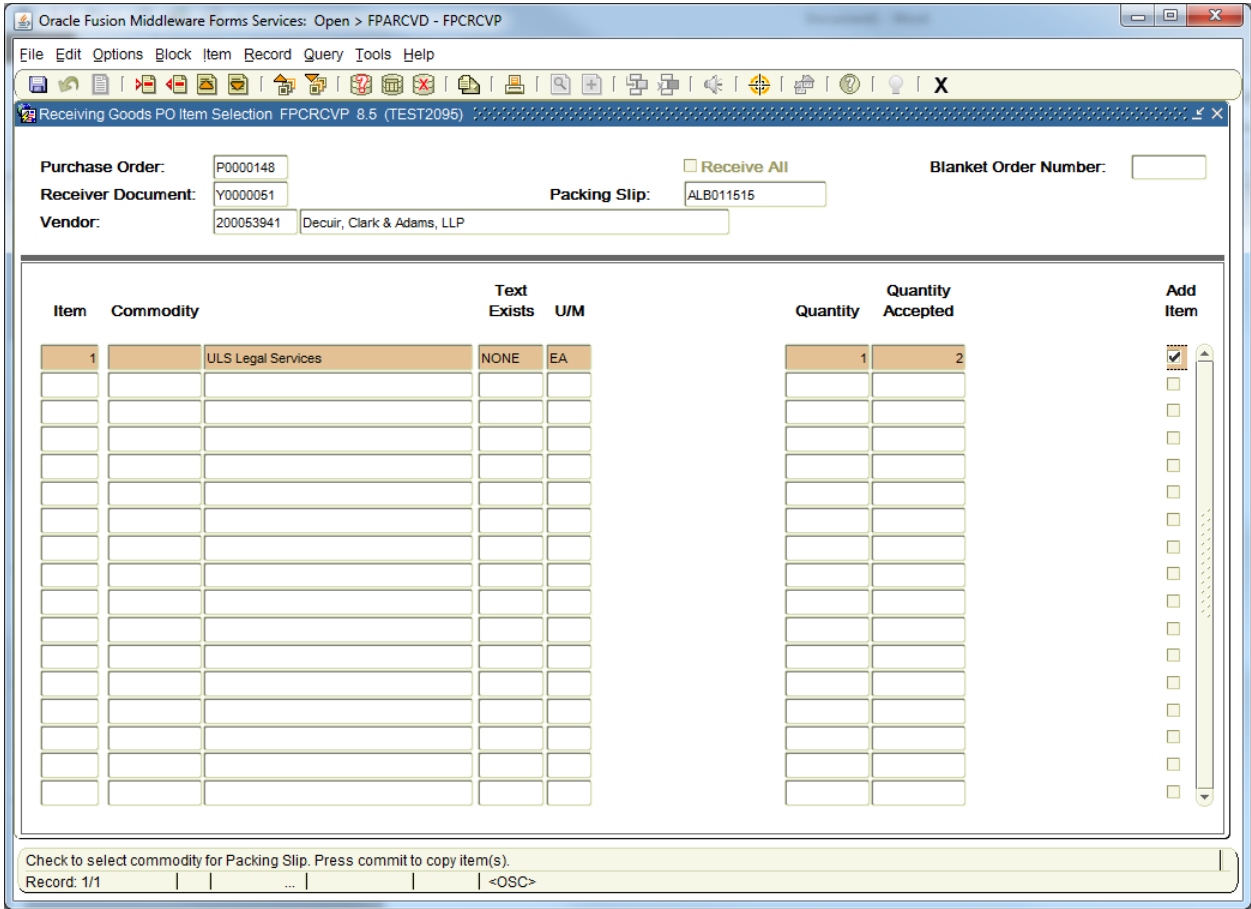
NOTE: This box can only be used when a previously received amount exists and may not be for an amount greater than the previously received amount.

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.*



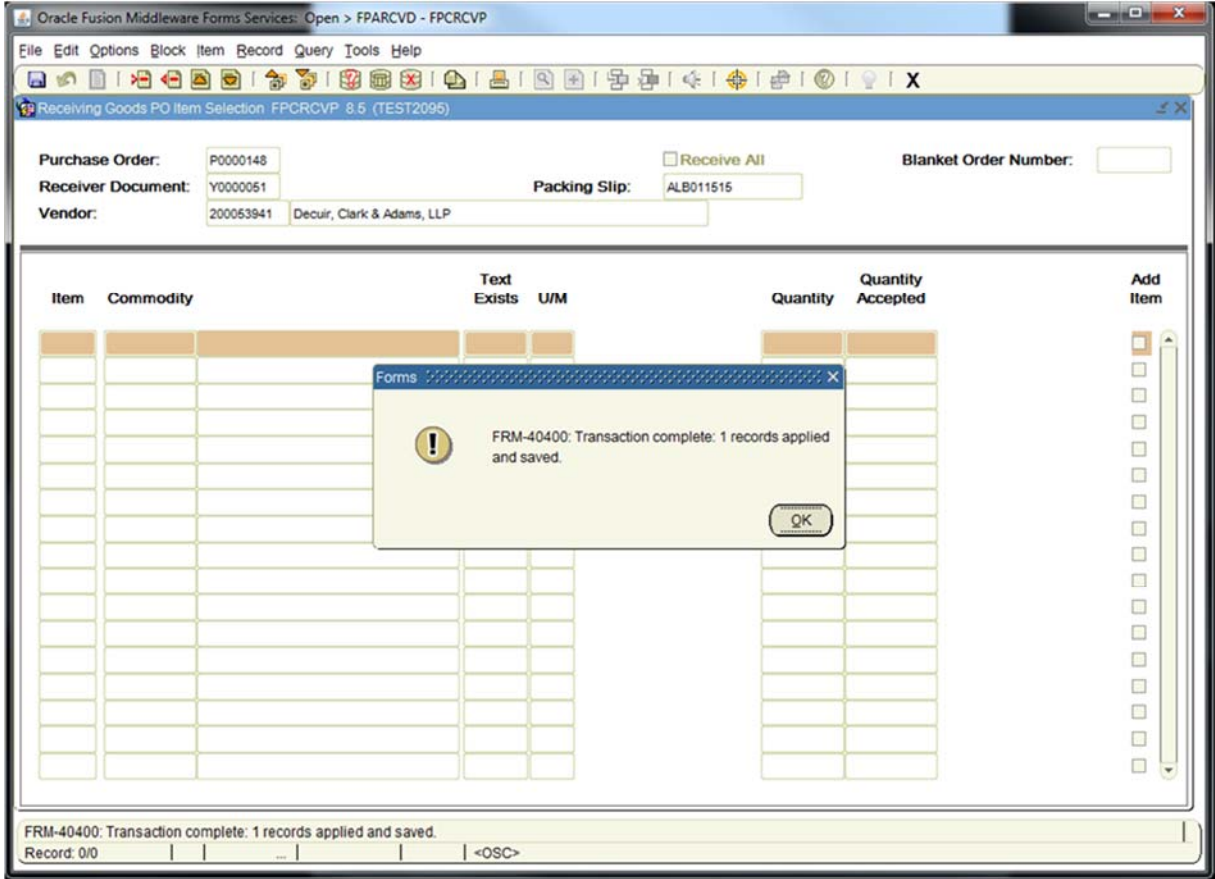
Next Block [Ctrl+Pg Down] to access **Receiving Goods PO Item Selection FPCRCPV**.

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.

The screenshot shows the Oracle Fusion Middleware Forms Services interface for a Commodity record. The window title is 'Oracle Fusion Middleware Forms Services: Open > FPARCVD'. The browser address bar shows 'Commodity FPARCVD 8.6 (TEST2095)'. The form contains the following fields and values:

- Receiver Document Code: Y0000063
- Packing Slip: ALB011515
- Purchase Order: P0000148
- Vendor: Decuir, Clark & Adams, LLP
- Item: 1
- Commodity Record Count: 1
- Commodity Code: (empty)
- Description: U/S Legal Services
- Stock Item:
- U/M: EA
- FOB Code: (dropdown menu)
- Final Received:
- Quantity Summary Table:

Quantity	To Date	Adjustment
Received:	3	-2
Rejected:	0	
Returned:	0	
Accepted:	3	
Ordered:	1	
- U/M: EA (dropdown menu) EACH
- U/M: (dropdown menu)
- Primary Location: (dropdown menu)
- Sub Location: (dropdown menu)
- Item Suspense:
- Tolerance Suspense:
- Tolerance Override:

At the bottom of the form, there is a status bar with the text 'If item is stock, enter the Sub Location' and 'Record: 1/1'. The status bar also contains navigation icons and '<OSC>'.

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 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.