# **RECEIVING PURCHASED GOODS**

The receiving process enables you to enter receipt information for items ordered through the purchase order process. You can receive goods based on the quantity identified on a regular purchase order or based on the dollar amount identified on a standing purchase order.

Fields

Receiving Method – This optional field corresponds to the Receiving Method Maintenance Form FTMRCMT and contains a user-defined list of receiving methods.

Carrier – Vendors are classified as carriers when either Domestic Carrier of Foreign Carrier is activated from the Vendor Header Additional Information on the Vendor Maintenance Form (FTMVEND).

Date Received - The Date Received field displays the system date. You can override it.

Received By – Banner controls the Received By field and enters the document creator's User ID upon completion.

Receive Items and Adjust Items – The radio buttons allow you to process an original receiving document or an adjustment to an existing receipt transaction. An adjustment is basically a negative receiver, and allows you to correct or update completed receipt documents.

## **RECEIVING GOODS FORM (FPARCVD)**

Enter **FPARCVD** in the direct access field and TAB for the next form.



## ENTERING AN ORIGINAL RECEIPT

1. After entering **FPARCVD** and tabbing, enter **NEXT** in the **Receiver Document Code** field to allow the system to generate a number OR click the SEARCH icon to have the system select an incomplete document.

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Enter a Receiver Document Code or 'NEXT'.	<u> </u>
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## 2. Click Next Block.

3. Double-click in the **RECEIVING METHOD** field to select a receiving method.

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Choices in list: 6		
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NOTE: THE RECEIVER DOCUMENT CODE NOW HAS A NUMBER

- 4. Click the Search icon to select a Carrier (optional).
- 5. Tab to the **Date Received** field, if necessary. Today's date is automatically populated. Override the date displayed in the Dated Received field, if appropriate.
- 6. Select View Receiving Text from the **OPTIONS** menu to create or modify text.
- 7. Next Block or click in the Packing Slip field. Note: If the packing slip has the receipt of more than one purchase order, click the Search icon to select the packing slip number entered with a different purchase order number. Packing slips need to be unique to a receiving document. You may add a letter to the end of the packing slip number to create more than one receiver on a packing slip.
- 8. Tab to the **Bill of Lading** field and enter the bill of lading number (optional).
- 9. Next Block or click in the **Purchase Order** field or click the **Search** icon to select the completed Purchase Order.

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	. Record: 1/1       <0SC>	

- 10. Note: The Buyer and Vendor fields are automatically populated from the purchase order.
- 11. Tab to the **Receive Items** radio button and verify that it is selected by clicking on the button.

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Purchase Order: P0000081	
Buyer: Susie Clay	
Vendor: 30000389 Intelab, Inc	
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- 12. Select the **Receive All Purchase Order Items** from the **Options** menu. Save your selection and exit the form by clicking the small black **x**.
- 13. Perform a **Next Block** function.

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Receiver Document Code:     Y0000035     Packing Slip:     \$1253       Purchase Order:     P0000081     Vendor:     Infolab, Inc		
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Quantity     To Date     Current       Received:     100     100       Referred:     0       Accepted:     100       Ordered:     100		
Scroll through the items until you find the commodity you are receiving.		ļ
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NOTE: The commodity information defaults from the purchase order.

14. Did you receive all the goods for each line item? If yes, leave the **Final Received** checkbox checked. If no, uncheck the **Final Received** checkbox. 15. For a regular purchase order, go to the **Current Quantity Received** field and enter the quantity of goods received for this item.

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Receiver Document Code:       Y0000035       Packing Slip:       \$1253         Purchase Order:       P0000081       Yendor:       Infolab, Inc         Item:       1       Commodity Record Count:       5	
Commodity Code       Description       U/M       FOB Code         Cat #GIB 11225, PL Blood Ager       Stock Item       EA       Image: Cat #GIB 11225, PL Blood Ager         Quantity       To Date       Current       Image: Cat #GIB 11225, PL Blood Ager       Image: Cat #GIB 11225, PL Blood Ager       Image: Cat #GIB 11225, PL Blood Ager         Quantity       To Date       Current       Image: Cat #GIB 11225, PL Blood Ager       Image: Cat #GIB 11225, PL Blood Ager       Image: Cat #GIB 11225, PL Blood Ager         Quantity       To Date       Current       Image: Cat #GIB 11225, PL Blood Ager       Image: Cat #GIB 11225, PL Blood Ager       Image: Cat #GIB 11225, PL Blood Ager         Quantity       To Date       Current       Image: Cat #GIB 11225, PL Blood Ager       Image: Cat #GIB 11225, PL Blood Ager       Image: Cat #GIB 11225, PL Blood Ager         Quantity       To Date       Image: Cat #GIB 11225, PL Blood Ager       Image: Cat #GIB 11225, PL Blood Ager       Image: Cat #GIB 11225, PL Blood Ager         Rejected:       Image: Cat #GIB 11225, PL Blood Ager         Rejected:       Image: Cat #GIB 11225, PL Blood Ager         Order       Image: Ca	

- 16. The U/M field from the purchase order is displayed with the commodity. Enter the receiving unit of measure in the U/M field if the U/M is different than that of the purchase order.
- 17. Use the scrollbar to review the rest of the commodity information and repeat steps 14 16.

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Enter the quantity received for this item in this shipment.	ΞŢ	
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18. VERY IMPORTANT - Select Access Completion from the Options menu to go to the Completion window.

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- 19. Click **Complete** to complete the receiving document. Once you complete the document, the Receiver Document number will be displayed on the **Auto-Hint Help** line and the cursor will rollback to allow you to enter another receiver.
- 20. **Click** the Exit icon.

#### **RECEIPT ADJUSTMENT**

If you need to make adjustment, you can create a new **Receiver Document** using the same packing slip and purchase order number.

Repeat steps 1 through 8 in the previous section.

9. Click the **Search** icon to select the packing slip number used in exercise 1. To adjust the previously received item(s), you must associate the packing slip with the correct receiver.

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10. The **Bill of Lading** field is optional. If one is with the receiving package, enter it.

11. Click the **Search** icon to select the Purchase Order used in the previous exercise.

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Purchase Order		
Purchase Order: P0000081 • @Receive Items • Adjust Items		
Buyer: Susie Clay		
Vendor: 30000389 Infolab, Inc		
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This will take you to the **FPIPOHD** form. Search for the purchase order number.

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Enter a query; press F8 to	execute, otrl+Q to cancel.				
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Click on the **Execute Search** icon and select the purchase order

Note: The Buyer and Vendor fields are automatically populated from the purchase order.

12. Select the **Adjusted Items** radio button.

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Purchase Order: P0000081 C Receive Items	
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Check to receive or adjust items for this purchase order  Record: 1/1       «OSC»	)

## 13. Select **Select PurchaseOrder** Items from the **Options** menu.

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Buyer: Susie Clay	
Vendor: 30000389 Infolab, Inc	
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Check to receive or adjust items for this purchase order	
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This will take you to the Receiving Goods PO Item Selection Form (FPCRCVP).

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Item	Commodity		Text Exists	U/M	Quantity	Quantity Accepted	Add Item
1		Cat #GIB 11225, PL Blood Agar	NONE	EA	100	100	
2		Cat #HP 25-806-1PC, Applicator, #100	NONE	BOX	2	2	
3		Cat #INF H1, Loop Disp Calib 1 UL, DK	NONE	BOX	1	1	
4		Cat #JAN ID413, Accutest Strep A Dip	NONE	BOX	3	3	
5		Shipping and Handling	NONE	EA	1	1	
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Check to inc	lude all items v	without text. Press COMMIT to conv					
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- 14. Perform a **Next Block** function.
- 15. Click the **Add Item** checkbox for the commodities that need to be adjusted.

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2		Cat #HP 25-806-1PC, Applicator, #100	NONE	BOX		2	2	
3		Cat #INF H1, Loop Disp Calib 1 UL, DK	NONE	BOX		1	1	
4		Cat #JAN ID413, Accutest Strep A Dip	NONE	BOX		3	3	
5		Shipping and Handling	NONE	EA		1	1	
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Check to se	lect commodity	for Packing Slip. Press commit to copy ite	m(s).					L`
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- 16. Click the **Save** icon.
- 17. Click the **Exit** icon.
- 18. Perform a **Next Block** function.
- 19. For a regular purchase order, go to the Adjustment Quantity Received field and enter the quantity of goods adjusted for this item.

Note: The adjustment must be a negative quantity.

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Receiver Document Code:     Y0000036     Packing Slip:     \$1253       Purchase Order:     P0000081     Vendor:     Infolab, Inc	
Item: 5 Commodity Record Count: 1	
Commodity Code Description U/M FOB Code Shipping and Handling Stock Item EA T Final Received	
Quantity       To Date       Adjustment         Received:       1       -1       U/M:       Y         Rejected:       0       U/M:       Y         Returned:       0       Primary Location:       Y         Accepted:       1       Sub Location:       Y         Ordered:       1       Item Suspense       Tolerance Suspense	
Tolerance Override	
Record: 1/1       «08C»	)

- 20. Perform a **Next Block** function.
- 21. Click **Complete** to complete the receiving document.

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Receiver Document YUUUUU36 has been completed.           Record: 1/1            <osc></osc>	)

Once you complete the document, the **Receiver Document** number will be displayed on the **Auto-Hint** line and the cursor will rollback to allow you to enter another receiver.

14. Click the **Exit** icon.

#### PARTIAL RECEIPT

Receiving Goods Form (FPARCVD).

- 1. Follow directions as listed in the procedures for entering original receipt steps 1 through 12.
- 13. After entering the Purchase Order number in the purchase order field, Click on the **Options** menu and select "**Select Purchase Order Items [FPACRCVP**]".

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File Edit Options Block It Block It Block It Receive All Purchase Receive Select Purchase C	Pormis Kunting - Web: Open > FPARCYD :em Becord Query Tools Help see order Items Ser forder Items [FPCR(#P]]	
Receiver Document Code	e[Y0000037] *	
Receiving Header		
Receiving Method:     PICK       Carrier:	Pick-up     Pick-up     Text Exists	
Packing Slip Packing Slip: 56489 Bill of Lading:	19016 Text Exists	
Purchase Order	eace V Receive Items	
Buyer: Susie Vendor: 30000	Clay 631 Aubrey's Graphic Designs	
	More	
Check to receive or adjust items Record: 1/1	s for this purchase order       <0SC>	

Note: The list of commodities. Also note the **Receive All** radio button is not check

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Purchase Order:         P0000085           Receiver Document:         Y0000037           Vendor:         30000631	Packing s	Receive All	Blanket Order Num	8000000000 <u>*</u> × =
Item Commodity	Text Exists U/M	Quantity	Quantity Accepted	Add Item
1         T-Shirt, Maroon Long Sleeve, with impl           1         1				
Check to include all items without text. Press COMMIT to copy; Record: 1/1	<0SC>			

## 14. Perform a **Next Block**.

- 15. Tab to the **Add Item** field to copy the commodity you want to receive.
- 16. Click **Save**
- 17. Click Exit.
- 18. **Next Block** to enter the quantity received.

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Receiver Document Code: Y0000037 Packing Slip: 56 Purchase Order: P0000088 Vendor: AL	4899016 Ibrey's Graphic Designs
Item:       1       Commodity Record Count:       1         Commodity Code       Description         T-Shirt, Marcon Long Sleeve, with imprin       Stock Item	U/M FOB Code EA 03 V Final Received
Quantity     To Date     Current       Received:     0     3     U/M:       Rejected:     0     9     U/M:       Returned:     0     9     Primary Location:       Accepted:     0     5ub Location:       Ordered:     6     6	
Enter the unit of measure for this commodify in this shipment. Record: 1/1     List of Valu   <080>	

- Note: The item line number, description and unit of measure are listed. The Final Received radio button is not checked. If this is the final receiving check the **Final Received** box.
- 19. Enter the **Current Quantity Received**.
- 20. Click **Next Block**

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Receiver Document Code:     Y0000037     Packing Slip:     564899016       Purchase Order:     P0000085     Vendor:     Aubrey's Graphic Designs	
Item:       1       Commodity Record Count:       1         Commodity Code       Description       U/M       FOB Code         T-Shirt, Maroon Long Sleeve, with imprint       Stock Item       EA       03<       Final Received	
Quantity       To Date       Current         Received:       0       3       U/M:       EA       EACH         Rejected:       0       U/M:       Image: Constant of the second of t	
Completion FPARCVD B.0 (PPRD)	्र <u>वि</u>
Select to keep Document Incomplete and "In Process"         Record: 1/1          Image: Contemport of the second secon	

21. Click **Complete** to complete the receiving document.

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Receiver Document Code	
Receiving Header	
Receiving Method:    Carrier:    Date Received:    Image: Carrier:    Received By:	
Packing Slip    Packing Slip:    Text Exists    Bill of Lading:	
Purchase Order         Purchase Order:         Image:         Buyer:         Vendor:	
More	<b>•</b>
Receiver Document Y0000037 has been completed.	ΞÍ

Once you complete the document, the **Receiver Document number** will be displayed on the **Auto-Hint Help** line and the cursor will rollback to allow you to enter another receiver.

22. Click the **Exit** icon.

## STANDING ORDER RECEIPT

Follow the same procedures as stated in the "Partial Receipt" instructions 1 through 17. Instead of quantity being delivered, you will enter the amount invoiced. Continue to complete the receiver.

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🙀 Receiving Goods Qu	uery FPIRCVD 8.0 (PROD) 000000000000000000000000000000000000	<u> </u>
Receiver Document	nt Code: Y0012250 V	
Receiver Inform	mation	
Receiving Method:	CONT Standing Order contractors	
Carrier:		
Date Received:	13-DEC-2012 Received By: ROBERTSON	
Text Exists:	N	1
Packing Slip Inf	formation	
Packing Slip:	123456789 Bill of Lading:	
Text Exists:	Ν	
		-
Durch and a		
Purchase Order	r mornauon	- C
Purchase Order:	P0006754   Receive Items  Adjust Items	
Buyer:	Susie Clay-318 342 5209	
Vendor:	30003572 David Ware & Associates LLC	J
Record: 1/1	<osc></osc>	

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Receiver Doo	cument Code: Y0012250 💌	
🙀 Commodity D	etail Information FPIRCVD 8.0 (PROD) 3000000000000000000000000000000000000	$\times \preceq \times$
Purchase Ore	der: P0006754 Packing Slip: 123456789 Vendor: David Ware & Associates LLC	
Commodit	ty Information	
Item:		- T   3
Commodity	FOB antity	
Coue	Contract for preferring legal convince align	
Amount	To Date Current 11/M	
Received:	330.00 330.00 Per contract	
Ordered:	3000.00	
		<b>•</b>
Posting Co	ontrol Information	
Complete: Y		
Decembra 4		)
Record: 1/1		)

- 1. Enter the amount of the invoice here. The To Date section shows how much money of the purchase order has already been received.
- 2. Next Block to complete the transaction. Click the complete block. You can now enter another receiving or exit the form.

Remember all receivers are unique. The packing slip is associated with the receiving number. Any adjustments to be made to a receiver must be associated with the correct packing slip.