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IDEA FUSION



Banner XE eReceiving User Guide

Department of Procurement Services
Updated November 2018



eReceiving Introduction

Electronic receiving is used for 100% of all eVA purchase orders with the exception of capital construction. It documents goods/services that have been **received** and the actual date of receipt.

eReceiving increases efficiency for Procurement Services, Accounts Payable, University Departments and Vendors. It also improves accountability, promotes prompt payment, and provides a complete audit trail as well as increases customer service.

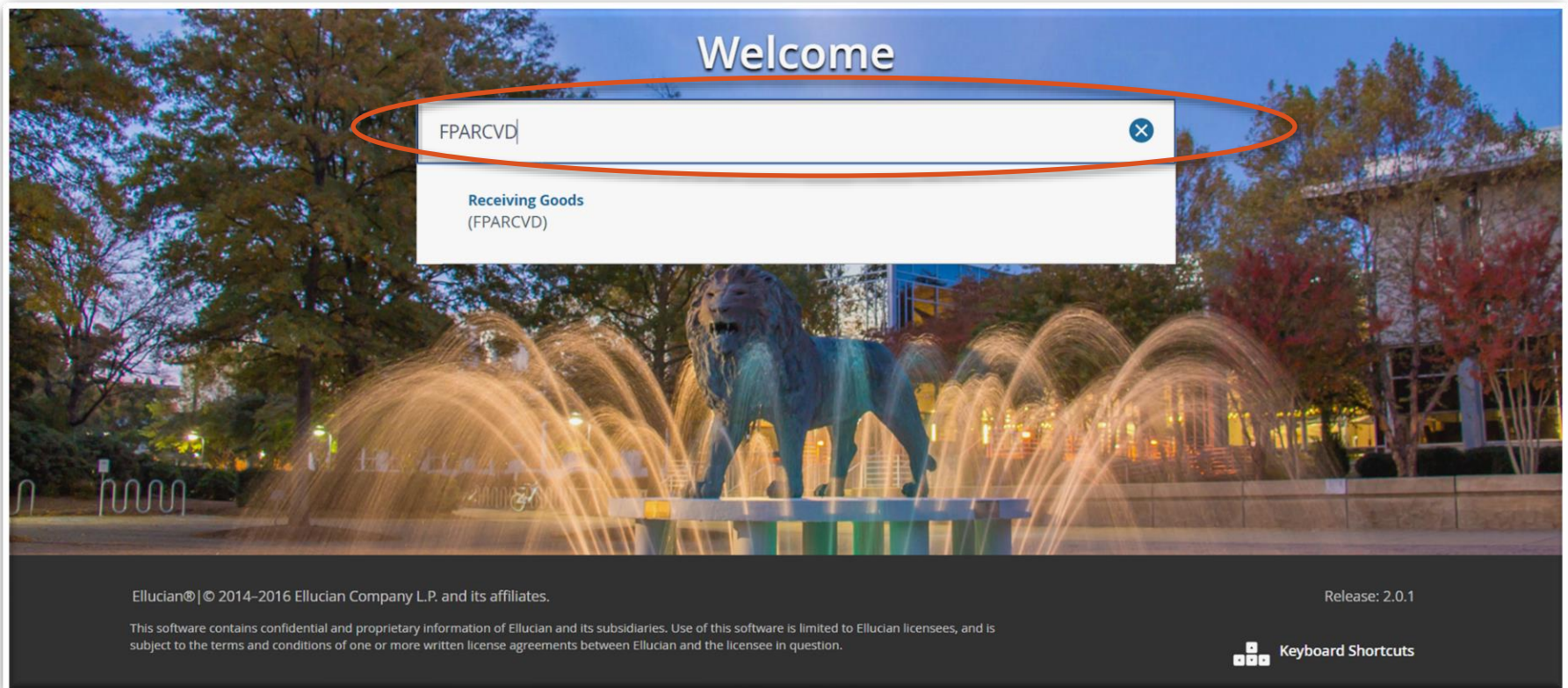
This manual will serve as a step-by-step instructional guide on how to maneuver through Banner XE.


eReceiving User Guide

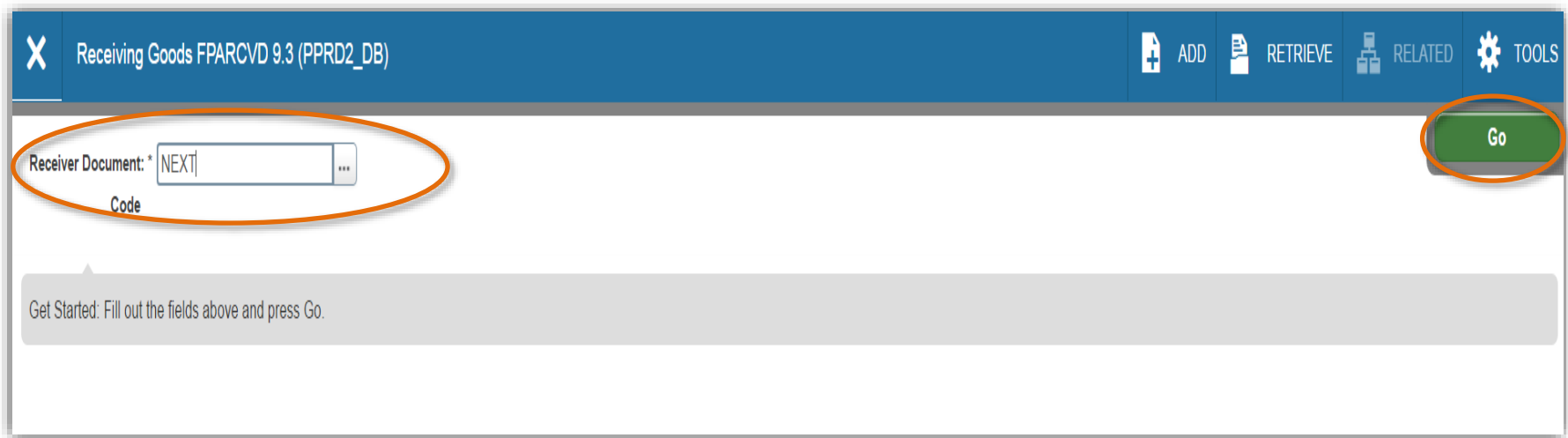
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1. Type **FPARCVD** in the **Search** field.
2. Press **Enter** or **select the form in the drop-down menu**. The **FPARCVD** form will appear.



3. Type **NEXT** in the **Receiver Document Code** field to automatically assign a document number.
4. Click  (Next Block) at the bottom left side of the screen or click **GO** to advance to the Receiving Header section.



Receiving Goods FPARCVD 9.3 (PPRD2_DB)


ADD RETRIEVE RELATED TOOLS

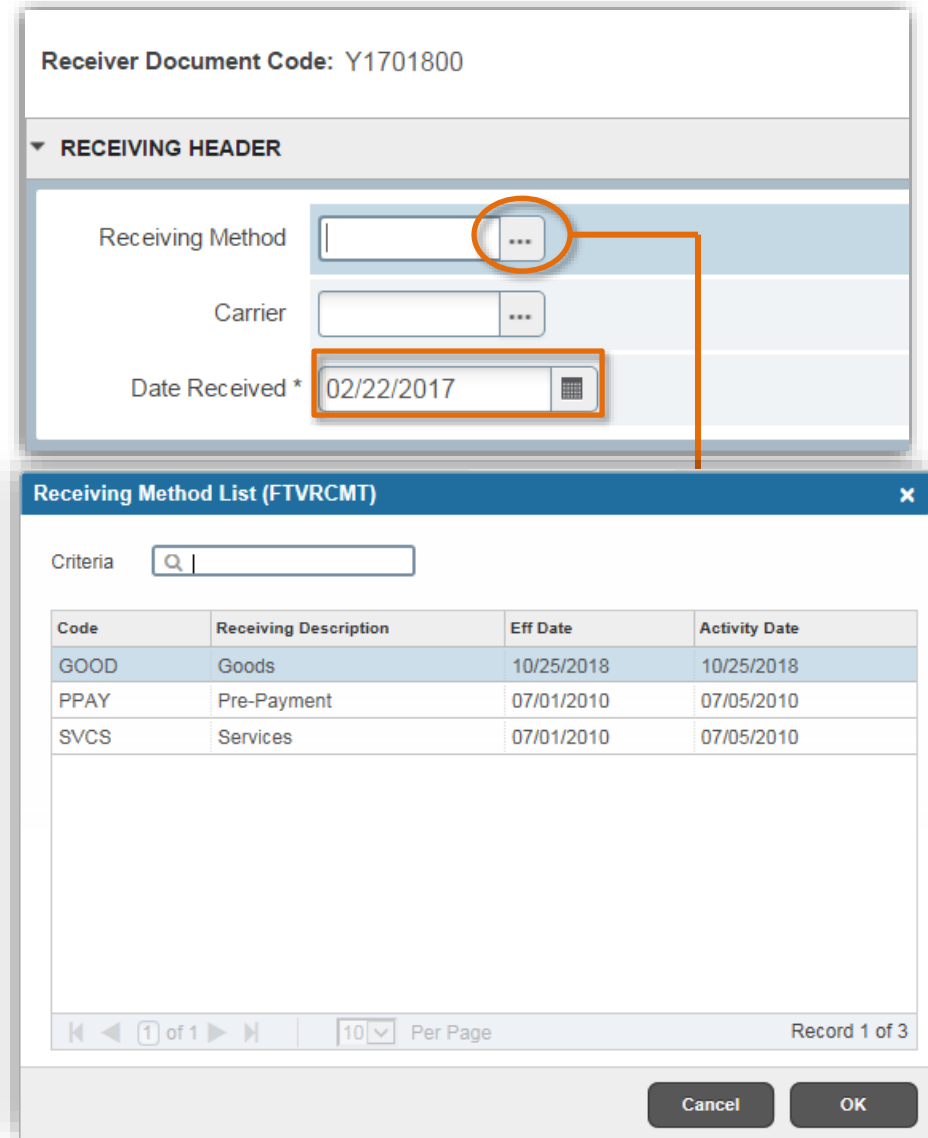
Receiver Document: * ...

Code

Go

Get Started: Fill out the fields above and press Go.

5. **Receiving Method** is a required field. Select the ellipsis box, choose the appropriate Receiving Method, and click **OK**.
6. **Carrier** field is not a required field.
7. **Date Received** should be changed to reflect the actual date the goods/service was received.
8. **Received By** field cannot be changed.
9. Click  (Next Block) or press **ALT & Page Down** to advance to **Packing Slip**.




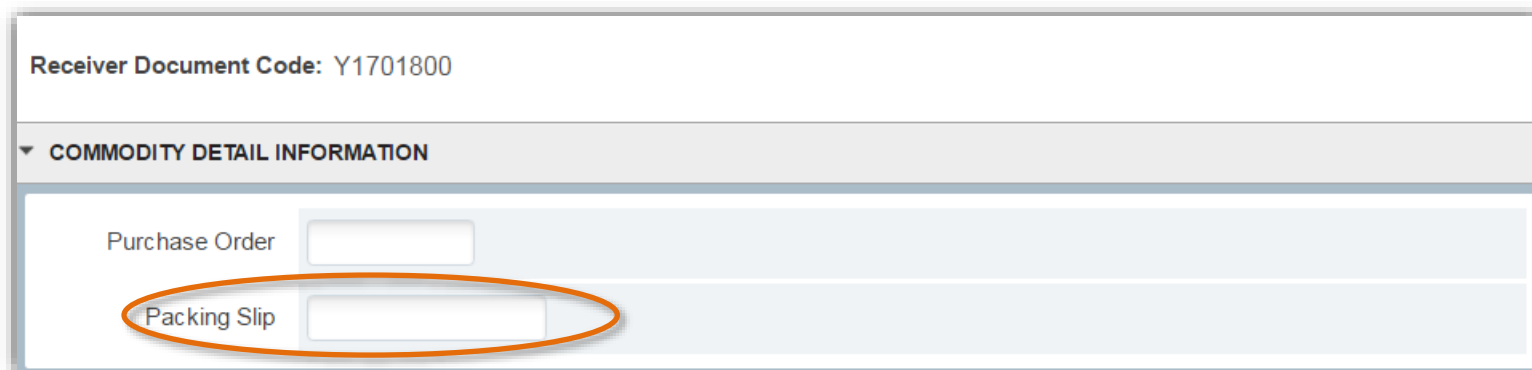
The image shows two screenshots from a software application. The top screenshot is the 'Receiving Header' form for Receiver Document Code Y1701800. It has fields for 'Receiving Method' (with an ellipsis button circled in orange), 'Carrier' (with an ellipsis button), and 'Date Received *' (with a date picker showing 02/22/2017). The bottom screenshot is a 'Receiving Method List (FTVRCMT)' dialog box. It has a search criteria field and a table with the following data:

Code	Receiving Description	Eff Date	Activity Date
GOOD	Goods	10/25/2018	10/25/2018
PPAY	Pre-Payment	07/01/2010	07/05/2010
SVCS	Services	07/01/2010	07/05/2010

The dialog also shows '1 of 1' records, '10' items per page, and 'Record 1 of 3'. At the bottom are 'Cancel' and 'OK' buttons.

Hint: The **Date Received** is defaulted to today's date. This can be modified and shall reflect the actual date the goods/services were received. The **Received By** field defaults to the person who logged in. This *cannot* be modified.

10. Underneath *Commodity Detail Information*, **Packing Slip** is a required field. This field may contain numbers and/or letters. If no packing slip is received and you have received the vendor's invoice, enter the Vendor's Invoice Number in this field. (**Reminder:** eReceiving should be completed within 3 business days of the receipt of goods/services. Do not wait for an invoice to process the eReceiver.)
11. Click  (Next Block) or press **ALT & Page Down** to advance to **Purchase Order** field.




Receiver Document Code: Y1701800

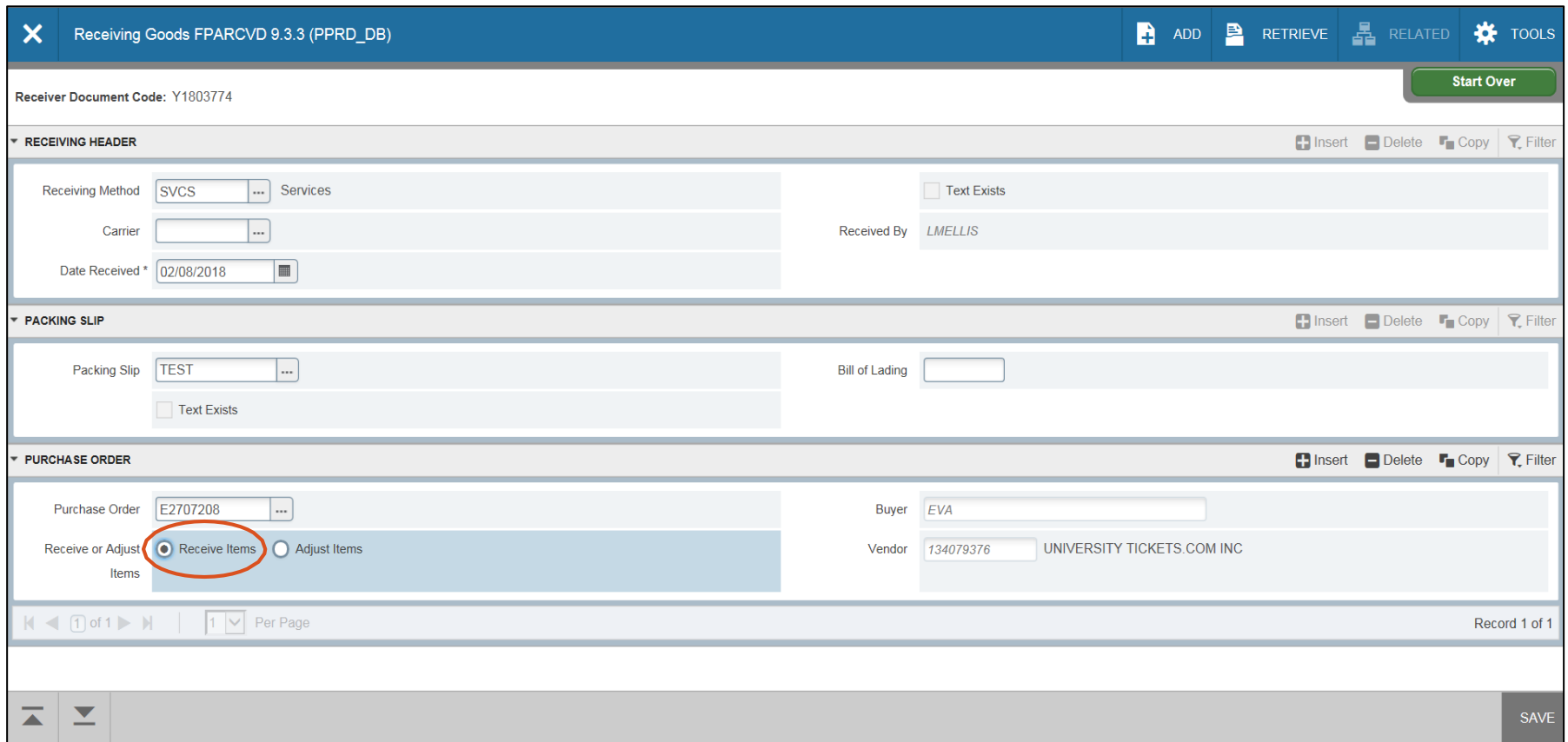
▼ COMMODITY DETAIL INFORMATION

Purchase Order

Packing Slip

Hint: Do not wait on the invoice to process the eReceiver. The eReceiver **must** be completed **within 3 business days** of receipt of goods/services, regardless if you have the invoice or not.

12. Enter **Purchase Order** number. Press  (**Tab**). The PO information will populate the **Buyer** and **Vendor** fields. **Receive Items** is the default.



The screenshot displays the 'Receiving Goods' application interface. The title bar shows 'Receiving Goods FPARCVD 9.3.3 (PPRD_DB)' and includes navigation icons for ADD, RETRIEVE, RELATED, and TOOLS. A 'Receiver Document Code: Y1803774' is shown at the top right, with a 'Start Over' button. The main content is organized into three sections: RECEIVING HEADER, PACKING SLIP, and PURCHASE ORDER. The PURCHASE ORDER section is currently active and contains the following fields: Purchase Order (E2707208), Buyer (EVA), Vendor (134079376 UNIVERSITY TICKETS.COM INC), and a radio button selection for 'Receive Items' (selected) and 'Adjust Items'. The 'Receive Items' radio button is circled in red. The interface also includes a 'Text Exists' checkbox, a 'Bill of Lading' field, and a 'Received By' field (LMELLIS). At the bottom, there are navigation controls for page 1 of 1 and a 'SAVE' button.

Hint: If you wish to **Adjust** Items (or complete a return), go to [Slide 27, Step 6](#).

13. To receive purchase order items, select the **Tools** drop down menu and **Select Purchase Order Items**. A new page will open.

- We strongly encourage *not* using receive all, it will default to receiving all quantities.

The screenshot displays the 'Receiving Goods FPARCVD 9.3.3 (PPRD_DB)' interface. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The main content area is divided into sections: 'RECEIVING HEADER', 'PACKING SLIP', and 'PURCHASE ORDER'. The 'RECEIVING HEADER' section includes fields for 'Receiving Method' (SVCS), 'Carrier', 'Date Received' (02/08/2018), and 'Received By' (LMELLIS). The 'PACKING SLIP' section includes 'Packing Slip' (TEST) and 'Bill of Lading'. The 'PURCHASE ORDER' section includes 'Purchase Order' (E2707208), 'Buyer' (EVA), 'Vendor' (134079376 UNIVERSITY TICKETS.COM INC), and radio buttons for 'Receive Items' (selected) and 'Adjust Items'. A right-hand sidebar contains an 'ACTIONS' menu with options like 'Refresh', 'Export', 'Print', 'Clear Record', 'Clear Data', 'Item Properties', 'Display ID Image', 'Exit Quickflow', and 'About Banner'. Below this is an 'OPTIONS' section where 'Receive All Purchase Order Items' and 'Select Purchase Order Items [FPCRCVP]' are listed. The 'Select Purchase Order Items [FPCRCVP]' option is circled in red. At the bottom right, there is a 'SAVE' button.

Hint: If you select **Receive All Purchase Order Items** you should bypass the next few slides and continue on to [Slide 13](#).

Step 2.4: How to Complete an eReceiver - Select Purchase Order Items

14. Click  (Next Block) at the bottom left side of the screen.

15. Select line items to receive by checking associated **Add Item** box. Click **Save**.

Receiving Goods PO Item Selection FPCRCVP 9.3.6 (PPRD_DB) ADD RETRIEVE RELATED TOOLS

Purchase Order: E2875456 Blanket Order Number: Start Over

Vendor: 540755882 STUDIO CENTER CORPORATION Receiver Document: Y1902141

Packing Slip: INV 23452-60998 Receive All:

SELECT INDIVIDUAL ITEMS Insert Delete Copy Filter

Item	Commodity	Commodity Description	Text Exists	U/M	Quantity	Quantity Accepted	Add Item
1	91500	COMMUNICATIONS AND MEDIA RELATED SERVICES	EXISTS	EA	1	0	<input type="checkbox"/>
2	91500	COMMUNICATIONS AND MEDIA RELATED SERVIC...	EXISTS	EA	1	0	<input type="checkbox"/>
3	91500	COMMUNICATIONS AND MEDIA RELATED SERVIC...	EXISTS	EA	1	0	<input type="checkbox"/>
4	91500	COMMUNICATIONS AND MEDIA RELATED SERVIC...	EXISTS	EA	4	0	<input type="checkbox"/>
5	91500	COMMUNICATIONS AND MEDIA RELATED SERVIC...	EXISTS	EA	4	0	<input type="checkbox"/>
6	91500	COMMUNICATIONS AND MEDIA RELATED SERVIC...	EXISTS	EA	4	0	<input type="checkbox"/>
7	91500	COMMUNICATIONS AND MEDIA RELATED SERVIC...	EXISTS	EA	4	0	<input type="checkbox"/>
8	91500	COMMUNICATIONS AND MEDIA RELATED SERVIC...	EXISTS	EA	4	0	<input type="checkbox"/>
9	91500	COMMUNICATIONS AND MEDIA RELATED SERVIC...	EXISTS	EA	4	0	<input type="checkbox"/>
10	91500	COMMUNICATIONS AND MEDIA RELATED SERVIC...	EXISTS	EA	4	0	<input type="checkbox"/>
11	91500	COMMUNICATIONS AND MEDIA RELATED SERVIC...	EXISTS	EA	4	0	<input type="checkbox"/>
12	91500	COMMUNICATIONS AND MEDIA RELATED SERVIC...	EXISTS	EA	4	0	<input type="checkbox"/>
13	91500	COMMUNICATIONS AND MEDIA RELATED SERVIC...	EXISTS	EA	1	0	<input type="checkbox"/>
14	91500	COMMUNICATIONS AND MEDIA RELATED SERVIC...	EXISTS	EA	4	0	<input type="checkbox"/>
15	91500	COMMUNICATIONS AND MEDIA RELATED SERVIC...	EXISTS	EA	4	0	<input type="checkbox"/>
16	91500	COMMUNICATIONS AND MEDIA RELATED SERVIC...	EXISTS	EA	4	0	<input type="checkbox"/>
17	91500	COMMUNICATIONS AND MEDIA RELATED SERVIC...	EXISTS	EA	4	0	<input type="checkbox"/>
18	91500	COMMUNICATIONS AND MEDIA RELATED SERVIC...	EXISTS	EA	4	0	<input type="checkbox"/>
19	91500	COMMUNICATIONS AND MEDIA RELATED SERVIC...	EXISTS	EA	4	0	<input type="checkbox"/>

Navigation: [Previous] [Next] CANCEL SELECT SAVE

Hint: This is where you add the line items you wish to receive and where your Receiver Document number will be assigned. If you are receiving all items at this time, you can select **Receive All**.

18. The top green box will indicate that your line items have been saved. Click **X** to exit screen.

19. Then select **Yes** to the Warning! Force Close? Box.

Receiving Goods PO Item Selection FPCRCVP 9.3.4 (PORD_DB)

Purchase Order: E2707208

Blanket Order:

Vendor: 134079376 UNIVERSITY TICKETS.COM INC

Packing Slip: TEST

Receiver Document: Y1803774

Receive All:

SELECT INDIVIDUAL ITEMS

Item	Commodity	Commodity Description	Text Exists	U/M	Quantity	Quantity Accepted	Add Item
							<input type="checkbox"/>

Warning!
Force close?

Yes No

Record 1 of 1

20. Click  (Next Block) or press **Alt & Page Down** to advance to the next page.

Receiving Goods FPARCVD 9.3.3 (PPRD_DB) ADD RETRIEVE RELATED TOOLS

Receiver Document Code: Y1803774 Start Over

RECEIVING HEADER Insert Delete Copy Filter

Receiving Method: Services Text Exists
Carrier: Received By: LMELLIS
Date Received:

PACKING SLIP Insert Delete Copy Filter

Packing Slip: Text Exists
Bill of Lading:

PURCHASE ORDER Insert Delete Copy Filter

Purchase Order: Buyer: EVA
Receive or Adjust Items: Receive Items Adjust Items Vendor: 134079376 UNIVERSITY TICKETS.COM INC

1 of 1 Per Page Record 1 of 1

SAVE

Hint: Once you add the items you received and exit that screen or receive all, Banner will take you back to what looks like the beginning. You must follow the next step to enter your quantities and complete your receiver.

Step 2.5: How to complete an eReceiver - Enter Quantities Received

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21. Under the Commodity Code section, you can now **select** the line items to be received by just clicking on each line.

Receiving Goods FPARCVD 9.3.3 (PPRD_DB)

Receiver Document Code: Y1902141

COMMODITY

Receiver Document Code: Y1902141, Purchase Order: E2875456, Packing Slip: INV 23452-60998, Vendor: STUDIO CENTER CORPORATION

DETAILS

Item: 3, Commodity Record Count: 11

Commodity Code	Description	Stock Item	U/M	FOB Code	Final Received
91500	COMMUNICATIONS AND MEDIA RELATED SERVICES	<input type="checkbox"/>	EA		<input type="checkbox"/>
91500	COMMUNICATIONS AND MEDIA RELATED SERVICES	<input type="checkbox"/>	EA		<input type="checkbox"/>
91500	COMMUNICATIONS AND MEDIA RELATED SERVICES	<input checked="" type="checkbox"/>	EA		<input checked="" type="checkbox"/>
91500	COMMUNICATIONS AND MEDIA RELATED SERVICES	<input type="checkbox"/>	EA		<input type="checkbox"/>
91500	COMMUNICATIONS AND MEDIA RELATED SERVICES	<input type="checkbox"/>	EA		<input type="checkbox"/>
91500	COMMUNICATIONS AND MEDIA RELATED SERVICES	<input type="checkbox"/>	EA		<input type="checkbox"/>
91500	COMMUNICATIONS AND MEDIA RELATED SERVICES	<input type="checkbox"/>	EA		<input type="checkbox"/>
91500	COMMUNICATIONS AND MEDIA RELATED SERVICES	<input type="checkbox"/>	EA		<input type="checkbox"/>
91500	COMMUNICATIONS AND MEDIA RELATED SERVICES	<input type="checkbox"/>	EA		<input type="checkbox"/>
91500	COMMUNICATIONS AND MEDIA RELATED SERVICES	<input type="checkbox"/>	EA		<input type="checkbox"/>

Quantity Received: 0, Current: [input], U/M: [input]


Quantity Rejected: 0, Current: [input], U/M: [input]

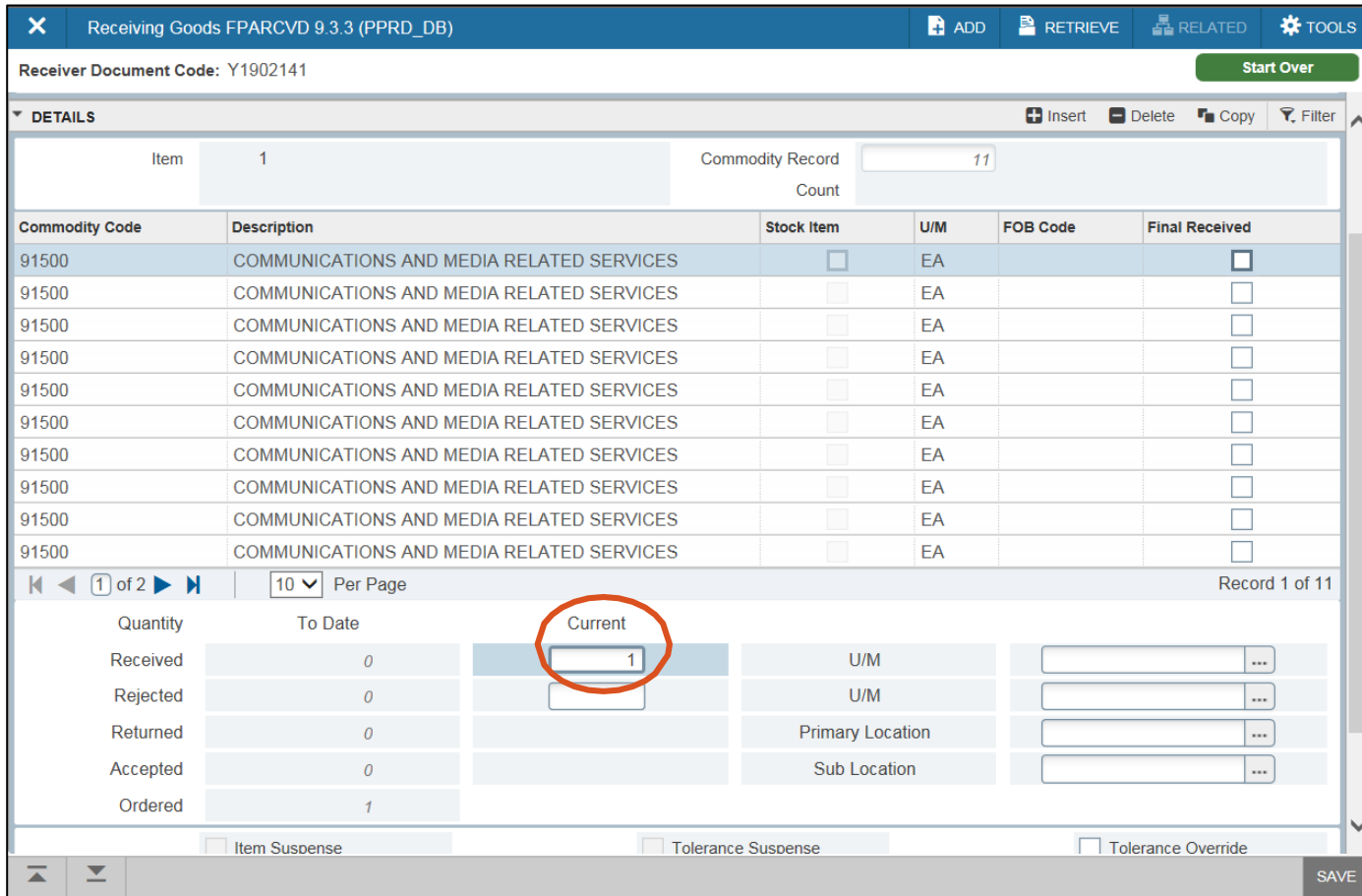
SAVE

Hint: Each line item on your purchase order is shown individually. Line item numbers will change as you toggle through lines.

Step 2.5: How to create an eReceiver - Enter Quantities Received

15

22. When receiving by selected line items, you will enter quantity received in the **Current** field. If Receive All was selected, the **Current** amount is defaulted to the **Ordered** amount.
23. Click  (Next Block) or press **Alt & Page Down**.



Receiving Goods FPARCVD 9.3.3 (PPRD_DB)

Receiver Document Code: Y1902141

Start Over

DETAILS

Item 1 Commodity Record Count 11

Commodity Code	Description	Stock Item	U/M	FOB Code	Final Received
91500	COMMUNICATIONS AND MEDIA RELATED SERVICES	<input type="checkbox"/>	EA		<input type="checkbox"/>
91500	COMMUNICATIONS AND MEDIA RELATED SERVICES	<input type="checkbox"/>	EA		<input type="checkbox"/>
91500	COMMUNICATIONS AND MEDIA RELATED SERVICES	<input type="checkbox"/>	EA		<input type="checkbox"/>
91500	COMMUNICATIONS AND MEDIA RELATED SERVICES	<input type="checkbox"/>	EA		<input type="checkbox"/>
91500	COMMUNICATIONS AND MEDIA RELATED SERVICES	<input type="checkbox"/>	EA		<input type="checkbox"/>
91500	COMMUNICATIONS AND MEDIA RELATED SERVICES	<input type="checkbox"/>	EA		<input type="checkbox"/>
91500	COMMUNICATIONS AND MEDIA RELATED SERVICES	<input type="checkbox"/>	EA		<input type="checkbox"/>
91500	COMMUNICATIONS AND MEDIA RELATED SERVICES	<input type="checkbox"/>	EA		<input type="checkbox"/>
91500	COMMUNICATIONS AND MEDIA RELATED SERVICES	<input type="checkbox"/>	EA		<input type="checkbox"/>
91500	COMMUNICATIONS AND MEDIA RELATED SERVICES	<input type="checkbox"/>	EA		<input type="checkbox"/>
91500	COMMUNICATIONS AND MEDIA RELATED SERVICES	<input type="checkbox"/>	EA		<input type="checkbox"/>

1 of 2 | 10 Per Page | Record 1 of 11

Quantity	To Date	Current	U/M	Primary Location	Sub Location
Received	0	1	U/M		
Rejected	0		U/M		
Returned	0				
Accepted	0				
Ordered	1				

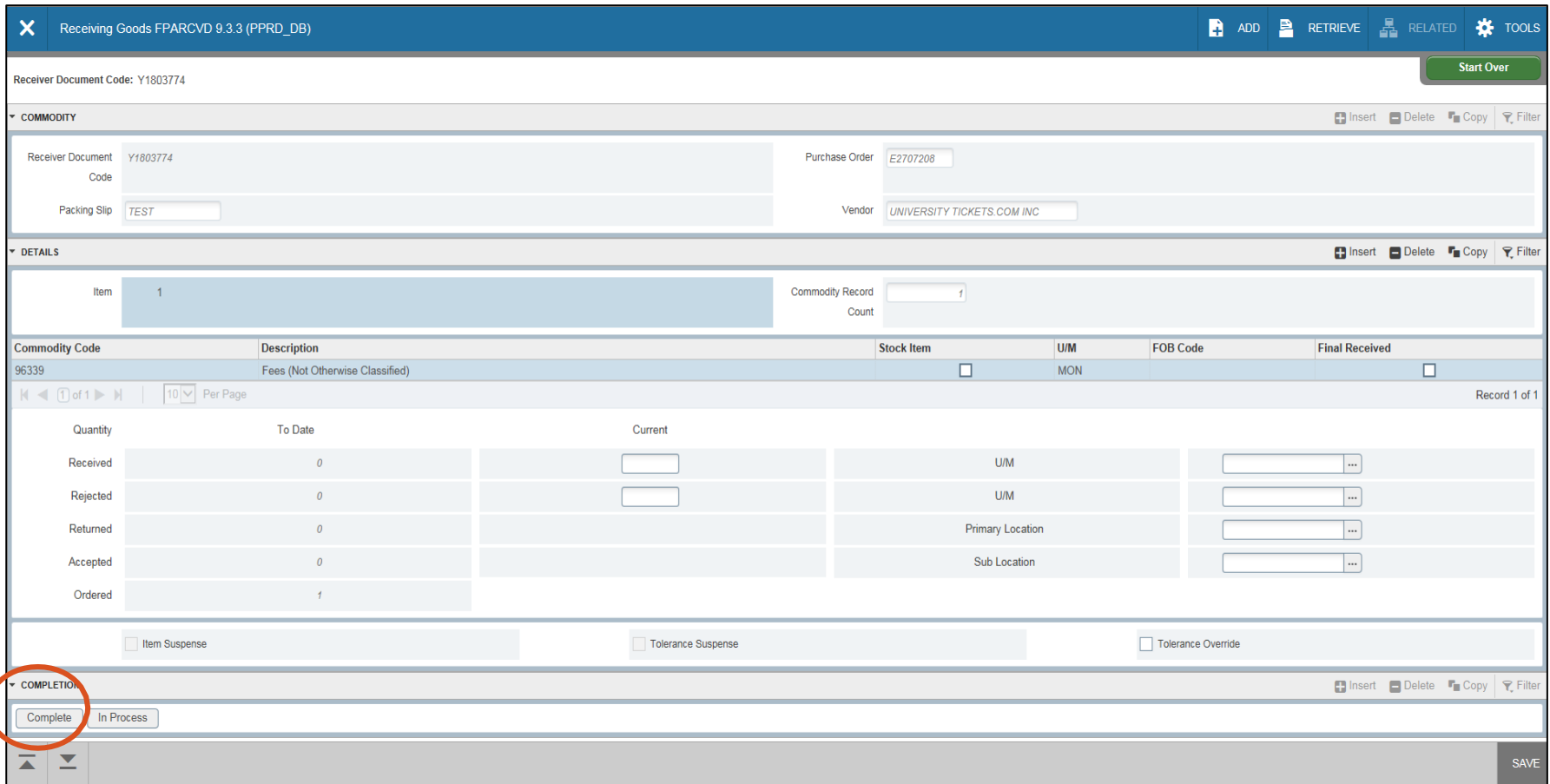
Item Suspense Tolerance Susense Tolerance Override

SAVE

Hint: If you received all by error, you can change the amount in the **Current** field to the amount you actually received. The Received amount under the **To Date** column is the quantity previously received. The amount in the **Current** column are quantities you would like to receive.

24. Click  (Next Block) or press **Alt & Page Down**.

25. Click **Complete**.

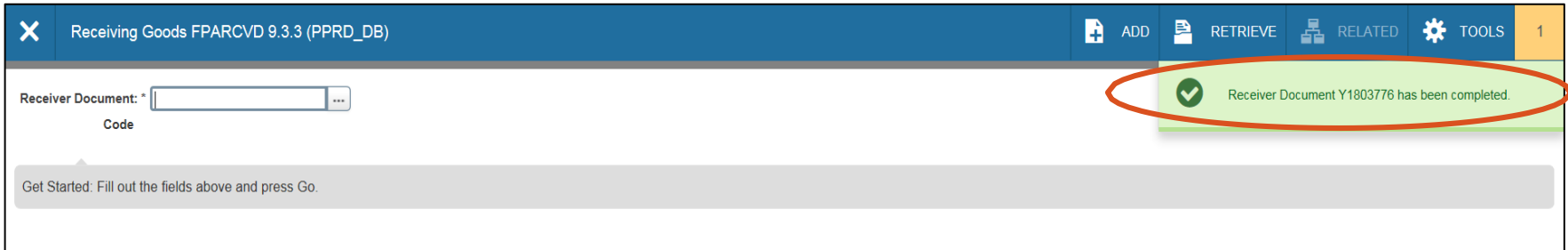


The screenshot displays the 'Receiving Goods' interface for document Y1803774. The 'COMMODITY' section shows details for item 1, including a purchase order of E2707208 and vendor UNIVERSITY TICKETS.COM INC. The 'DETAILS' section shows a table with columns for Commodity Code, Description, Stock Item, U/M, FOB Code, and Final Received. The table contains one row for commodity code 96339, description 'Fees (Not Otherwise Classified)', stock item checkbox, U/M 'MON', and final received checkbox. Below the table are navigation controls and a 'Per Page' dropdown set to 10. The 'COMPLETION' section at the bottom has two buttons: 'Complete' (circled in red) and 'In Process'. A 'SAVE' button is located at the bottom right of the interface.


Commodity Code	Description	Stock Item	U/M	FOB Code	Final Received
96339	Fees (Not Otherwise Classified)	<input type="checkbox"/>	MON		<input type="checkbox"/>

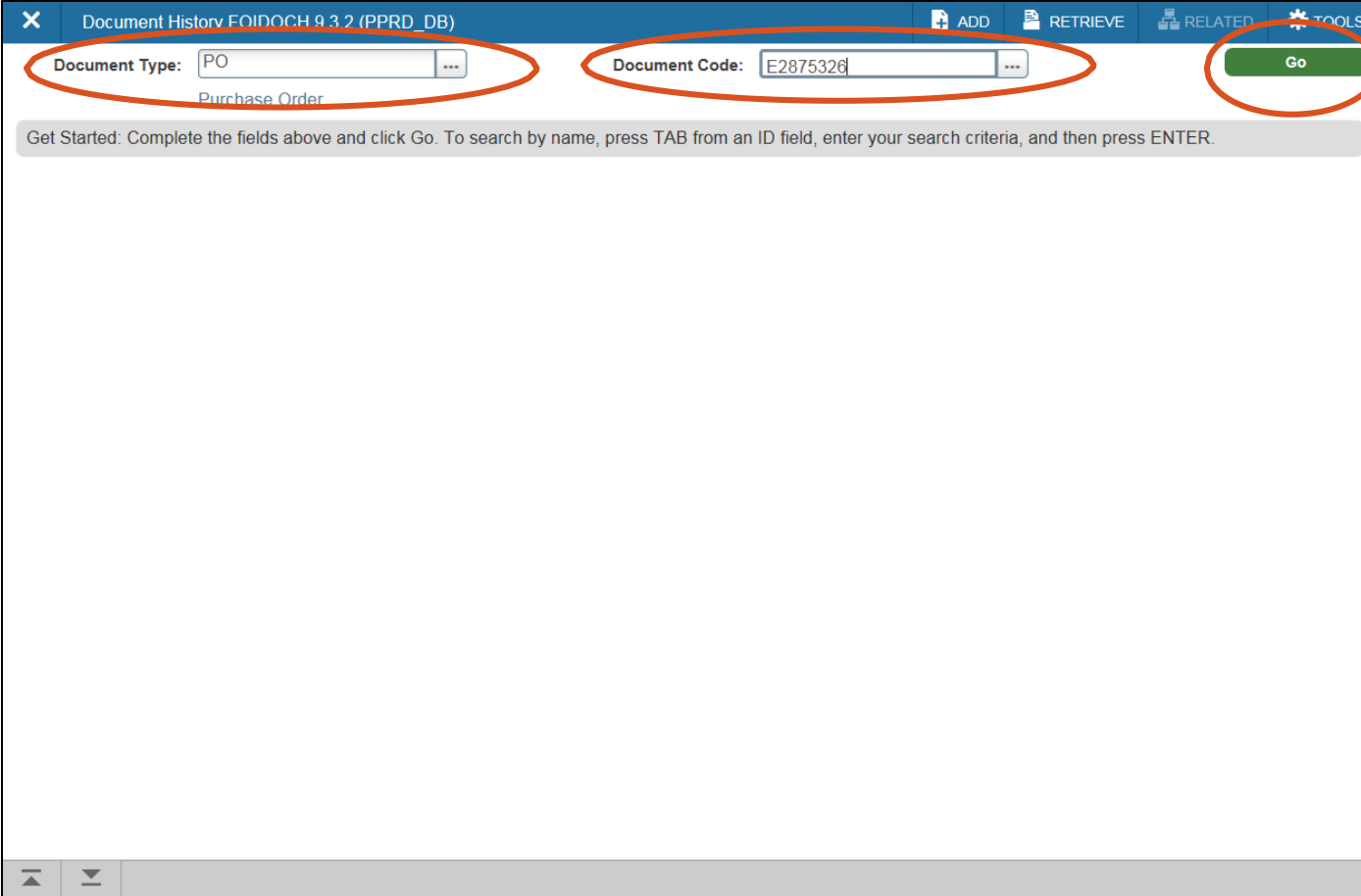
Hint: If this was a partial eReceiver, a new Receiver Document will need to be created for any remaining items that need to be received.

26. A **green pop up box** should indicate that the document has been completed. If you do not see this message, then the receiving document has not been completed. Incomplete receiving documents will not be processed and matched for payment.



The screenshot displays the 'Receiving Goods FPARCVD 9.3.3 (PPRD_DB)' interface. The top navigation bar includes buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS', along with a page indicator '1'. The main area features a 'Receiver Document:' field with a text input and a dropdown arrow, labeled 'Code'. A green pop-up message with a checkmark icon is visible, stating 'Receiver Document Y1803776 has been completed.' Below the input field, a grey instruction box reads 'Get Started: Fill out the fields above and press Go.'

1. Go to **FOIDoch**. Enter **PO** in the Document Type.
2. Enter the EP number in the **Document Code** Field.
3. Click  (Next Block) at the bottom left side of the screen or click **GO** to advance to the Document History section.



The screenshot shows the 'Document History FOIDoch 9.3.2 (PPRD_DB)' interface. The 'Document Type' field is set to 'PO' and the 'Document Code' field is set to 'E2875326'. The 'Go' button is highlighted in green. Below the search fields, there is a 'Purchase Order' label and a 'Get Started' instruction: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

Hint: Always drop the 'P' in the EP number when searching in Banner.

- Click on the Purchase Order number and click on **Related** and select **Query Document (BY TYPE)**. Then click **GO** to view you Purchase Order.

Document History FOIDDOCH 9.3.2 (PPRD_DB)

Document Type: PO Purchase Order Document Code: E2254839

Start Over

Document Type	Document Number	Status	Status Description
Purchase Order	E2254839	A	Approved
Invoice	I1608969	P	Paid
Invoice	I1620238	P	Paid
Check Disbursement	10523075	F	Final Reconciliation
Check Disbursement	10534596	F	Final Reconciliation
Receiving Documents	Y1601885	C	Completed
Receiving Documents	Y1603785	C	Completed
Receiving Documents	Y1604020	C	Completed

Record 1 of 8

Document History FOIDDOCH 9.3.2 (PPRD_DB)

Document Type: PO Purchase Order Document Code: E2254839

RELATED

Q |

- Requisition Info [FPIREQN]
- Query Document [BY TYPE]

Document Type	Document Number	Status	Status Description
Purchase Order	E2254839	A	Approved
Invoice	I1608969	P	Paid
Invoice	I1620238	P	Paid
Check Disbursement	10523075	F	Final Reconciliation
Check Disbursement	10534596	F	Final Reconciliation
Receiving Documents	Y1601885	C	Completed
Receiving Documents	Y1603785	C	Completed
Receiving Documents	Y1604020	C	Completed

Purchase/Blanket/Change Order Query FPIPURR 9.0 (PPRD_DB)

Purchase Order: Blanket Order:

Change Sequence:

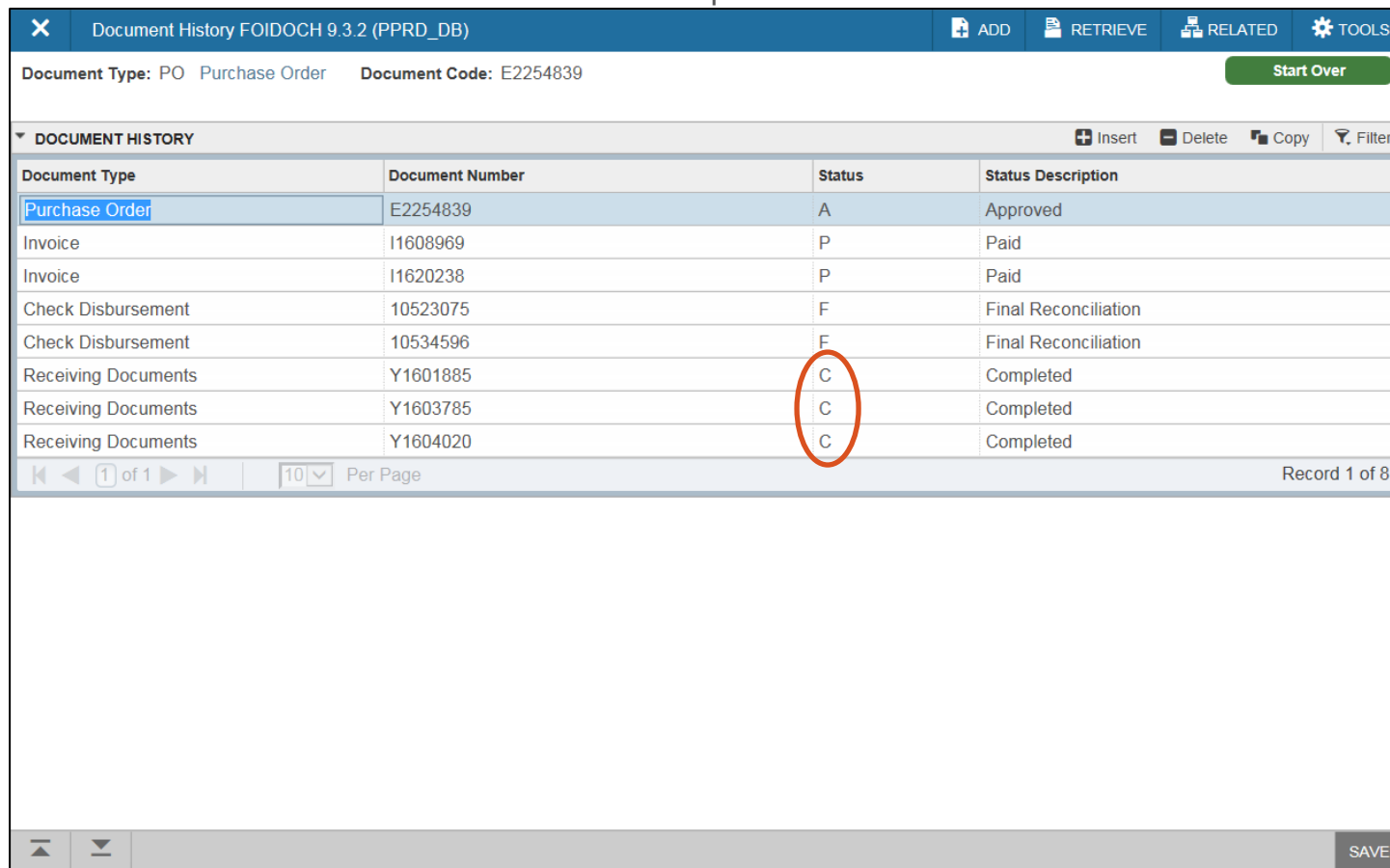
Number

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

1. **FOIDoch** provides the receiving report information. ALL completed receiving documents are listed with the status for each. The status indicator shows whether a receiving document has been completed or incomplete.

- 'C' Status means Complete
- Blank Status means the receiver has not been completed



The screenshot displays the 'Document History' interface for FOIDoch 9.3.2 (PPRD_DB). The document type is 'Purchase Order' and the document code is 'E2254839'. A 'Start Over' button is visible. The 'DOCUMENT HISTORY' section contains a table with the following data:


Document Type	Document Number	Status	Status Description
Purchase Order	E2254839	A	Approved
Invoice	I1608969	P	Paid
Invoice	I1620238	P	Paid
Check Disbursement	10523075	F	Final Reconciliation
Check Disbursement	10534596	F	Final Reconciliation
Receiving Documents	Y1601885	C	Completed
Receiving Documents	Y1603785	C	Completed
Receiving Documents	Y1604020	C	Completed

The status 'C' for the three 'Receiving Documents' rows is circled in red. The interface also shows navigation controls (1 of 1), a 'Per Page' dropdown set to 10, and a 'Record 1 of 8' indicator. A 'SAVE' button is located at the bottom right.

2. Click on the receiving report you wish to review.
3. Click on the **Related** drop down menu and select **Query Document (BY TYPE)**.

The screenshot displays the Document History FOIDoch 9.3.2 (PPRD_DB) interface. The main window shows a table of document history with columns for Document Type, Document Number, Status, and Status Description. The document code is E2254839. The 'Related' dropdown menu is open, showing options for Requisition Info [FPREQN] and Query Document [BY TYPE]. The 'Query Document [BY TYPE]' option is highlighted with a red circle. The 'Related' dropdown menu is also highlighted with a red circle.

Document Type	Document Number	Status	Status Description
Purchase Order	E2254839	A	Approved
Invoice	I1608969	P	Paid
Invoice	I1620238	P	Paid
Check Disbursement	10523075	F	Final Reconciliation
Check Disbursement	10534596	F	Final Reconciliation
Receiving Documents	Y1601885	C	Completed
Receiving Documents	Y1603785	C	Completed
Receiving Documents	Y1604020	C	Completed

- 4. Click  (Next Block) or press **Go** at the top right. This will take you to the **Receiver Goods Query**. This option allows you to query the receiver details.

Receiving Goods Query FPIRCVD 9.0 (PPRD_DB) [ADD] [RETRIEVE] [RELATED] [TOOLS]

Receiver Document: [Go]

Code

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Receiving Goods Query FPIRCVD 9.0 (PPRD_DB) [ADD] [RETRIEVE] [RELATED] [TOOLS] 1

Receiver Document Code: Y1601885 [Start Over]

RECEIVER INFORMATION [Insert] [Delete] [Copy] [Filter]

Receiving Method	SVCS Services	Received By	KMARKLE
Carrier		Text Exists	N
Date Received	10/16/2015		

PACKING SLIP AND PURCHASE ORDER INFORMATION [Insert] [Delete] [Copy] [Filter]

Packing Slip Information



Packing Slip	INV 4293	Text Exists	N
Bill of Lading			

Purchase Order Information

Purchase Order	E2254839	Buyer	EVA
Check to receive or adjust Items	<input checked="" type="radio"/> Receive Items <input type="radio"/> Adjust Items	Vendor	550802494 COBBLESTONE SYSTEMS CORPORATION

1 of 1 Per Page Record 1 of 1

[CANCEL] [SELECT]

- Click on the **Next Block**  twice. The next screen will provide you with receiving details by receiver document number. Use the arrow key  to go to the next item(s).
- The item(s) on this **Receiver Document** has been received and checked Complete.

Receiving Goods Query FPIRCVD 9.0 (PPRD_DB) ADD RETRIEVE RELATED TOOLS

Receiver Document Code: Y1601885 Start Over

COMMODITY DETAIL INFORMATION Insert Delete Copy Filter

Purchase Order: E2254839 Vendor: COBBLESTONE SYSTEMS CORPORATION
Packing Slip: INV 4293

COMMODITY INFORMATION Insert Delete Copy Filter

Item	2	U/M	EA
Commodity Record	4	FOB Code	
Count		Quantity Ordered	1
Commodity Code	20856		
Commodity Description	Logistics and Supply Chain Software		

Accepted Amount

	To Date	Current	U/M	Unit of Measure Description
Quantity Received	1	1	EA	EACH
- Quantity Rejected	0			
- Quantity Returned	0			
= Quantity Accepted	1			

Details

Primary Location		Sub Location	
Stock	N	Suspense	N
Override			

1 of 4 1 Per Page Record 1 of 4

POSTING CONTROL INFORMATION Insert Delete Copy Filter

Complete

7. If the **Complete** field is blank, the receiving document was done for these items but not completed.
8. To complete, go to **FPARCVD** and type in the Receiver Document Code. Choose next block or page down until you get to the complete screen. Click on **Complete**. (see [Step 7](#)).

Receiving Goods Query FPIRCVD 9.0 (PPRD_DB)

Receiver Document Code: Y1902140 Start Over

COMMODITY DETAIL INFORMATION Insert Delete Copy Filter

Purchase Order: E2707208 Vendor: UNIVERSITY TICKETS.COM INC
Packing Slip: E2707208

COMMODITY INFORMATION Insert Delete Copy Filter

Item: U/M:
Commodity Record: 0 FOB Code:
Count:
Commodity Code: Quantity Ordered:
Commodity Description:

Accepted Amount

	To Date	Current	U/M	Unit of Measure Description
Quantity Received	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Quantity Rejected	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Quantity Returned	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
= Quantity Accepted	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Details

Primary Location: Sub Location:
Stock: Suspense: N
Override: N

Record 1 of 1

POSTING CONTROL INFORMATION Insert Delete Copy Filter

Complete:

1. To view a key for the full list of status indicators use the Tools **Options** drop down menu and select View Status Indicators. (See next slide for full list of status indicators.)

Document History FOIDoch 9.3.2 (PPRD_DB)

Document Type: PO Purchase Order Document Code: E2254839

Document Type	Document Number	Status
Purchase Order	E2254839	A
Invoice	I1608969	P
Invoice	I1620238	P
Check Disbursement	10523075	F
Check Disbursement	10534596	F
Receiving Documents	Y1601885	C
Receiving Documents	Y1603785	C
Receiving Documents	Y1604020	C

1 of 1 Per Page

TOOLS

ACTIONS

- Refresh F5
- Export Shift+F1
- Print Ctrl+P
- Clear Record Shift+F4
- Clear Data Shift+F5
- Item Properties
- Display ID Image
- Exit Quickflow
- About Banner

OPTIONS

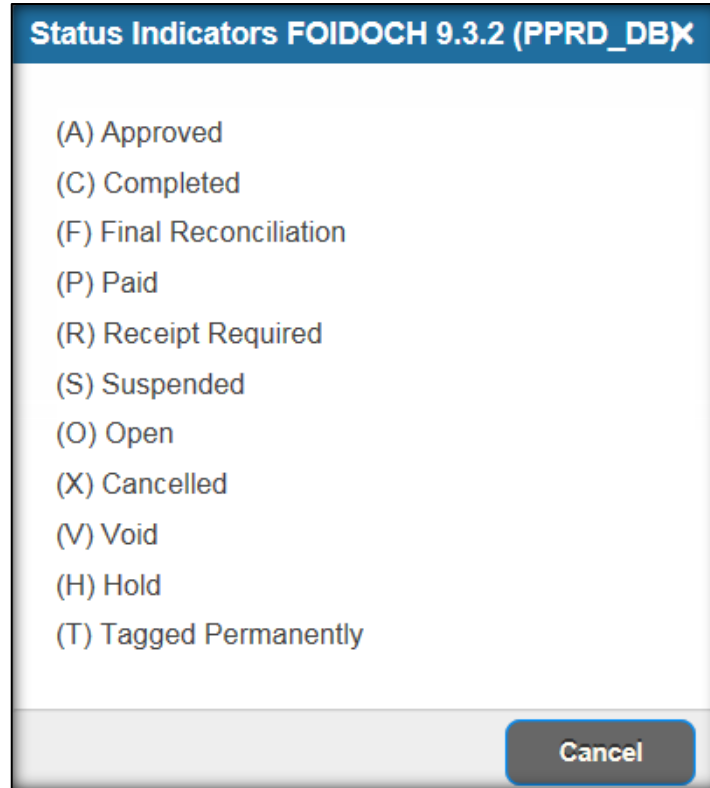
- View Status Indicators

BANNER DOCUMENT MANAGEMENT

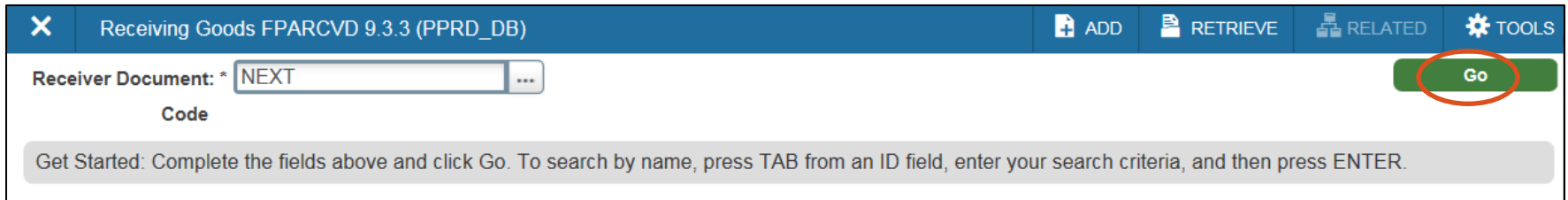
- Retrieve Documents Alt+R

2. View Status Indicators screen below.

- Invoice with **R** status means the invoice is waiting for a receiver.
- Receiver with **C** status means Complete.
- If the status is **blank** that would mean the receiver is incomplete.



1. Go to **FPARCVD**, type **NEXT** in the Receiver Document Code field.
2. Click **Go**, fill in the Receiving Header, Packing Slip and the Purchase Order sections.
3. Select **Adjust Items** in the Purchase Order section.



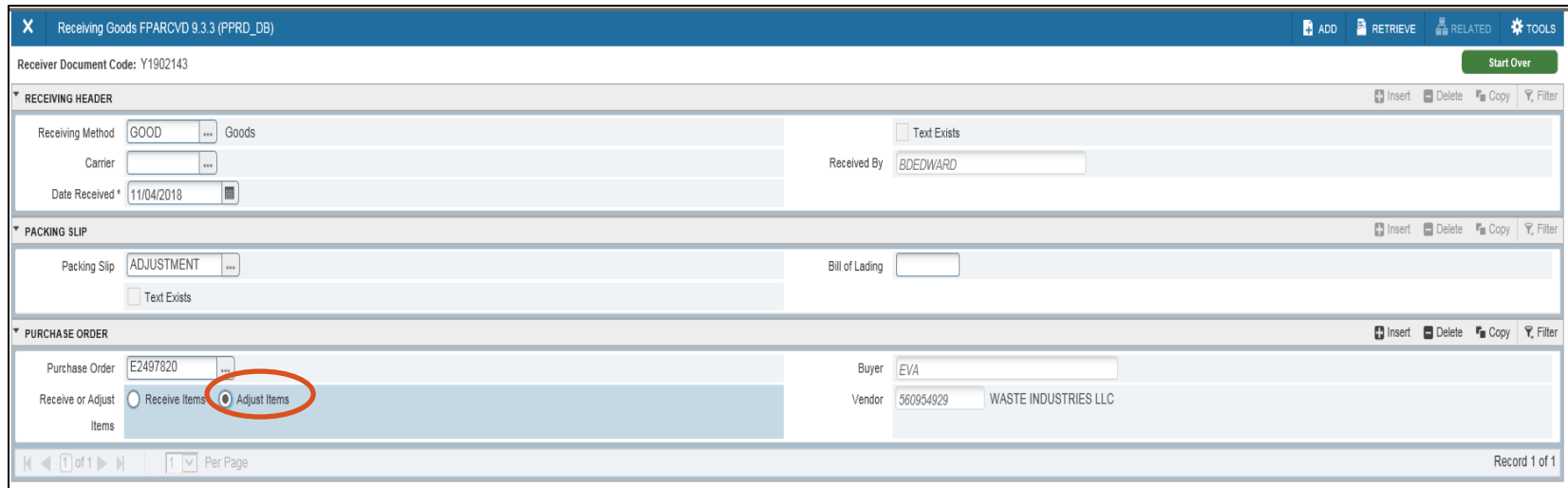
Receiving Goods FPARCVD 9.3.3 (PPRD_DB)

Receiver Document: * NEXT

Code

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.



Receiving Goods FPARCVD 9.3.3 (PPRD_DB)

Receiver Document Code: Y1902143

Start Over

RECEIVING HEADER

Receiving Method: GOOD Goods

Carrier:

Date Received: 11/04/2018

Received By: BDEEDWARD

PACKING SLIP

Packing Slip: ADJUSTMENT

Bill of Lading:

PURCHASE ORDER

Purchase Order: E2497820

Buyer: EVA

Vendor: 560954929 WASTE INDUSTRIES LLC

Receive or Adjust Items: Receive Items Adjust Items

Record 1 of 1

4. Select the items you are returning by selecting **Tools** then **Select Purchase Order Item**.

The screenshot displays the SAP Receiving Goods interface for document Y1902141. The interface is divided into several sections: RECEIVING HEADER, PACKING SLIP, and PURCHASE ORDER. The PURCHASE ORDER section shows a purchase order number of E2497820 and a vendor of WASTE INDUSTRIES LLC. The 'Tools' menu is open on the right side, and the 'Select Purchase Order Items [FPCRCVPI]' option is highlighted with a red circle. The 'Tools' menu also includes options like Refresh, Export, Print, Clear Record, Clear Data, Item Properties, Display ID Image, Exit Quickflow, About Banner, Receive All Purchase Order Items, and Retrieve Documents.

RECEIVING HEADER
Receiving Method: GOOD Goods
Carrier: []
Date Received: 11/04/2018
Received By: BOEDWARD

PACKING SLIP
Packing Slip: E2497820
Bill of Lading: []

PURCHASE ORDER
Purchase Order: E2497820
Buyer: EVA
Vendor: 560854929 WASTE INDUSTRIES LLC
Receive or Adjust Items: <input checked="" type="radio"/> Receive Items <input type="radio"/> Adjust Items

ACTIONS
Refresh F5
Export Shift+F1
Print Ctrl+P
Clear Record Shift+F4
Clear Data Shift+F5
Item Properties
Display ID Image
Exit Quickflow
About Banner

OPTIONS
Receive All Purchase Order Items
Select Purchase Order Items [FPCRCVPI]

BANNER DOCUMENT MANAGEMENT
Retrieve Documents Alt+R
Count Matched Documents
Add Documents >

PAGE LAYOUT
Expanded

Hint: After selecting PO items and exiting this screen Banner will take you back to the beginning you must click next block or ctrl page down to continue and complete your receiver.

Step 6: How to Complete a Return or Adjustment Receiver

29

5. Select the adjustment item under Add Item. Then click **Save** at the bottom of page.
6. Click the **X** at top right. Select **Yes** to Warning! Force close? popup.

Receiving Goods PO Item Selection FPCRCVP 9.3.6 (PPRD_DB)

Purchase Order: E2874102 Blanket Order Number: [] Start Over

Vendor: 464494703 OUTFRONT MEDIA INC Receiver Document: Y1902147 Packing Slip: 153891 Receive All:

SELECT INDIVIDUAL ITEMS

Item	Commodity	Commodity Description	Text Exists	U/M	Quantity	Quantity Accepted	Add Item
1	80158	Signs: Billboard, Advertising, etc.	EXISTS	EA	2	2	<input checked="" type="checkbox"/>
2	80158	Signs: Billboard, Advertising, etc.	EXISTS	EA	2	2	<input checked="" type="checkbox"/>
3	80158	Signs: Billboard, Advertising, etc.	EXISTS	EA	2	2	<input type="checkbox"/>
4	80158	Signs: Billboard, Advertising, etc.	EXISTS	EA	2	2	<input type="checkbox"/>
5	80158	Signs: Billboard, Advertising, etc.	EXISTS	EA	2	2	<input type="checkbox"/>
6	80158	Signs: Billboard, Advertising, etc.	EXISTS	EA	1	1	<input type="checkbox"/>
7	80158	Signs: Billboard, Advertising, etc.	EXISTS	EA	1	1	<input type="checkbox"/>
8	80158	Signs: Billboard, Advertising, etc.	EXISTS	EA	1	1	<input type="checkbox"/>
9	80158	Signs: Billboard, Advertising, etc.	EXISTS	EA	1	1	<input type="checkbox"/>
10	80158	Signs: Billboard, Advertising, etc.	EXISTS	EA	1	1	<input type="checkbox"/>
11	80158	Signs: Billboard, Advertising, etc.	EXISTS	EA	1	1	<input type="checkbox"/>
12	80158	Signs: Billboard, Advertising, etc.	EXISTS	EA	1	1	<input type="checkbox"/>
13	80158	Signs: Billboard, Advertising, etc.	EXISTS	EA	1	1	<input type="checkbox"/>
14	80158	Signs: Billboard, Advertising, etc.	EXISTS	EA	1	1	<input type="checkbox"/>
15	80158	Signs: Billboard, Advertising, etc.	EXISTS	EA	1	1	<input type="checkbox"/>
16	80158	Signs: Billboard, Advertising, etc.	EXISTS	EA	1	1	<input type="checkbox"/>
17	80158	Signs: Billboard, Advertising, etc.	EXISTS	EA	1	1	<input type="checkbox"/>
18	80158	Signs: Billboard, Advertising, etc.	EXISTS	EA	1	1	<input type="checkbox"/>
19	80158	Signs: Billboard, Advertising, etc.	EXISTS	EA	1	1	<input type="checkbox"/>
20	80158	Signs: Billboard, Advertising, etc.	EXISTS	EA	1	1	<input type="checkbox"/>

CANCEL SELECT SAVE

Receiving Goods PO Item Selection FPCRCVP 9.3.6 (PPRD_DB)



Purchase Order: [] Blanket Order: []

Vendor: [] Receiver Document: []

Packing Slip: [] Receive All:

Warning! Force close?

Yes No

7. Click the **Next Block** . For each Line Item, enter the quantity that is being returned under **Adjustment**. If you are returning 1, enter negative 1 (-1).
8. Click **Next Block**  or **Alt & Page Down**. Click on **Complete**.
9. The message on the **Auto Help Line** should indicate that the document has been completed.
10. Click **X** to return to the main menu.

Receiver Document Code: Y1902147

Start Over

COMMODITY

Receiver Document Code: Y1902147 Purchase Order: E2874102

Packing Slip: 153891 Vendor: OUTFRONT MEDIA INC

DETAILS

Commodity Code	Description	Stock Item	U/M	FOB Code	Final Received
80158	Signs: Billboard, Advertising, etc.	<input type="checkbox"/>	EA		<input type="checkbox"/>
80158	Signs: Billboard, Advertising, etc.	<input type="checkbox"/>	EA		<input type="checkbox"/>

Quantity To Date Adjustment

Received	2	<input type="text" value="-1"/>	U/M	<input type="text"/>
Rejected	0	<input type="text"/>	U/M	<input type="text"/>
Returned	0	<input type="text"/>	Primary Location	<input type="text"/>
Accepted	2	<input type="text"/>	Sub Location	<input type="text"/>
Ordered	2	<input type="text"/>		

COMPLETION

In Process

Receiving Goods FPARCVD 9.3.3 (PPRD_DB)

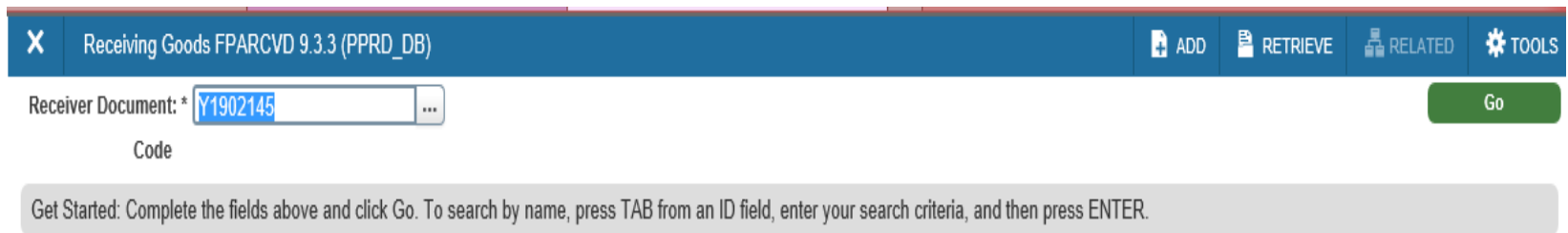
Receiver Document: *





Code



Receiver Document Y1902147 has been completed.

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

1. Go to **FPARCVD**.
2. Instead of typing in **NEXT** in the **Receiver Document Code** field, you will type the incomplete **Receiver Number** (beginning with a **Y**) and click **Next Block**  or **Go**.




Receiving Goods FPARCVD 9.3.3 (PPRD_DB)    

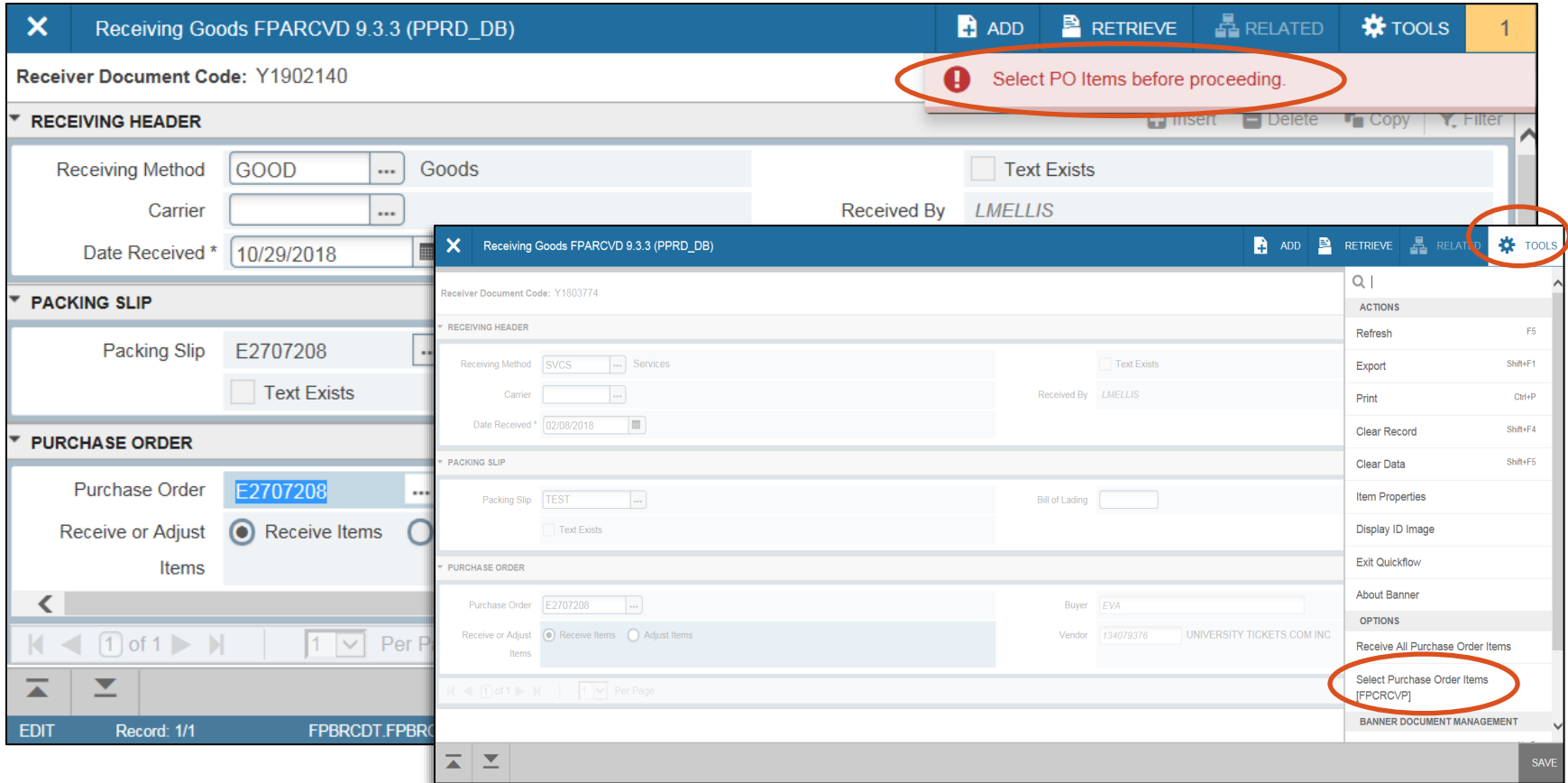
Receiver Document: *  

Code

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Hint: To find the incomplete receiver number, go to **FOIDOCH**. See Slide 21 or Step 4.

3. Click **Next Block**  or **Alt+Page Down** to navigate through the Banner screens and to get where you left off when originally creating the receiver.
4. If Banner stops at the **Purchase Order** section (see below) and gives you the hint at the top to select PO Items, you will need to proceed to **Tools** and select **Select Purchase Order Items** from the drop down menu and continue with [Step 2.4](#) on Slide 9 until your receiver is complete.



The screenshot displays the Banner software interface for a Receiver Document Code: Y1902140. The main window shows the RECEIVING HEADER section with fields for Receiving Method (GOOD), Carrier, Date Received (10/29/2018), and Received By (LMELLIS). Below this is the PACKING SLIP section with Packing Slip E2707208. The PURCHASE ORDER section is active, showing Purchase Order E2707208 and the option to Receive or Adjust Items (Receive Items selected).

A warning message is displayed at the top: **Select PO Items before proceeding.** The **TOOLS** menu is open, showing a list of actions including Refresh, Export, Print, Clear Record, Clear Data, Item Properties, Display ID Image, Exit Quickflow, About Banner, and OPTIONS. The **Receive All Purchase Order Items** and **Select Purchase Order Items [FPCRCVP]** options are highlighted.

- If you do not receive a message at the top right after clicking the **Next Block** or **Alt & Page Down**, Banner will proceed to the screen below. Next, you need to enter the quantities received. Please refer to [Step 2.5](#) on Slide 15 and continue with the steps until your receiver is complete.

X Receiving Goods FPARCVD 9.3.3 (PPRD_DB)
ADD RETRIEVE RELATED TOOLS

Receiver Document Code: Y1902145 Start Over

COMMODITY + Insert - Delete Copy Filter

Receiver Document Code: Y1902145	Purchase Order: E2497820
Packing Slip: E2497820	Vendor: WASTE INDUSTRIES LLC

DETAILS + Insert - Delete Copy Filter

Item: 1	Commodity Record Count: 1
---------	---------------------------

Commodity Code	Description	Stock Item	U/M	FOB Code	Final Received
91027	Garbage/Trash Removal, Disposal and/or Treatment	<input type="checkbox"/>	MON		<input type="checkbox"/>

1 of 1 | 10 Per Page | Record 1 of 1

Quantity	To Date	Current	U/M	Primary Location	Sub Location
Received	0	<input type="text"/>	U/M	<input type="text"/>	<input type="text"/>
Rejected	0	<input type="text"/>	U/M	<input type="text"/>	<input type="text"/>
Returned	0		Primary Location	<input type="text"/>	<input type="text"/>
Accepted	0		Sub Location	<input type="text"/>	<input type="text"/>
Ordered	8				

Item Suspend
 Tolerance Suspend
 Tolerance Override

COMPLETION + Insert - Delete Copy Filter