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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Step 1: Access eReceiving in Banner

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.
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.

**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. Enter the packing slip information into the **Packing Slip** field. This can be numbers and/or letters. If no packing slip is received, enter information that will help your department identify the goods or service. The **Packing Slip** field is a required field.

11. Click (Next Block) or press **ALT & Page Down** to advance to **Purchase Order** field.
Step 2.3: How to Complete an eReceiver - Purchase Order

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

**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.

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

Hint: This is where you add the line items you wish to receive and where your Receiver Document number will be assigned.
16. To Receive all items, select **Receive All**.
17. Select **Save**.

**Hint**: If you do not need to receive all items at this time, skip to the next step.
Step 2.4: How to create an eReceiver - Select Purchase Order Items

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

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

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

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

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

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.

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.

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.
Step 3: Research the Purchase Order in FOIDOCH

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.

Hint: Always drop the ‘P’ in the EP number when searching in Banner.
4. Click on the Purchase Order number and click on Related and select Query Document (BY TYPE). Then click GO to view your Purchase Order.
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
2. Click on the receiving report you wish to review.
3. Click on the Related drop down menu and select Query Document (BY TYPE).
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.
5. 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 items(s).

6. The item(s) on this Receiver Document has been received and checked Complete.
Step 4: Research an eReceiver in FOIDOCH

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).
Step 5: View Status Indicators in FOIDOCH

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.)
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.

![Status Indicators FOIDOCH 9.3.2 (PPRD_DB)](image)
Step 6: How to Complete a Return or Adjustment Receiver

2. Click Go, fill in the Receiving Header, Packing Slip and the Purchase Order sections.
3. Select Adjust Items in the Purchase Order section.
Step 6: How to Complete a Return or Adjustment Receiver

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

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.
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.
Step 6: How to Complete a Return or Adjustment Receiver

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.
Step 7: How to Complete an Incomplete Receiver

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.

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.
5. 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.