

Banner 7 Finance

Entering Receiving

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Banner Finance

Entering Receiving

Table of Contents

Check List	2
Opening FPARCVD	3
FPARCVD Receiving Goods Form – Receiving Header Block	5
FPARCVD Receiving Goods Form – Packing Slip Block	6
FPARCVD Receiving Goods Form – Purchase Order Block	7
Receive all Items	8
Receive Selected Items (Partial Shipment)	9
Enter Additional Receiving for a Purchase Order	12
Reversing receiving	14



Check List






Before you proceed, the following information must be known:

1. The **Packing Slip** number.
2. The **Purchase Order Number** associated with the shipment.
3. The **items** being received.

Opening FPARCVD

1. Open the Banner INB gateway web page with the browser:
 - In the **Address** field of the browser, type <http://banner.uncc.edu:9090/> and then press .
2. Select the database to connect to and log in.
3. When the general menu (GUAGMNU) appears, open the FPARCVD form.
 - **Go To** method:
 - a. Type **FPARCVD** in the **Go To** field.
 - b. Press . The **FPARCVD** form appears.

- **Menu Navigation** method – click  in front of the following items to open them:

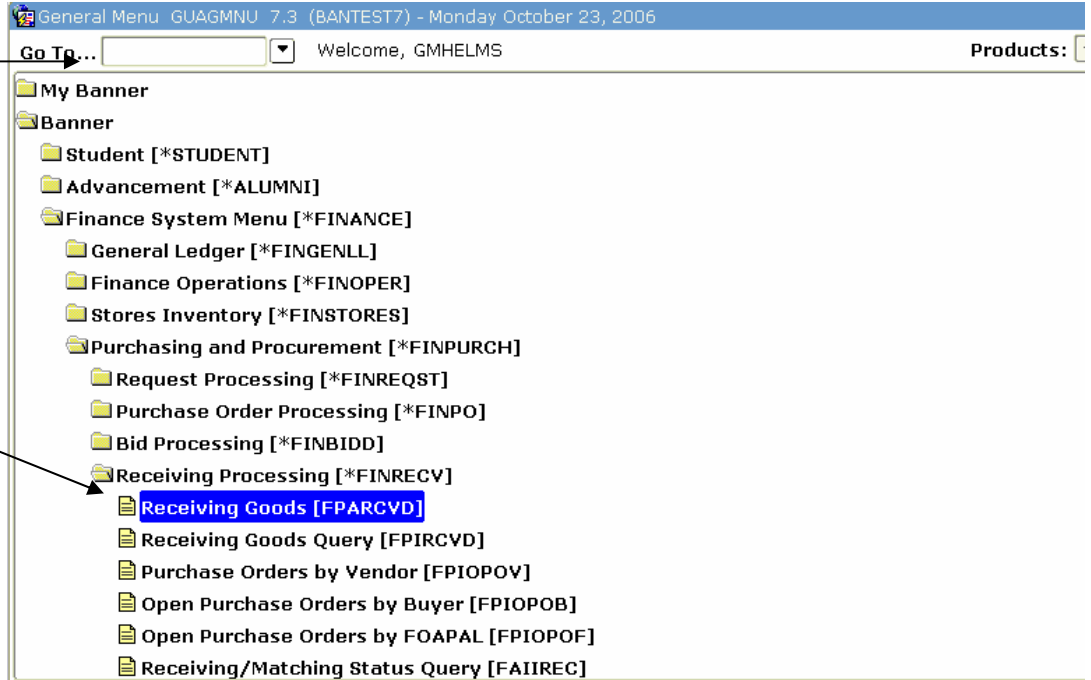
Note: When clicking  in front of a menu name, the menu opens. Click  to close a menu.

- a. **Banner**
- b. **Finance System Menu [*Finance]**
- c. **Purchasing and Procurement [*FINPURCH]**
- d. **Receiving Processing [*FINRECV]**
- e. Double-click **Receiving Goods [FPARCVD]**. The key block of the **FPARCVD** form appears.

In the **Go** field, type **FPARCVD** and then press












Menu Navigation method, Open menus and double-click **Receiving Goods [FPARCVD]**.



FPARCVD Receiving Goods Form – Receiving Header Block

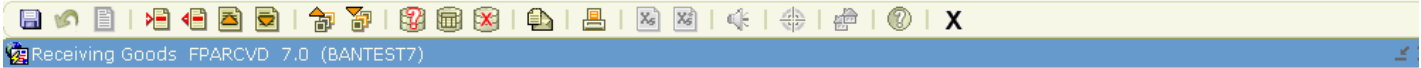


- Type **NEXT** in **Receiving Document Code** field.
- **Next Block** (click  or press  + ) to move to the Receiving Header block. **Date Received** and **Received By** will automatically populate. The **Date Received** should be changed to the date the items were actually received.
- Enter the **Receiving Method** or press  to display a list of valid Carrier/Freight options. Click on the correct code and press enter . **(This is not a required field and can be left blank).**
- Enter the Carrier name if known or click  to display a list of available freight carriers. **(This is not a required field and can be left blank).**
- **Next Block** (click  or press  + ) to move to the **Packing Slip** block.

FPARCVD Receiving Goods Form – Packing Slip Block



File Edit Options Block Item Record Query Tools Help



Receiving Goods FPARCVD 7.0 (BANTEST7)

Receiver Document Code

Receiving Header

Receiving Method:

Carrier:

Date Received: Text Exists

Received By:

Packing Slip

Packing Slip: Text Exists

Bill of Lading:





Purchase Order

Purchase Order: Receive Items Adjust Items

Buyer:

Vendor:

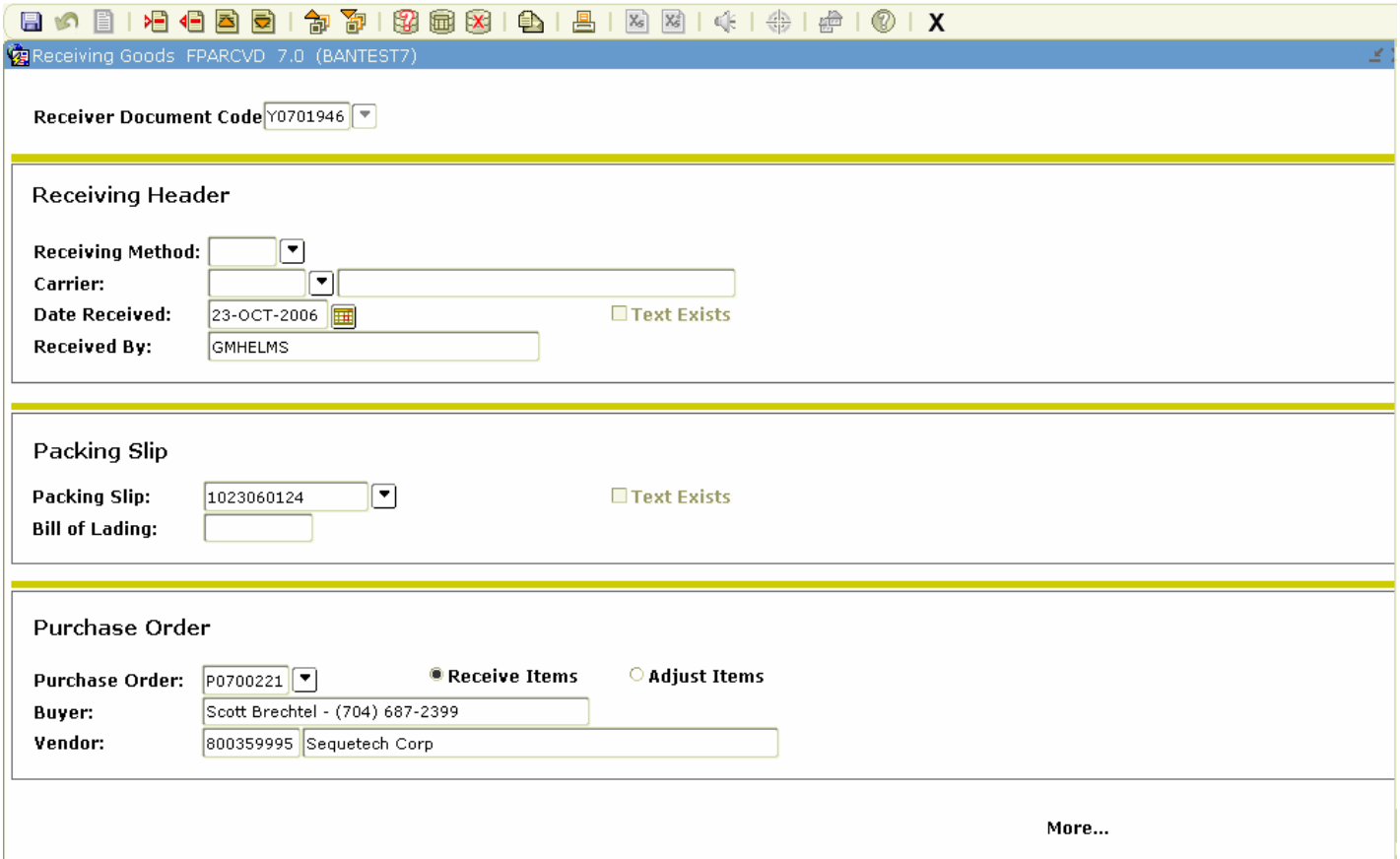
[More...](#)

- Enter the **Packing Slip** number from package and it must be a unique number. If packing slip is not available, enter MMDDYYHHMM. Example: a package is received on 07/29/05 at 3:08pm. The packing slip number would be 0729050308. **(Required Field)**
-  to **Bill of Lading** and enter this information if known. This is an optional field.
- **Next Block** (click  or press  + ) to move to the **Purchase Order** block.

FPARCVD Receiving Goods Form – Purchase Order Block



File Edit Options Block Item Record Query Tools Help



Receiver Document Code: Y0701946

Receiving Header

Receiving Method:

Carrier:

Date Received: 23-OCT-2006 Text Exists

Received By: GMHELMS

Packing Slip

Packing Slip: 1023060124 Text Exists

Bill of Lading:



Purchase Order

Purchase Order: P0700221 Receive Items Adjust Items

Buyer: Scott Brechtel - (704) 687-2399






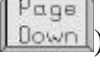

Vendor: 800359995 Sequetech Corp

More...

- Enter **PO Number** associated with this shipment or click  to search for the PO number.  to populate the **Buyer** and **Vendor** fields.







Note: Receiving should **NEVER** be completed using the Options - Receive All Purchase Order Items method.

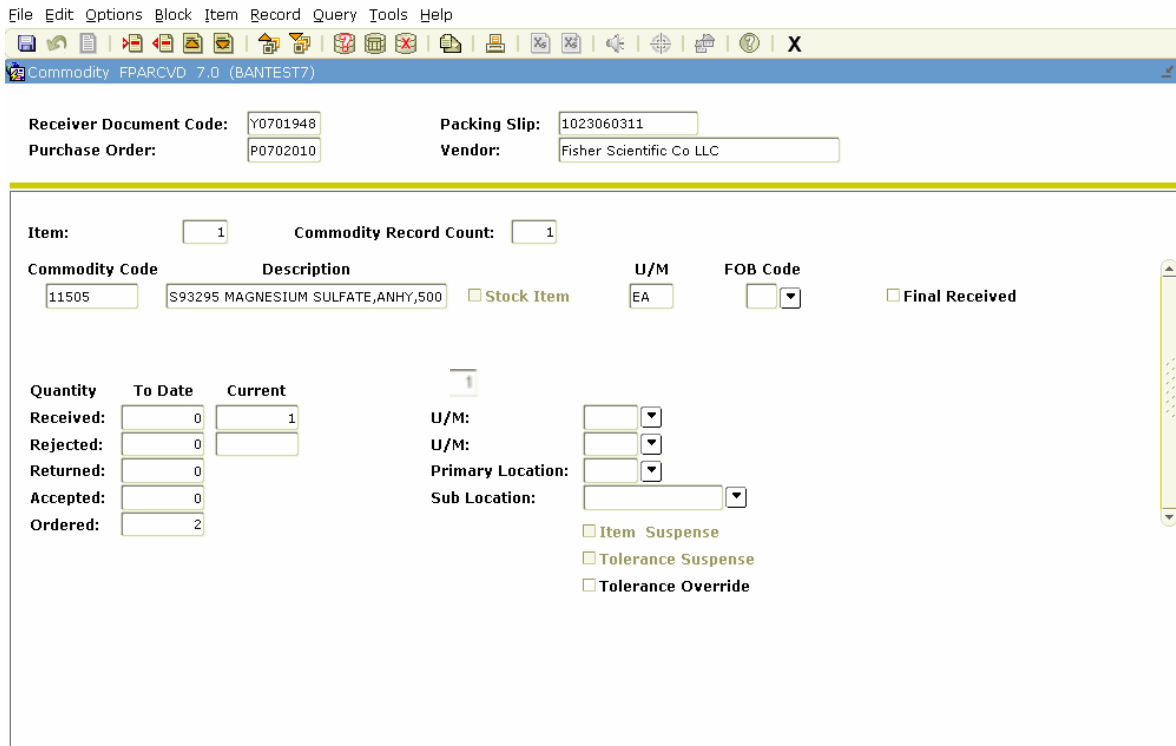
- Click Options - Select Purchase Order Items [FPCRCVP] to open **Receiving Goods PO Item Selection - FPCRCVP** form. Review items listed to ensure that the correct Purchase Order was chosen.





- **Next Block** (click  or press  + ) to move to the **Commodity** block.
- If all items have been received, verify that the **Final Received** box is checked.
- **Next Block** (click  or press  + ) to move to the **Completion** block and click  (Complete).
- The following message will appear in the status line

Receiver Document Y0701946 has been completed.

The document number should be written on Purchase Order documentation for future reference.

- **Next Block** (click  or press  + ) to move to the **Commodity** block.
 - If total quantity of selected item has been received, click the **Final Received** box. Leave unchecked if only part of the items have been receive **Final Received**.
 -  to the **Quantity Received:** field and enter the number of items that were received for the item (commodity) in this shipment and  through to the **U/M** field.
 - Click  to move to the Next Record and repeat process until all items have been received.
- Note: if an item is selected by mistake, entry a quantity of 0 under **Current Quantity**.



- **Next Block** (click  or press  + ) to move to the **Completion** block and click  (Complete).
- The following message will appear in the status line

Receiver Document Y0701948 has been completed.

The document number should be written on Purchase Order documentation for future reference.

File Edit Options Block Item Record Query Tools Help

Commodity FPARCVD 7.0 (BANTEST7)

Receiver Document Code: Y0701949 Packing Slip: 1023060351
 Purchase Order: P0702010 Vendor: Fisher Scientific Co LLC

Item: 1 Commodity Record Count: 2

Quantity	To Date	Current
Received:	1	1
Rejected:	0	
Returned:	0	
Accepted:	1	
Ordered:	2	









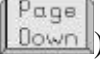
Item Code: Description: S93295 MAGNESIUM SULFATE, ANHY, 500 U/M: EA FOB Code: Final Received

Stock Item

U/M: EA U/M: Primary Location: Sub Location: Item Suspense
 Tolerance Suspense Tolerance Override

Received to Date

Quantity Ordered

- **Next Block** (click  or press  + ) to move to the **Commodity** block.
- If total quantity of selected item has been received, click the **Final Received** box. Leave unchecked if only part of the items have been receive **Final Received**.
-  to the **Received:** field and enter the number of items that were received for the item (commodity) in this shipment and  through to the **U/M** field.
- Click  to move to the Next Record and repeat process until all items have been received. Note: if an item is selected by mistake, entry a quantity of 0 under **Current Quantity**.
- **Next Block** (click  or press  + ) to move to the **Completion** block.
- The following message will appear in the status line.

Receiver Document Y0701949 has been completed.



The document number should be written on Purchase Order documentation for future reference.






Reversing Receiving

If the incorrect number of items are received, open form FPARCVD.

- Create a new receiving document, by typing **NEXT** into the Receiver Document Code field.

 +  to the Packing Slip block.



- Enter the packing slip number and  +  to the Purchase Order block. Enter the PO number and  to populate Buyer and Vendor.


- Click **Adjust Items** then Options then Select Purchase Order Items [FPCRCVP].

- Click the ADD ITEM box beside the item that was received by mistake.




Item	Commodity	Text Exists	U/M	Quantity	Quantity Accepted	Add Item
1	11505 S93295 MAGNESIUM SULFATE, ANHY, 500 GRAM	NONE	EA	2	2	<input checked="" type="checkbox"/>
2	11505 C607-4 CHLOROFORM, APPROX. 50PPM PENTENE AS PRESERV.	EXISTS	EA	1	1	<input type="checkbox"/>
3	49043 09-730-25 SYRINGE FILTERS, 25MM, .22UM, WALL-MOUNT	EXISTS	PK	1	1	<input type="checkbox"/>

- Press  or click  to save.  +  to quit.

-  +  to Commodity block.

-  to Adjustment field and enter the number received incorrectly as a negative.

Quantity	To Date	Adjustment
Received:	<input type="text" value="2"/>	<input type="text" value="-1"/>

-  +  to Completion block and press Complete .

Now when Accounts Payable processes the payment, the received amount will show correctly.