

Banner Finance

Entering Receiving

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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 The FPARCVD Form

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** method:
 - a. Type **FPARCVD** in the **Go** field.
 - b. Press . The **FPARCVD** form appears.
 - **Menu Navigation** method – click  in front of the following items to open them:

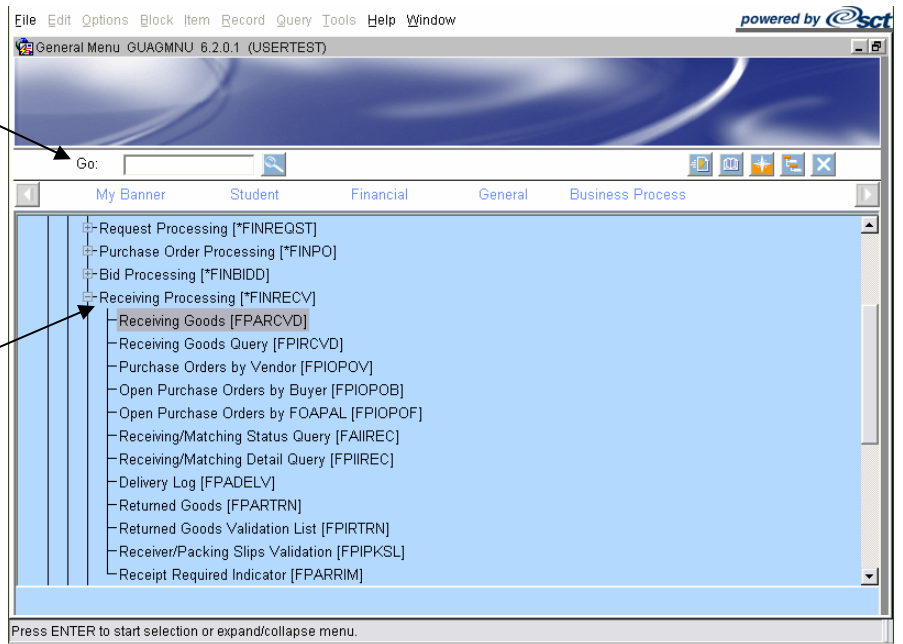
Note: When clicking  in front of a menu name, the menu opens. Click  to close a menu.

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

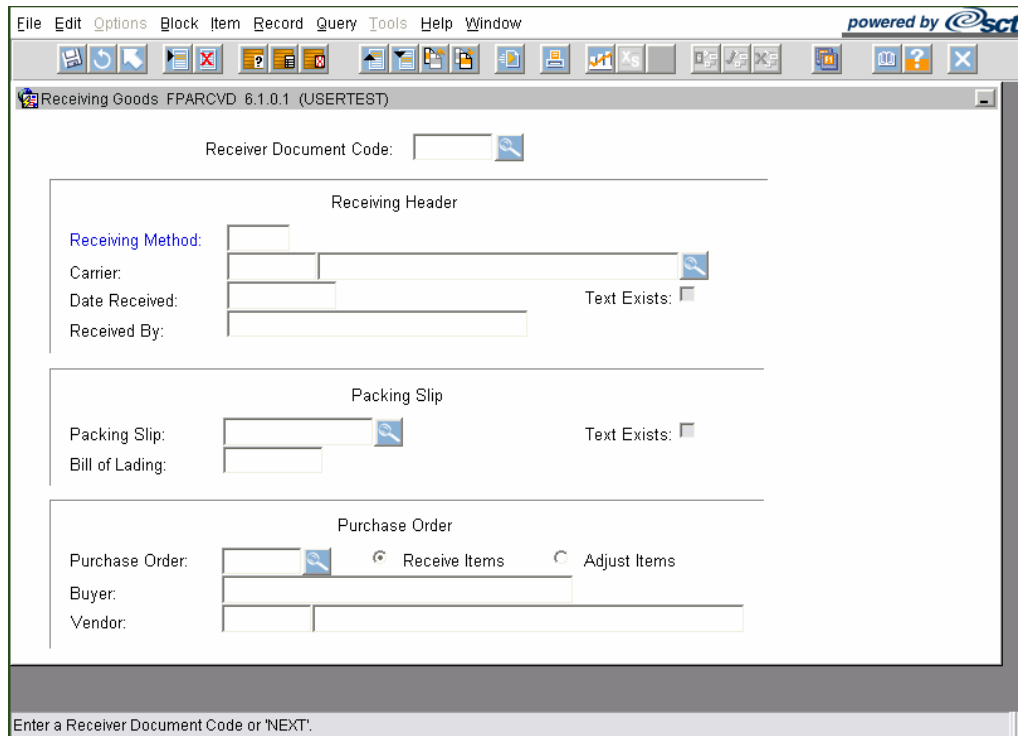
In the **Go** field, type **FPARDEL** and then press



Menu Navigation method,
Open menus and double-
click **Requisition Cancel**
[FPARDEL];












FPARCVD Receiving Goods Form – Receiving Header Block



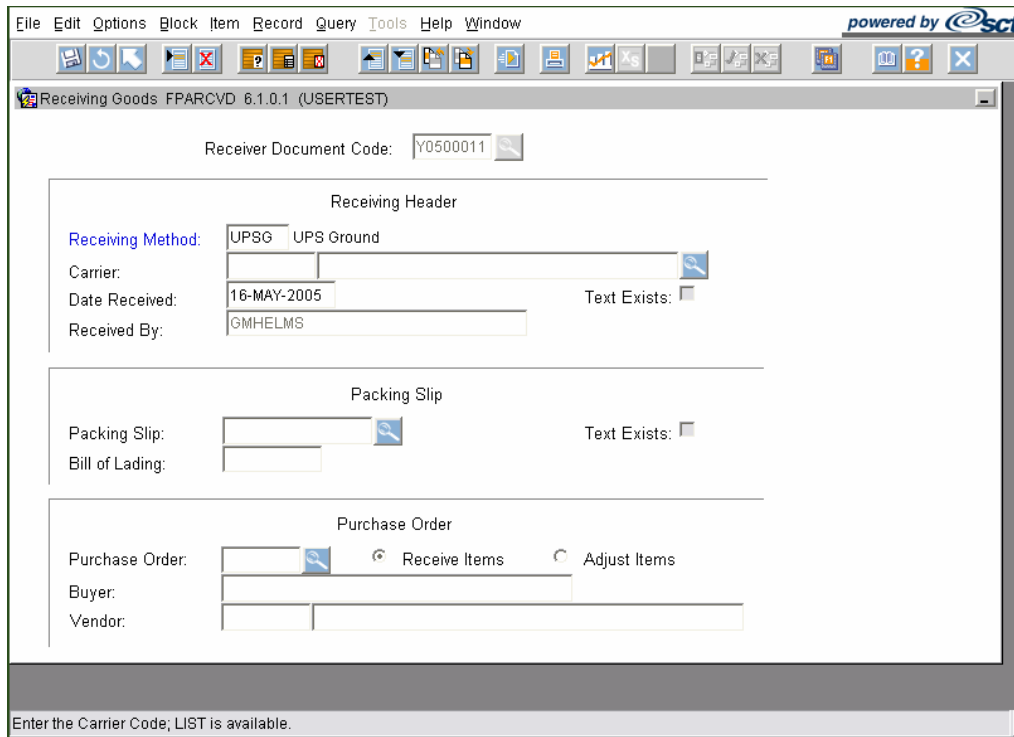
The screenshot shows a software window titled "Receiving Goods: FPARCVD 6.1.0.1 (USERTEST)" with a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help, Window) and a toolbar. The main area contains three sections:





- Receiving Header:** Includes fields for "Receiving Method:", "Carrier:", "Date Received:", and "Received By:". There is a "Text Exists:" checkbox.
- Packing Slip:** Includes fields for "Packing Slip:" and "Bill of Lading:". There is a "Text Exists:" checkbox.
- Purchase Order:** Includes fields for "Purchase Order:", "Buyer:", and "Vendor:". There are radio buttons for "Receive Items" and "Adjust Items".

At the bottom of the window, there is a status bar that says "Enter a Receiver Document Code or 'NEXT'".

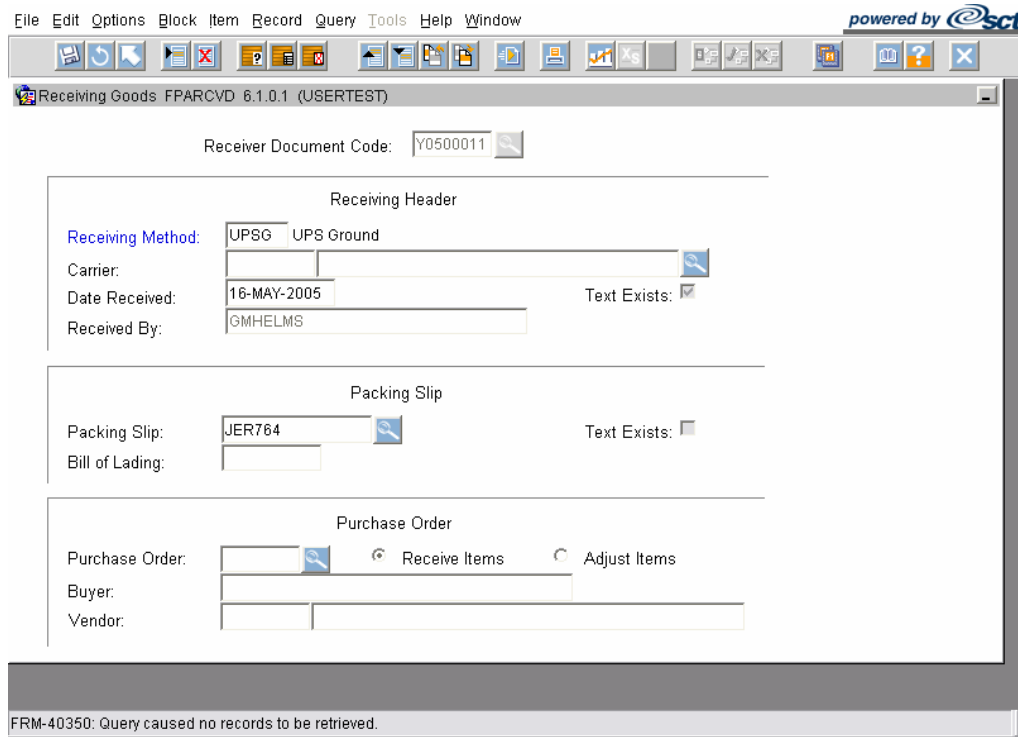
1. Type **NEXT** in **Receiving Document Code** field.
2. Click  (Next Block) or press  +  to move to the Receiving Header block. **Date Received** and **Received By** will automatically populate. (**Required Fields**). The **Date Received** can be changed to something other than the current date.
3. 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, per Purchasing**).
4. 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, per Purchasing**).
5. Click  (Next Block) or press  +  to move to the **Packing Slip** block.

FPARCVD Receiving Goods Form – Packing Slip Block



6. 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)**
7.  to **Bill of Lading** and enter this information if known. This is an optional field.
8. Click  (Next Block) or press  +  to move to the **Purchase Order** block.

FPARCVD Receiving Goods Form – Purchase Order Block



Receiver Document Code: Y0500011

Receiving Header

Receiving Method: UPSG UPS Ground

Carrier:

Date Received: 16-MAY-2005 Text Exists:

Received By: GMHELMS

Packing Slip

Packing Slip: JER764 Text Exists:

Bill of Lading:


Purchase Order

Purchase Order: Receive Items Adjust Items

Buyer:

Vendor:

FRM-40350: Query caused no records to be retrieved.



9. Enter **PO Number** associated with this shipment or click  to search for the PO number.
10. When the **PO Number** is entered, the **Buyer** and **Vendor** will automatically populate.


Note: Receiving should **NEVER** be completed using the Options -



Receive All Purchase Order Items method.




11. 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.

Once the items are verified, to receive all items on Purchase Order 





12. Click the Receive All: box and press  or click  to commit.

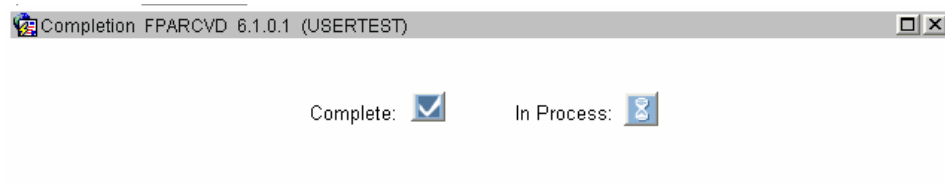
13. The following message will appear. Press .

14. Click  to close form. The following message will appear. Press  to return to the **Receiving Goods** form.

15. Click  (Next Block) or press  +  to move to the **Commodity** block.

16. If all items have been received, verify that **Final Received?** box is checked.

17. Click  (Next Block) or press  +  to move to the **Completion** block and click  (Complete).

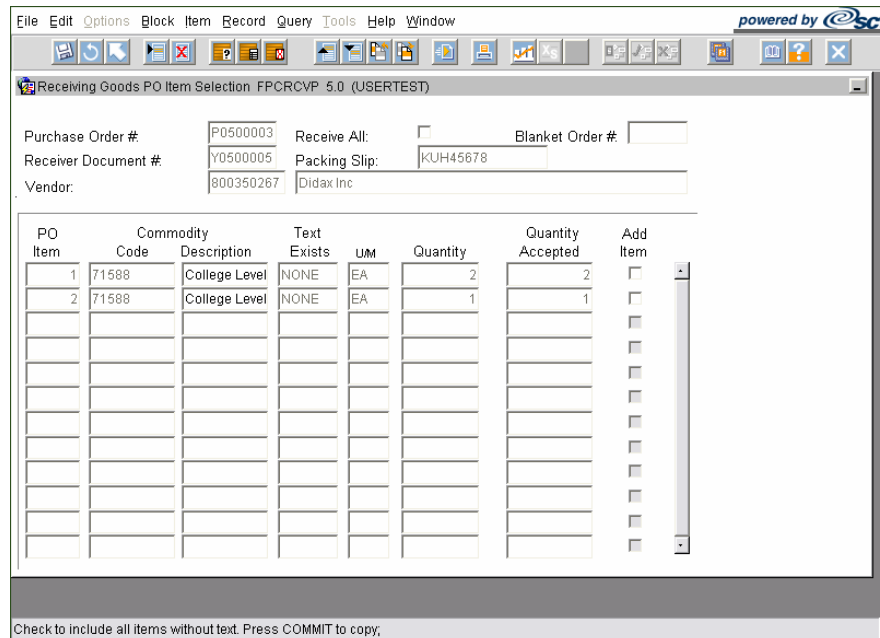


18. The following message will appear in the status line Receiver Document Y0500011 has been completed.
 The document number should be written on Purchase Order documentation for future reference.







To receive selected items on Purchase Order (Partial Shipment)

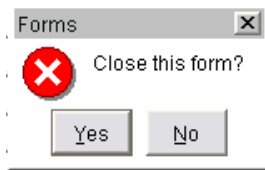
19. Click Options - Select Purchase Order Items [FPCRCVP] to open **Receiving Goods PO Item Selection - FPCRCVP** form. Review items listed to ensure that the correct Purchase Order was chosen.






20. Click  (Next Block) or press  +  to move to the bottom block.



21. Click the ^{Add} _{Item} box beside each item that has been received and press  or click  to commit.

22. Click  to close form. The following message will appear. Press  to return to the **Receiving Goods** form.







29. Click  (Next Block) or press  +  to move to the **Commodity** block.

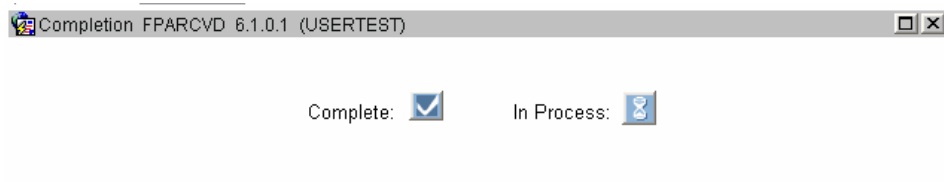
30. Verify that ^{Final} _{Received?} box is **NOT** checked.


31.  to the ^{Quantity} _{Received: Current} field and enter the number of items that were received for the item (commodity) in this shipment and  through to the **U/M** field .

, EA, , . Below the table are input fields for Quantity (Received: 1, Rejected: 0, Returned: 0, Accepted: 1, Ordered: 1), To Date, Current, U/M, Primary Location, and Sub Location. There are also checkboxes for Item Suspense, Tolerance Suspense, and Tolerance Override. The status bar at the bottom reads 'FRM-40100: At first record.'" data-bbox="238 581 829 908"/>

32. If there are additional items (commodities) to be received, click  to move to the Next Record and repeat step 31. If finished, proceed to step 33.

33. Click  (Next Block) or press  +  to move to the **Completion** block.



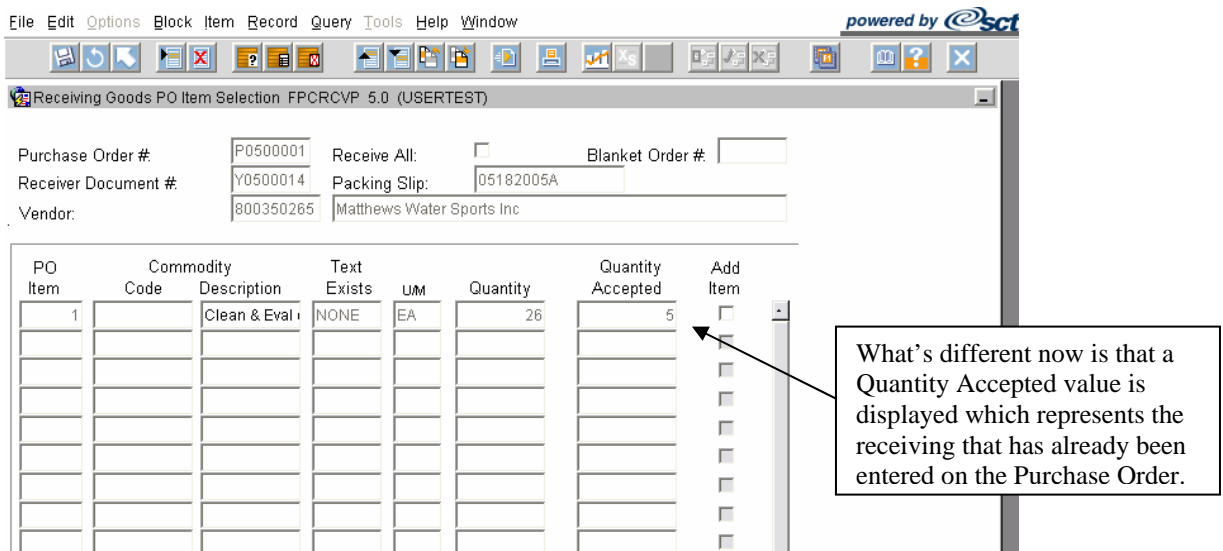
34. The following message will appear in the status line .


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

FPARCVD Receiving Goods Form – Entering Additional Receiving for a Purchase Order

If Receiving for a partial shipment has already been entered and the remainder of the goods have been received, a new Receiver Document must be created.

1. Enter NEXT in the **Receiver Document Code** field to create a new Receiving Document.
2. Follow steps 2-17 above.



File Edit Options Block Item Record Query Tools Help Window powered by 

Receiving Goods PO Item Selection FPARCVP 5.0 (USERTEST)

Purchase Order # P0500001 Receive All: Blanket Order #

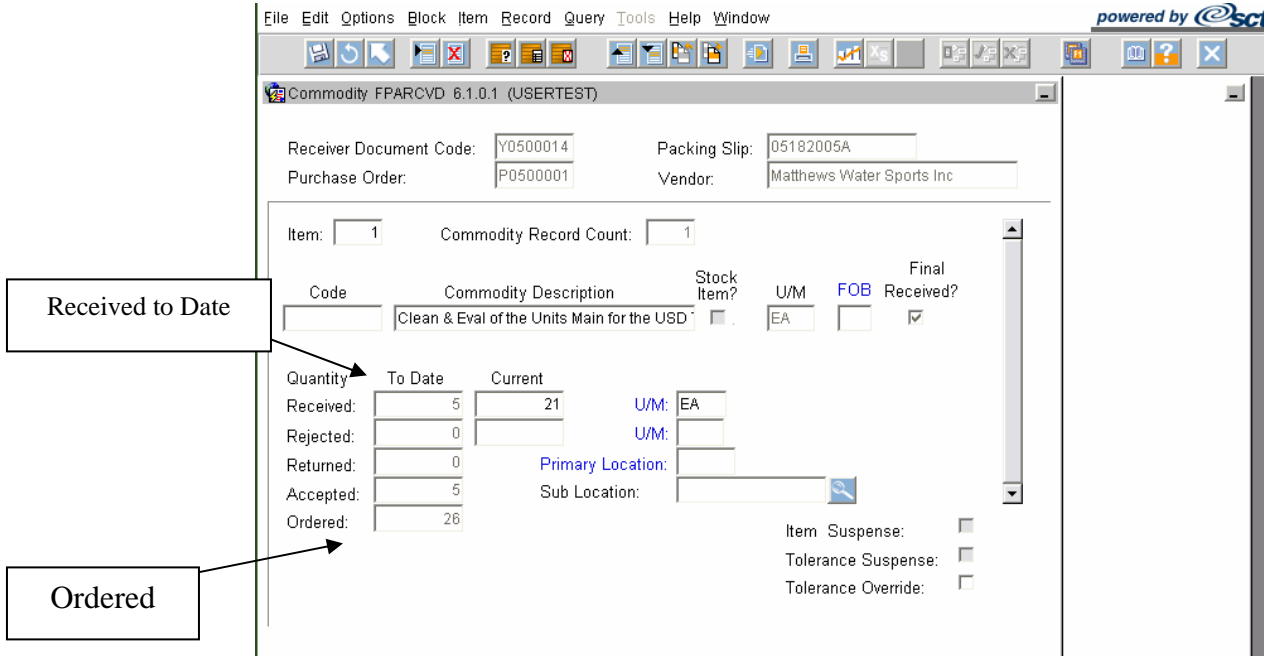
Receiver Document # Y0500014 Packing Slip: 05182005A

Vendor: 800350265 Matthews Water Sports Inc



PO Item	Commodity Code	Description	Text Exists	UOM	Quantity	Quantity Accepted	Add Item
1		Clean & Eval	NONE	EA	26	5	<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>


What's different now is that a Quantity Accepted value is displayed which represents the receiving that has already been entered on the Purchase Order.




3. Follow steps 25-29.

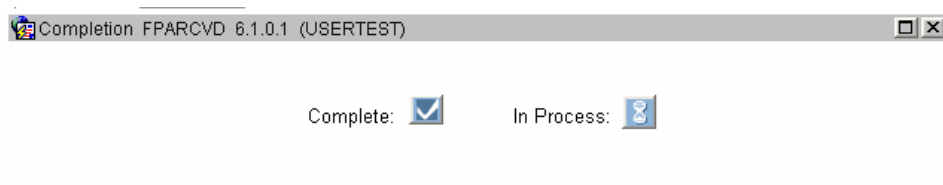


4. If all items have been received, verify that box is checked.

5.  to the **Received:** Current field and enter the number of items that were received for the item (commodity) in this shipment and  through to the **U/M** field .

6. If there are additional items (commodities) to be received, click  to move to the Next Record and repeat step 31. If finished, proceed to step 33.

7. Click  (Next Block) or press  +  to move to the **Completion** block.



8. The following message will appear in the status line.



Receiver Document Y0500014 has been completed.




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



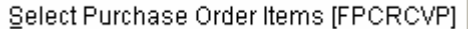
Reversing Receiving

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

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





 +  to the Packing Slip block.



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


3. Click  Adjust Items then  then .

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

PO Item	Commodity Code	Description	Text Exists	UM	Quantity	Quantity Accepted	Add Item
1		Spectrum 1 -)	NONE	EA	3	3	<input type="checkbox"/>
2		Spectrum 1 - I	NONE	EA	4	4	<input checked="" type="checkbox"/>
3		Spectrum 1 - I	NONE	EA	3	3	<input type="checkbox"/>

5. Press  or click  to save.  +  to quit.

6.  +  to Commodity block.

7.  to Adjustment block and enter the number received incorrectly as a negative.

Quantity	To Date	Adjustment
Received:	<input type="text" value="4"/>	<input type="text" value="-2"/>

8.  +  to Completion block and press Complete .

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

Revisions as of 07/29/05 

Page 2 – Check List

Page 6 - # 6 – Packing Slip information

Page 15 – Reversing Receiving