



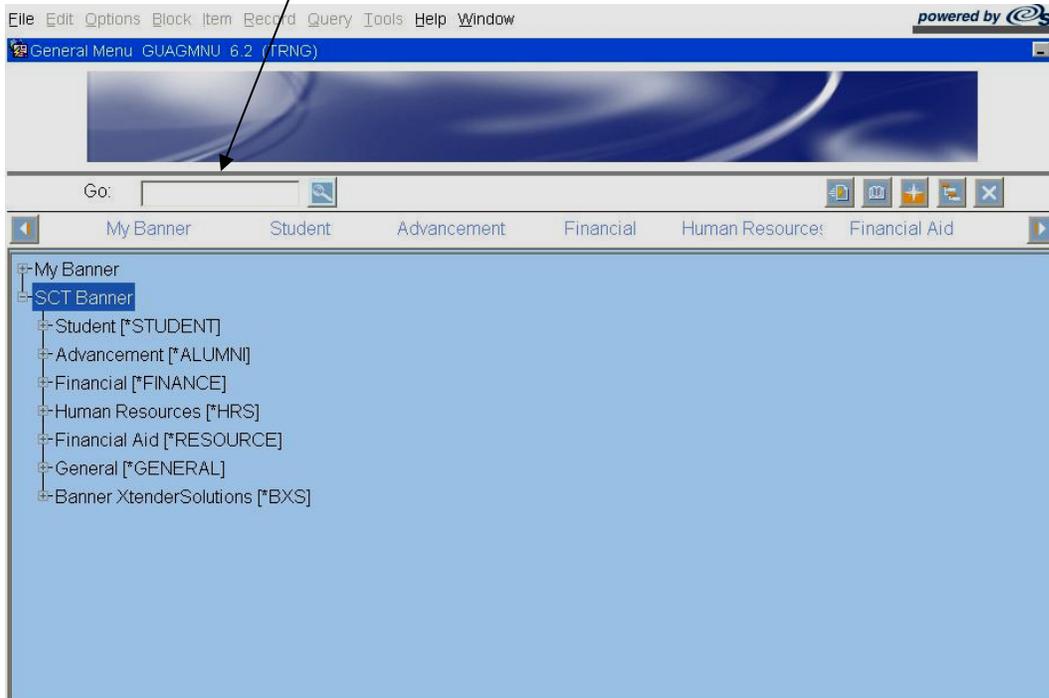
RECEIVING PURCHASED GOODS

Remember, receiving must be entered only on purchase orders totaling \$1,000 or more.

FIELDS YOU SHOULD KNOW WHEN PROCESSING RECEIVING

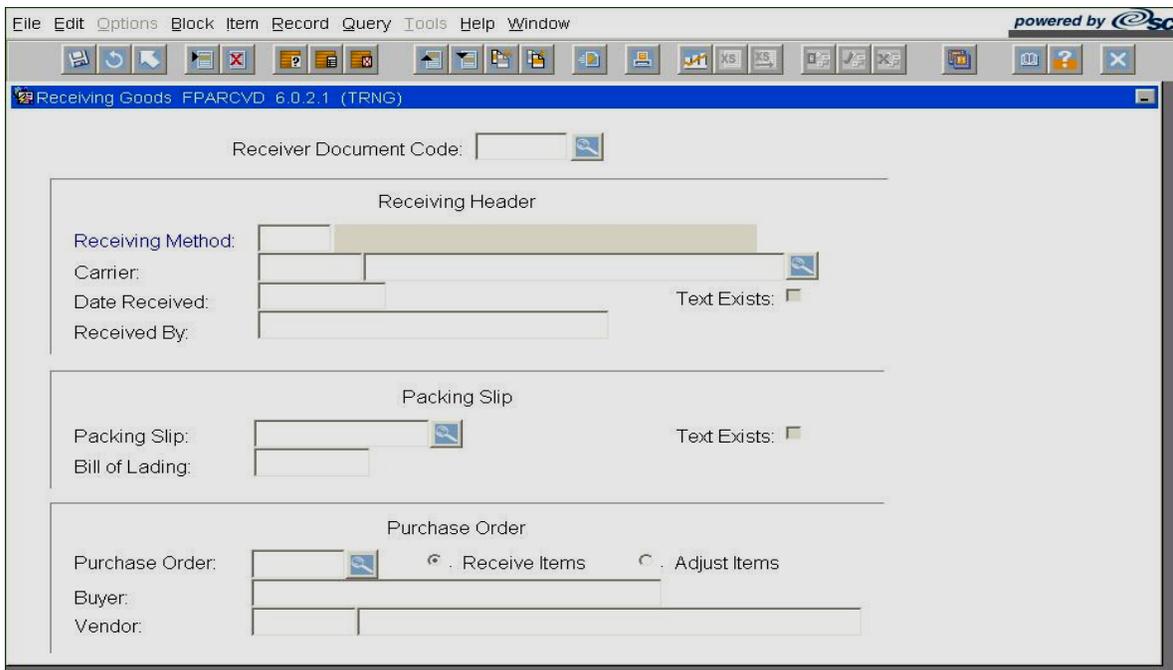
Field or Checkbox	Description
Receiving Method	Optional field corresponds to the Receiving Method Maintenance Form (FTMRCMT). Contains user defined list of receiving methods.
Carrier	Carrier vendors
Date Received	The Date Received field displays the system date which can be overridden.
Received By	Banner enters the document creator's User ID.
Receive Items & Adjust Items.	You may process an original document or an adjustment to another document. Adjustments are negative receivers.

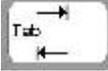
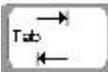
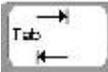
Type FPARCVD in the GO box.



Press ENTER.

You will be directed to the following form (FPARCVD):



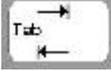
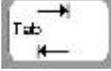
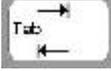
1. Type **NEXT** in the **Receiver Document Code** box.
2. Click on **Next Block** 
3. **Receiving Method Field:** Double click in the box to bring up **Receiving Method List**. Select appropriate method and click **OK**.
4. Click the **Search**  icon to select a **Carrier** (optional).
5. Tab  to **Date Received** field. If appropriate, override the date displayed in the **Date Received** field and insert the correct date.
6. Click on **Options** at the top of form.
7. Select **View Receiving Text** to create or modify text associated with the receiver document.
8. Use the **General Text Entry form (FOATEXT)** to enter text.
9. When completed, click the  **Save** icon.
10. Click **Exit** .
11. Click on **Next Block**  to move to the **Packing Slip Block**.
12. **Packing Slip** – this is a required field. If a packing slip number is not available, enter the receiving document number noted at the top of the form, the date, or any other information you feel would be helpful.
13. Click on **Next Block**  to move to the **Purchase Order Block**.
14. Type the purchase order number for the merchandise you are receiving (required).
15. Tab  to verify the PO information.
16. Tab  to the **Receive Items** radio button and verify that it is selected.

17. Select **Receive All Purchase Order Items** from the **Options Menu**. **Note.** **Receive all Purchase Order Items** is not available if there are already receiving documents against the selected purchase.
18. Click on **Next Block** 
19. Check to see if the receiving was loaded for each item. If the entire order was received, leave the **Final Received?** checkbox checked
20. If no, uncheck the **Final Received?** checkbox.
21. For a regular purchase order, go to the **Current Quantity Received field** and enter the quantity of goods received for this item. If this is a standing order, **you** will not see this field; you will see **Current Amount Received**.
22. The **U/M** field from the purchase order is displayed with the item. Enter the receiving unit of measure in the **U/M** field if the **U/M** is different from the purchase order.
23. Use the **scrollbar** to review the rest of the line items and repeat steps 18 – 21.
24. Click on **Save** 
25. Click  to exit the form.

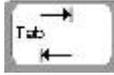
MAKING RECEIPT ADJUSTMENTS

If adjustments are needed to be made to a receiving document, a new Receiver Document can be made using the same packing slip and purchase order. Adjustments are made in this manner when receipts need to be made for a lesser quantity. To receive more than was originally received use the regular receiving process. Follow the steps below.

1. Access the **Receiving Goods Form (FPARCVD)**
2. Enter **NEXT** in the **Receiver Document Code** field.
3. **Next Block** 
4. Double-click in the **Receiving Method** field to select a receiving method.

5.  to **Carrier** to select a carrier.
6.  to the **Date Received** field . Override the date displayed in the **Date Received** field, if appropriate.
7. Select **View Receiving Text** from the Options menu to create or modify text.
8. Save 
9. Exit 
10. Next Block  (Twice) to go to **Packing Slip block**
11. Click  to select the packing slip number used previously.
12.  to **Bill of Lading field** and the bill of lading number (optional).
13. Next Block  to go to **Purchase Order** block.
14. Enter **Purchase Order number**.
15. Select the **Adjusted Items** radio button.
16. Select **Purchase Order Items** from the **Options menu**. This will take you to the **Receiving Goods PO Item Selection Form (FPCRCVP)**.
17. Next Block 
18. Click the **Add Item** checkbox for the commodities that need to be adjusted.
19. Save 
20. Exit 
21. Next Block 

22. 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.



23. to **U/M** field

24. The **U/M** field from the purchase order is displayed with the item. Enter the receiving unit of measure if different than the purchase order.

25. Use the scrollbar to review the rest of the line item information and repeat steps 22-23 if necessary.

26. **Next Block** 

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

28. **Exit** 