Receiving: Receiving Goods Form (FPARCVD)

Brief Description: The Receiving Goods Form (FPARCVD) is used to log in goods or services received as the result of a previously processed purchase order. In order for Accounts Payable to process a check for a vendor, a receiver document must be completed on FPARCVD for each Regular Purchase Order. Open Purchase Orders do NOT require a receiver document to be completed.

Quick Tip
The most direct method of accessing the Receiving Goods Form is to enter FPARCVD in the Direct Access field on the Banner Main Menu and press Enter.
1. The **Receiving Goods** form (FPARCVD) opens with the cursor in the key block. To initiate a new receiver document, type “NEXT” in the **Receiver Document Code** field and **Next Block** (Ctrl+PageDown).

2. A **Receiver Document Code** (Y+7digits) will be assigned. Make note of this code for your records.

3. The receiving methods and carrier are optional fields and do not need to be filled in.

4. Tab or click on the **date received** field.
### Receiving Header

- **Receiving Method:** [Dropdown]
- **Carrier:** [Blank Field]
- **Date Received:** 08-MAR-2006
- **Received By:** TRAINER

### Receiver Document Code

- **Code:** V0049012
5. The Date Received and the Received By fields are automatically filled in by the system. The Received By field is filled in as your Banner User ID.

6. To add comments to this document regarding the goods received, click View Receiving Text [FOATEXT] in the Options menu and follow steps 6a – 6d. OTHERWISE, PROCEED TO STEP 7.
   a. The General Text Entry Form (FOATEXT) opens. You can enter up to 50 characters of text per line. Arrow down (using your keyboard) as necessary to enter additional lines of text.
   b. Save (F10) your changes when you have completed your text entry.
   c. Exit (Ctrl+Q) to return to the Receiving Goods Form.
d. The Text Exists checkbox is now checked on FPARCVD, indicating that there is receiving text for this document.

7. Click in the Packing Slip field and enter the Packing Slip number. The vendor normally supplies this number. If you don’t have a packing slip number, you can also enter the associated purchase order or requisition number as a reference. Note: This is a required field and can not be left empty.

8. OPTIONAL: Click in the Bill of Lading field and enter the bill of lading.
9. Click in the **Purchase Order** field and enter the purchase order number you want to receive (Format: P#### where # is a numeric digit 0-9) and **PROCEED TO STEP 10**. If you need to look up the purchase order number, click the **Search** icon ( ) to the right of the **Purchase Order** field and follow steps 9a – 9h.

   a. The **Option List** dialog box appears. Click **Purchase Order Validation (FPIPOHD)**.

   ![Option List]

   ![Purchase Order Validation Form (FPIPOHD)]

   b. The **Purchase Order Validation Form (FPIPOHD)** opens in query mode.

   c. Enter your search criteria in any combination of the following fields: **PO** (purchase order number), **Change Sequence**, **Blanket**, **Class**, **PO Date**, **Deliver by Date**, **Vendor**, **Origin**, **Completed**, and **Approved**. You can use % as a wildcard character in your search. Note: Searches are **case sensitive** and any date criteria must be entered in the format of DD-MON-YYYY.

   ![Purchase Order Validation Form (FPIPOHD) 7.0 (TRAIN)]

   d. **Execute Query** (or press F8 on your keyboard) to perform the search.

   e. The **Purchase Order Validation Form (FPIPOHD)** returns all matches. Scroll down as necessary to locate the PO you are looking for.
f. If you need to search again, use **Enter Query** (press F7 on your keyboard) and **RETURN TO STEP 9c**.

g. Once you have located the PO number you are looking for, double click in the **PO** field to return the PO number to the **Receiving Goods Form**.

h. The **Purchase Order** number is returned to the **Receiving Goods Form**.
10. The radio icons for **Receive Items** and **Adjust Items** give you the opportunity to choose to process this document as a **receiver** or as an **adjustment**. An **adjustment** is a **negative receiver** that allows you to correct data entry errors that have previously been posted. Note: when entering an adjustment, you can enter negative quantities to reduce a previous quantity received.

11. The **Buyer** and **Vendor** fields fill in automatically from the purchase order document entered.

12. If all items listed on the original purchase order were received, choose **Receive All Purchase Order Items** from the **Options** menu and then **Next Block** (Ctrl+PageDown). All the required fields will be filled in automatically for you.

13. If you only received a **partial** shipment, choose **Select Purchase Order Items [FPCRCVP]** from the **Options** menu and follow steps 13a – 13m.
a. The **Receiving Goods PO Item Selection Form (FPCRCVP)** opens, displaying all the commodities for this purchase order.

b. **Next Block (Ctrl+PageDown)** and then click the appropriate **Add Item** checkbox(es) to choose which items you want to receive and then **Save (F10)**.

c. **Exit (Ctrl+Q)** the **Receiving Goods PO Item Selection Form**. Click **OK** on the prompts.

d. **Next Block (Ctrl+PageDown)**.

e. The **Commodity** window appears. The commodity information will default from the purchase order.
f. The **Description** field will display the overwritten commodity description (if it was entered).

g. The **Final Received** checkbox allows you to indicate if this item on this receiving document is the last of that commodity item to be received. If you have received this entire commodity item, click to check this box.

h. Click in the **Current Quantity Received** field and enter the quantity of goods received and accepted for this item.

i. If necessary, click in the **Current Quantity Rejected** field and fill in the quantity of items rejected and press the **TAB** key on your keyboard.

14. Review all the information on the receiver for accuracy.

15. **Next Block (CTRL+Page Down)** or select **Access Completion** from the **Options** menu.

16. If you want to save the document for additional modifications at a later time, click the **In Process** icon in the **Completion** window at the bottom of the screen.

17. If you are finished with the document, click the **Complete** icon in the **Completion** window at the bottom of the screen. Once a receiver document is completed, you **cannot** make further changes to it. **If additional changes are required, you will need to enter another receiver that references the same packing slip and purchase order.**
18. If you clicked Complete, the Auto Hint (above the Status line at the bottom of the screen) will indicate that the Receiver Document has been completed.

Receiver Document Y0000196 has been completed.
Record: 1/1

19. If necessary, note the Receiver Document Code (Format: Y######## where # is a numeric digit (0-9) on the appropriate paperwork.

20. To enter another receiver, RETURN TO STEP 1. If you are finished, Exit (Ctrl+Q) the Receiving Goods Form (FPARCVD).
NOTES for RECEIVING