

Banner Finance Receiving Training Workbook



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Connecting To Banner:

- <http://ttucat.tntech.edu:9090>
- Generic Login for Campus Department Training
 - Username: TTUDEPT
 - Password: ?
 - Database Instance: TEST

Receiving Goods (FPARCVD)

Oracle Developer Forms Runtime - Web: Open > FPARCVD

File Edit Options Block Item Record Query Tools Help

Receiving Goods FPARCVD 7.0 (TEST)

Receiver Document Code: Y0000004

Receiving Header

Receiving Method: TRK Truck Line

Carrier: []

Date Received: 07-MAY-2007 Text Exists

Received By: MASMITH

Packing Slip

Packing Slip: TRAININGTEST Text Exists

Bill of Lading: []

Purchase Order

Purchase Order: P0000038 Receive Items Adjust Items

Buyer: []

Vendor: [] []

More...

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

Record: 1/1 | ... | <OSC>

Introduction:

The receiving process enables you to enter receipt information for items ordered through purchase order process. You can receive goods based on the quantity identified on a regular purchase order or based on the dollar amount identified on a standing purchase order.

TTU Department Receiving Instructions:

Step	Action
1	A department receives a copy of PO from Purchasing
2	A department receives the invoice from accounts payable to be approved by <u>signature and through receiving</u> . The stamp on the invoice will include a line to input the receiving document number (Y0000001)
3	Input FPARCVD into Banner and hit enter---this is the departmental receiving form.
4	Type NEXT in the <i>Receiver Document Code</i> —click Next Block
5	Choose <i>Receiving Method</i> from the drop down arrow.
6	Tab and input <i>Date Received</i> (calendar or 02-19-07 format) hit TAB
7	Click Next Block and input <i>Packing Slip</i> number
8	Click Next Block and input <ul style="list-style-type: none"> a. <i>Purchase Order</i> # (P0000001) eight digits PO number being received—the vendor name should populate after you TAB b. Make sure <i>Receive Items</i> dot is filled in

9	Go to <i>Options</i> at top and: a. Choose Select Purchase Order Items to Receive (do not Select All) i. Receiving Goods PO Item Selection opens ii. Click Next Block iii. Check the Commodity Line box at right--Add Item iv. Click SAVE —item goes away v. Click Exit (X) --you go back to receiving form vi. Click Next Block and then Start at Step 10
10	You are now ready to look at Each Commodity Item to Receive it
11	Choose the Item number if Commodity Record Count is > 1
12	Tab and click to check the box Final Received (if final)
13	Tab through the description to <i>Current Received</i> and <u>input number received</u>
14	If applicable--Tab to <i>Current Rejected</i> and <u>input number rejected or zero “0”</u> .
15	<u>If more than one Commodity Record Count you must click back up on the Item field</u>
16	Hit the <i>down arrow</i> to pull up the second commodity—if applicable
17	<u>Tab through as in Step 12, 13, 14 to receive the items</u>
18	<u>If finished receiving all commodities</u> a. Hit Next Block b. Click on Complete
19	Status Bar at bottom left must say “Receiver Document Y0000001 has been completed.-----if not then it is not received.
20	MAKE SURE to write down your receiving number (Y0000001) on the Invoice to send to Accounts Payable.

SCT Documentation (Extra Information)

Fields:

The table shows fields and checkboxes you should know when completing this form.

Field or Checkbox	Description
Receiving Method	This optional field corresponds to the Receiving Method Maintenance Form (FTMRCMT) and contains a user-defined list of receiving methods.
Carrier	Vendors are classified as carriers when either Domestic Carrier or Foreign Carrier is activated from the Vendor Header Additional Information window on the Vendor Maintenance Form (FTMVEND).
Date Received	The Date Received field displays the system date. You can override it.
Received By	Banner controls the Received By field and enters the document creator’s User ID upon completion.

*Additional Resources: <http://www.tntech.edu/bannerresource/home/>

Receive Items and Adjust Items	The radio buttons allow you to process an original receiving document or an adjustment to an existing receipt transaction. An adjustment is basically a negative receiver, and allows you to correct or update completed receipt documents.
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Original Receipt

Follow these steps to enter an original receipt.

Step	Action
1	Access the Receiving Goods Form (FPARCVD).
2	Enter <i>NEXT</i> In the Receiver Document Code field to allow the system to generate number or click the Search icon to have the system select an incomplete document.
3	Double-click in the Receiving Method field to select a receiving method.
4	Click the Search icon to select a Carrier (optional).
5	Tab to the Date Received field, if necessary. Override the date displayed in the Date Received field, if appropriate.
6	Select View Receiving Text from the Options menu to create or modify text associated with a receiver document, and use the General Text Entry Form (FOATEXT) to enter text.
7	When completed, click the Save icon.
8	Click the Exit icon. Result: A checkmark in the Text Exists field indicates that receiving text exists.
9	Enter the packing slip number in the Packing Slip field. <u>Note:</u> If the packing slip encompasses the receipt of more than one purchase order, click the Search icon to select the packing slip number entered with a different purchase order number. Packing slips need to be unique to a receiving document. You may add a letter to the end of the packing slip number to create more than one receiver on a packing slip.
10	Tab to the Bill of Lading field and enter the bill of lading number (optional).
11	Enter the Purchase Order code for your receipt in the Purchase Order field or click the Search icon to select the completed Purchase Order. <u>Note:</u> The Buyer and Vendor fields are automatically populated from the purchase order.
12	Tab to the Receive Items radio button and verify that it is selected.
13	Select the Receive All Purchase Order Items from the Options menu. <u>Note:</u> This option is not available if there are already receiving documents against the selected purchase order.
14	Perform a Next Block function. <u>Note:</u> The commodity information defaults from the purchase order.
15	Did you receive all the goods for each commodity? If yes, leave the Final Received? checkbox checked. If no, uncheck the Final Received? checkbox. <u>Note:</u> As a side note to the Accounts Payable department - for creating the payment document, additional receiving documents can still be created. Receiving history can be viewed on the Accounts Payable Invoice form (FAAINVE). Receiving can also be done on this form. History

	will be maintained but a not receiving document will be created.
16	For a regular purchase order, go to the Current Quantity Received field and enter the quantity of goods received for this item. <u>Note:</u> If this document is a standing order, you will not see this field; you will see the Current Amount Received field. This field also supports the functionality of receiving against a zero dollar unit price, or a zero dollar amount item.
17	The U/M field from the purchase order is displayed with the commodity. Enter the receiving unit of measure in the U/M field if the U/M is different than the purchase order. <u>Note:</u> For a regular purchase order, Banner converts the quantity into the purchase order's unit of measure as long as an equivalency record exists in the Equivalency Maintenance Form (FTMEQUL).
18	Use the scrollbar to review the rest of the commodity information and repeat steps 18 - 20.
19	Do you want to return to the Packing Slip block? If yes, go to steps 23 -25. If no, go to step 26.
20	Perform two Previous Block functions.
21	Select View Packing Slip Text from the Options menu.
22	Enter free form text to associate with the packing slip.
23	Click the Save icon.
24	Click the Exit icon.
25	Perform two Next Block functions.
26	Select Access Completion from the Options menu to go to the Completion window.
27	Click Complete to complete the receiving document. <u>Result:</u> Once you complete the document, the Receiver Document number will be displayed on the Auto-Hint Help line and the cursor will rollback to allow you to enter another receiver.
28	Click the Exit icon. Note: You cannot make further changes to the Receiver Document at this point. If you need to make adjustments, go to Exercise 2.

Adjusting the original receipt:

If you need to make adjustments, you can create a new Receiver Document using the same packing slip and purchase order used in the original receipt. Follow these steps to enter a receipt adjustment.

Step	Action
1	Access the Receiving Goods Form (FPARCVD).
2	Enter <i>NEXT</i> In the Receiver Document Code field to allow the system to generate number or click the Search icon to have the system select an incomplete document.
3	Double-click in the Receiving Method field to select a receiving method.
4	Click the Search icon to select a Carrier (optional).
5	Tab to the Date Received field, if necessary. Override the date displayed in the Date Received

	field, if appropriate.
6	Select View Receiving Text from the Options menu to create or modify text associated with a receiver document, and use the General Text Entry Form (FOATEXT) to enter text.
7	When completed, click the Save icon.
8	Click the Exit icon. Result: A checkmark in the Text Exists field indicates that receiving text exists.
9	Click the Search icon to select the packing slip number used in the original receipt.
10	Tab to the Bill of Lading field and enter the bill of lading number (optional).
11	Click the Search icon to select the Purchase Order used in the original receipt. <u>Note:</u> The Buyer and Vendor fields are automatically populated from the purchase order.
12	Select the Adjusted Items radio button.
13	Select Purchase Order Items from the Options menu. <u>Note:</u> This will take you to the Receiving Goods PO Item Selection Form (FPCRCVP).
14	Perform a Next Block function.
15	Click the Add Item checkbox for the commodities that need to be adjusted.
16	Click the Save icon.
17	Click the Exit icon.
18	Perform a Next Block function.
19	For a regular purchase order, go to the Adjustment Quantity Received field and enter the quantity of goods adjusted for this item. <u>Note:</u> The adjustment must be a negative quantity.
20	The U/M field from the purchase order is displayed with the commodity. Enter the receiving unit of measure in the U/M field if the U/M is different than the purchase order. <u>Note:</u> For a regular purchase order, Banner converts the quantity into the purchase order's unit of measure as long as an equivalency record exists in the Equivalency Maintenance Form (FTMEQUL).
21	Use the scrollbar to review the rest of the commodity information and repeat steps 22 - 23.
22	Perform a Next Block function.
23	Click Complete to complete the receiving document. <u>Result:</u> Once you complete the document, the Receiver Document number will be displayed on the Auto-Hint Help line and the cursor will rollback to allow you to enter another receiver.
24	Click the Exit icon.

Document History (FOIDOCH)

Introduction

The Document History Form (FOIDOCH) displays the processing history of purchasing and payment documents. It identifies related documents and provides the status of all documents that are in the processing stream for the queried document.

Procedure

Follow these steps to complete the process.

Step	Action						
1	Access the Document History Form (FOIDOCH).						
2	Enter the type of document in the Document Type field or double-click to retrieve one from the existing document types.						
3	Go to the Document Code field and enter a document code or retrieve one from the existing documents for the selected document type.						
4	<p>Perform a Next Block function.</p> <p>Note: The cursor goes to the block that corresponds to the Document type and code selected. The following are the query forms associated with each of the blocks.</p> <table border="1"> <thead> <tr> <th>Block</th> <th>Associated Query Form</th> </tr> </thead> <tbody> <tr> <td>Requisition</td> <td>Requisition Inquiry Form (FPIREQN)</td> </tr> <tr> <td>Bid</td> <td>Request for Bid List Validation Form (FTIBIDS)</td> </tr> </tbody> </table>	Block	Associated Query Form	Requisition	Requisition Inquiry Form (FPIREQN)	Bid	Request for Bid List Validation Form (FTIBIDS)
Block	Associated Query Form						
Requisition	Requisition Inquiry Form (FPIREQN)						
Bid	Request for Bid List Validation Form (FTIBIDS)						

	Purchase Order	Purchase/Blanket Order Inquiry Form (FPIPURR)
	Issues	Stores Issues/Return Query Form (FSIISSQ)
	Invoice	Invoice/Credit Memo Query Form (FAIINVE)
	Check	Check Payment History Form (FAICHKH)
	Return	Returned Goods Validation List Form (FPIRTRN)
	Receiver	Receiving Goods Query Form (FPIRCVD)
	Asset Tag	Fixed Asset Master Query Form (FFIMAST)
	Asset Adjustment	Fixed Assets Adjustment Query Form (FFIADJF)
5	<p>Note: You can also use the Direct Access function for the following document types.</p> <p>Bid - Request for Bid List Validation Form (FTIBIDS) Check - Check Payment History Form (FAICHKH) Return - Returned Goods Validation List Form (FPIRTRN)</p> <p>Note: Selecting Status on the Options menu will give an explanation of the status code on the document.</p>	
6	When finished viewing the history, click the Exit icon.	

Receiving Adjustment Instructions

Step	Action												
1	Department receives a call from Accounts Payable that a previous receiving document needs to be adjusted.												
2	Input FPARCVD into Banner and hit enter---this is the departmental receiving form.												
3	Type NEXT in the <i>Receiver Document Code</i> ---click Next Block – Write Number Assigned by Banner on Invoice to send to Accounts Payable.												
4	Choose <i>Receiving Method</i> from the drop down arrow.												
5	Tab and input <i>Date Received</i> (calendar or 01-01-08 format) hit TAB.												
6	Click Next Block and input <i>Packing Slip</i> number.												
7	Click Next Block and input the <i>Purchase Order #</i> (P0000001) eight digits P number being received. --- DO NOT HIT TAB ---												
8	Click on <i>Adjust Items</i> dot and the Buyer and vendor name should populate.												
9	Go to <i>Options</i> at the top of the screen and when drop down menu appears:												
	Step												
	Action												
	a	Choose – <i>Select Purchase Order Items to Receive</i> (Never Choose Receive All)											
		Receiving Goods PO Item Selection opens											
	b	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #D3D3D3;">Step</th> <th style="background-color: #D3D3D3;">Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">I</td> <td>Click Next Block</td> </tr> <tr> <td style="text-align: center;">II</td> <td>Check the Commodity Line box at right – Add Item (check mark will appear)</td> </tr> <tr> <td style="text-align: center;">III</td> <td>Click SAVE ----- item goes away (will ask you to click OK to save the item)</td> </tr> <tr> <td style="text-align: center;">IV</td> <td>Click EXIT (X) – (Click Yes) then you go back to receiving form where the PO# is shown</td> </tr> <tr> <td style="text-align: center;">V</td> <td>Click Next Block and then Start at Step 10</td> </tr> </tbody> </table>	Step	Action	I	Click Next Block	II	Check the Commodity Line box at right – Add Item (check mark will appear)	III	Click SAVE ----- item goes away (will ask you to click OK to save the item)	IV	Click EXIT (X) – (Click Yes) then you go back to receiving form where the PO# is shown	V
Step	Action												
I	Click Next Block												
II	Check the Commodity Line box at right – Add Item (check mark will appear)												
III	Click SAVE ----- item goes away (will ask you to click OK to save the item)												
IV	Click EXIT (X) – (Click Yes) then you go back to receiving form where the PO# is shown												
V	Click Next Block and then Start at Step 10												
10	Tab through the description to <i>Adjustment</i> and enter the NEGATIVE number. EXAMPLES: You received 4 mos. and should have received 1 mo. on your copier bill...to correct this you need to enter -3 for the adjustment.) You received 145.32 for your copier bill and should have received 1 mo. on your copier bill...to correct this you would enter -144.32 for the adjustment.)												
11	Click Next Block to go to the last receiving adjustment screen.												
12	Click Complete to finish the receiving adjustment document.												
13	Status Bar at bottom of screen should say “Receiver Document Y0000001 has been completed” --- If not your document did not complete. Check your document at FPIRCVD.												
14	Make sure you have written down your Y# on the invoice to Accounts Payable.												

