

RECEIVING USER GUIDE



Receiving

User Guide

APPROPRIATE USE AND SECURITY OF CONFIDENTIAL AND SENSITIVE INFORMATION

Due to the integrated nature of the various Human Resources, Finance and Student modules in **Banner** and the reporting information in the Enterprise Data Warehouse (EDW), you may have access to information beyond what you need to perform your assigned duties. Your access to **Banner** and the EDW has been granted based on business need, and it is your responsibility to ensure the information you access is used appropriately.

Here are some reminders of good data stewardship to help you carry out your responsibility:

- Do not share your passwords or store them in an unsecured manner. Do not leave your workstation unattended while logged on to administrative information systems. You are responsible for any activity that occurs using your logon id.
- Do not share confidential and sensitive information with anyone, including colleagues, unless there is a business reason.
- Retrieve printed reports quickly, and do not leave the reports lying around in plain view.
- Secure reports containing confidential and sensitive information (e.g., FERPA, EEO or HIPAA protected data).
- When disposing of reports containing confidential or sensitive information, shred the documents in a timely manner.

Your responsibilities regarding the protection and security of administrative information are outlined in the University of Illinois Information Security Policy for Administrative Information and Guidelines posted at <https://www.obfs.uillinois.edu/bfpp/section-19-business-systems-access-security/section-19-5>.

Any violation could subject you to disciplinary action, which could include dismissal or, in those cases where laws have been broken, legal action. You should have signed a compliance form that indicates you have read, understand and agree to comply with the University's Information Security Policy for Administrative Information. If you have not already signed the compliance form, please see your Unit Security Contact, who is responsible for maintaining these forms.

Acknowledgements

Portions of this guide are based on Ellucian **Banner** System, Release 8.4.

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This documentation has been created specifically for the use of the Ellucian **Banner** System as it has been implemented at the University of Illinois and for no other purpose.

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Overview

University of Illinois staff who are responsible for receipt acknowledgement need to know the receiving process for regular and standing orders. They also need to know how to adjust a received quantity, process quantity overrides, process returns, complete a receiving document, or place a receiving document in-process and complete it at a later date.

Banner receiving is an online procedure that is triggered when: 1) the receipt required option (“Yes Receipt Required”) is selected on a **Banner** requisition or 2) any single invoice of \$50,000 or more is processed for payment against a regular Banner purchase order or iBuy purchase order (both regular and standing). An invoicing rule states that any single invoice over \$50,000 requires **Banner** receiving to be completed. This rule applies regardless of where the order originated.

The receiving process is based on the *quantity* ordered. **Banner** receiving requires that the quantity of each commodity line item on a purchase order, the **Receiving Goods Form**, and the invoice match before payment may be made. This is known as a three-way match.



NOTE:

Processing a **Receiving Goods Form** should be triggered by shipments being delivered and/or services being completed. Departments should not wait for an invoice to appear in **Banner** prior to completing a receipt. This will delay payment to the vendor.

Due to three-way matching, invoices will not be paid until a **Receiving Goods Form (FPARCVD)** is completed when receiving is triggered. The **Receiving Goods Form** is used to record receipt of commodities and services and also may be used to adjust the quantity of a previously recorded receipt. Although you may want to create one for your personal records, **Banner** standing orders cannot require a receipt to be completed for an invoice payment.

Orders for fixed assets must be issued on regular orders, with the “Yes Receipt Required” option selected. University of Illinois policy requires that a fixed asset be received via the **Receiving Goods Form (FPARCVD)**. The account number identifies the commodity as a fixed asset. The asset tag is generated when the invoice is paid by University Payables. Departments are also required to enter additional information in **FABweb** for the asset.

See the <https://www.obfs.uillinois.edu/training/registration/> website to enroll in training courses regarding Accounting/**FABweb**.

Section 1: The Receiving Process

The **Banner** system receipt requirements will default to “Yes Receipt Required” for requisitions, regular purchase orders, and invoices for \$5,000 or above. You also have the option to select “Yes Receipt Required” when the amount is less than \$5,000.

The receipt required selection in **Banner** is optional as departments have the ability to override the system default. Even if the system defaults to “Yes Receipt Required” on a requisition, the department has the option to override it to “No.” For example, if a requisition is completed over \$5,000 for a requested regular order and the department does not wish to fill out the receiving document before the invoice is paid, they can select the option of “No Receipt Required.” The buyer can also override this option on the purchase order at the request of the department.

Banner Receiving forms:

- **Receiving Goods Form (FPARCVD)**—enter receiving information from a packing slip or other vendor delivery documents; access in-process receiving documents for completion or deletion.
- **Document History Form (FOIDOCH)**—access and view receiving documents and related PO/AP documents with one query.
- **Receiving Goods Query Form (FPIRCVD)**—view the status of your receiving document and/or fixed asset information.



NOTE:

If you forget to opt for “Yes Receipt Required” at the requisition level of the receiving process, you may email the buyer who can adjust the purchase order so “Yes Receipt Required” is selected.



NOTE:

Complete or delete the “in-process” receiving documents immediately. There could be more confusion and errors in receiving if these documents remain in **Banner**.


1.1: The Receiving Process

Departments must complete the basic receiving process for a purchase order by completing the **Receiving Goods Form (FPARCVD)**. This form enables you to enter receiving information from a packing slip or other vendor receipt document.


Figure 1.1.1 Receiving Goods Form (FPARCVD)

Step-by-Step Procedures





Task 1.1: Receive Commodity Quantities: PO Line Item

Step	Action	Results/Decisions
1.	Type FPARCVD in the GoTo... (Direct Access) field and press ENTER to open the Receiving Goods Form .	FPARCVD displays.
2.	Type NEXT in the Receiver Document Code field for the next available Banner receipt number. OR Enter a previously assigned number that was left "in process" in Banner to complete it.	 NOTE: A receiving document begins with a Y followed by seven (7) numbers. Allow the system to assign a Y##### number by typing NEXT . Please do not enter the Banner invoice number or the purchase order number. Reasons to put a receiving goods document "in-process": to confirm the quantity received or obtain authorization to over-receive the quantity from a department manager. To complete the form, enter the previously assigned document number, Yxxxxxxx, in the Receiver Document Code field.




Receiving

Step	Action	Results/Decisions
3.	Click the Next Block button.	The Receiving Header block displays.
4.	Click the Search button next to the Receiving Method (optional) field, and the Receiving Method List (FTVRCMT) will appear. To locate a receiving method, type the name or part of the name next to the wildcard (%), and click Find or scroll down the alphabetical list.	
5.	Select a Receiving Method (optional) from the available list. To select an item, double-click the item or click to highlight it, and then click the OK button.	By recording the Receiving Method , you have recorded if the shipping terms are followed as part of purchasing process. You would want to follow the guidelines as stated in the PO or in your department. For example, if the shipping terms of the PO stated Federal Express and the order is shipped UPS, you have a record of this change.
6.	Select a Carrier (optional). Click the Search button to obtain the Carrier List (FTVCARR) . In the Find field, enter the carrier's vendor number (@xxxxxxx) or enter the wildcard (%) and the vendor's name. Click the Find button or scroll down the vendor name list, highlight the name, and click the OK button.	This creates a record of which carrier made the shipment if you have to do a return or a claim. The carrier chosen must be a designated Carrier on the vendor list, FTVCARR , in Banner , and should match your Receiving Method .
7.	Enter Receiving Text (optional). Click Options , select View Receiving Text (FOATEXT) , enter the text, then click the Save and Exit buttons.	Text may include any additional information that you want to document, such as noting who authorized the received quantity or whose approval you obtained to over-receive the quantity, notation of visible package damage, etc. The Text Exists box will be selected. <input checked="" type="checkbox"/> Text Exists
8.	Today's date defaults in the Date Received field. To select a different date, click the Calendar button next to the Date Received field to display a calendar and select a date, or enter <i>dd-mmm-yyyy</i> , then press TAB. The receiver's name also defaults in the Received By field from your Banner log-in.	 NOTE: Date Received may be back dated.
9.	Click the Next Block button.	The Packing Slip block displays.

Receiving

Step	Action	Results/Decisions
10.	Enter the Packing Slip (required) number for the shipment received.	<p>The packing slip number may contain alpha and numeric characters. It is recommended that when creating a packing slip number it is assigned a unique number.</p> <p> HINT: If you do not have an actual packing slip number, use an internal number (i.e., your initials, today's date, and possibly an internal department shipment number. [Example] <i>kdm05FEB2009#1</i>). Do not begin the packing slip number with characters (i.e., #, *).</p> <p> NOTE: Since the packing list is a searchable field, you can query in Receiver/Packing Slip Validation Form (FPIPKSL) to see everything that was delivered on a specific Packing List Number.</p>
11.	Enter Packing Slip Text (optional). Click Options , select View Packing Slip Text (FOATEXT) , enter the text, then click the Save and Exit buttons.	<p>FOATEXT appears. You may enter information concerning this shipment, such as "Received Partial Shipment", and so on. The Text Exists box will be selected.</p> <p></p> <p> CAUTION: Because of a defect in Banner, if you want to enter Packing Slip Text you must wait to do so until you have finished the Purchase Order block. When you have done that, click Previous Block to return to the Packing Slip block and complete the optional text field.</p>
12.	Enter the Bill of Lading (optional) number.	
13.	Click the Next Block button.	The Purchase Order block displays.
14.	Enter the Purchase Order (required) number and press TAB.	Buyer and vendor information will display.

Receiving

Step	Action	Results/Decisions
15.	<p>Select from the Options menu:</p> <ul style="list-style-type: none"> • Receive All Purchase Order Items: if this will be the only receiver for this PO. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Select Purchase Order Items (FPCRCVP): if there is more than one item on the PO or you want to receive a partial shipment. <ol style="list-style-type: none"> 1. Select Add Item for each item you need to receive. 2. Click the Save button. 3. Click the Exit button. 4. Click the Yes button to close the form. <p>Regardless of the option selected, the steps are the same from this point forward.</p>	<div style="display: flex; align-items: flex-start;">  <p>NOTE: Selecting Receive All Purchase Order Items will auto-populate the Final Received check box and the total quantity received from the quantity ordered for each commodity line.</p> <p>It is recommended to use Select Purchase Order Items (FPCRCVP). You will be able to see a list of the commodities to be received. You will also be able to select or clear the Final Received box. If the Final Received box is checked, it flags the Payables processors that this order should be closed with the payment of the invoice.</p> </div>
16.	Click the Next Block button.	The Commodity block displays.
17.	TAB to the FOB Code field (optional) and press F9 to open the FOB Code List (FTVFOBS) .	
18.	Use the DOWN ARROW to highlight the FOB for this receipt.	
19.	Click the OK button, or double-click the value to return in the FOB Code field.	
20.	Verify the Final Received .	<p>Field is auto-checked with the Receive All Purchase Order Items selection. Final Received is per commodity line item, not for the entire PO.</p> <div style="display: flex; align-items: flex-start;">  <p>NOTE: The received item is marked with a Final Received indicator and carries over to the invoice process.</p> </div> <div style="display: flex; align-items: flex-start; margin-top: 10px;">  <p>NOTE: Do not check Final Received unless this is the last receipt and the last invoice that will be paid on this commodity!</p> </div>
21.	Enter the quantity received in the Received: Current field and press TAB.	The quantity received and the Unit of Measure will display.
22.	If there is more than one commodity being received, use the slide on the right to scroll down to access the next commodity.	
23.	Repeat steps 17-22 for all remaining commodities.	
24.	Click the Next Block button.	The Completion block displays.

Receiving

Step	Action	Results/Decisions
25.	Click the In Process button if you need to return to this receiving document at a later time. OR Click the Complete button to complete the receiving document.	Be sure to record the receiver number (i.e., Yxxxxxxx) in the department order/receiving log. If it is put In Process , you will enter this Yxxxxxxx number in the Receiving Document (FPARCVD) to complete it. To delete an in-process receiver, see Task 1.3.
26.	Click the Exit button.	Navigates back to the main menu.

1.2: Query Using FOIDOCH

The **Document History Form (FOIDOCH)** can be used to access and view receiving documents and related PO/AP documents with one query.

Figure 1.2.1: Document History Form (FOIDOCH)

Section 2: The Adjustment Process

Occasionally, adjustments need to be made to either decrease or increase the quantity of a commodity on a purchase order. The methods for making decreases or increases are not the same.

The receiving adjustment can only be used to decrease previously received quantities of a commodity on a regular purchase order.

Example: A receiving document was completed for a quantity of 12 for a commodity. The actual quantity was only 10. A new receiving adjustment document is created for minus 2 (-2) of the same commodity.

To increase the quantity of a commodity received on a purchase order, a new receiving document should be completed following the steps as listed in the previous section. The adjustment option is not used.

Example: A receiving document was completed for a quantity of 10 on a commodity. The actual quantity was 12. A new receiving document is created for 2 of the same commodity.

To decrease and increase the quantity of a commodity on a purchase order, start with a new receiving document using form **FPARCVD** by typing **NEXT**. They do not use any previously assigned document number.

View adjustments by using the **Document History Form (FOIDOCH)** to query a purchase order.

2.1: Receiving Adjustment

The **Receiving Goods Form (FPARCVD)** is used to make adjustments to the quantity of a commodity on a purchase order.

Oracle Developer Forms Runtime - Web: Open > FPARCVD

Receiver Document Code: Y0063975

Receiving Header

Receiving Method: UPS Second Day
Carrier: @00732619 United Parcel Service(UPS)
Date Received: 04-OCT-2009 Text Exists
Received By: FINTRAIN30

Packing Slip

Packing Slip: RPG05OCT62009 Text Exists
Bill of Lading:

Purchase Order

Purchase Order: P6800009 Receive Items Adjust Items
Buyer: Finance Training 30
Vendor: @00505840 Fisher Scientific Company LLC

More...

Check to receive or adjust items for this purchase order
Record: 1/1 <OSC>

Figure 2.1.1 Receiving Goods Form (FPARCVD)

2.2: Query on FOIDOCH by PO Number

Adjustments can be viewed by using the **Document History Form (FOIDOCH)** to query a purchase order.

Oracle Developer Forms Runtime - Web: Open > FOIDOCH

File Edit Options Block Item Record Query Tools Help

Document History FOIDOCH 8.0 (BANTRNU) (NONE)

Document Type: PO Purchase Order Document Code: P6800009

Document Type	Document Number	Status
Requisition	R5800198	A
Bid		
Purchase Order	P6800009	A
Invoice	I7800009	R
Check		
Return		
Asset Tag		
Asset Adjustment		
Receiver	Y0063974	C
Receiver	Y0063975	C

Use NEXT BLK, PREV BLK to navigate; use DUPLICATE ITEM for Doc Inquiry Form.
Record: 2/2 <OSC>

Figure 2.2.1: Document History Form (FOIDOCH)

Section 3: The Override Process for Receiving

The **Banner** system tracks the total quantity received against the total quantity invoiced and the total quantity ordered for any commodity on a receipt required purchase order. The system has receiving tolerances set to zero. This means that the system will require a tolerance override to be entered when the total quantity received to date exceeds the total quantity for a purchase order commodity line item on the original purchase order.

If you have override authority, select the **Tolerance Override** box and click the **Save** button. Then, the **Suspense** indicator appears cleared and the receiving document can be completed for use in the Receiving/Matching process.

Example:

The PO commodity order has an entered quantity of 20.

- Receiver 1 = quantity 12
- Receiver 2 = quantity -2 adjustment
- Receiver 3 = quantity 12

This exceeds the original quantity ordered of 20. The system will provide a warning message and prevent completion of the receipt until the **Tolerance Override** field is entered. Once you select the **Tolerance Override** check box, the system will allow the document to be completed.

Depending on internal department procedures, the document may have to be placed "In Process" until authorization has been obtained to accept the additional quantity before entering the override. Once authorized, the same receiving document number should be re-entered on **FPARCVD** to complete the override process and document.

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3.1: Tolerance Override Process

Oracle Developer Forms Runtime - Web: Open > FPARCVD

File Edit Options Block Item Record Query Tools Help

Commodity FPARCVD 8.0 (BANTRNU) (NONE)

Receiver Document Code: Y0063977 Packing Slip: AVV0967
Purchase Order: P6800005 Vendor: Fisher Scientific Company LLC

Item: Commodity Record Count:

Commodity Code: 55685 Description: rubberMaid Max System Cart Stock Item UOM: EA FOB Code: Final Received

Quantity	To Date	Current
Received:	<input type="text" value="0"/>	<input type="text"/>
Rejected:	<input type="text" value="0"/>	<input type="text"/>
Returned:	<input type="text" value="0"/>	<input type="text"/>
Accepted:	<input type="text" value="0"/>	<input type="text"/>
Ordered:	<input type="text" value="12"/>	<input type="text"/>

UOM:
UOM:
Primary Location:
Sub Location:

Item Suspense
 Tolerance Suspense
 Tolerance Override

Scroll through the items until you find the commodity you are receiving.
Record: 3/3 <OSC>

Figure 3.1.1 Receiving Goods Form: Commodity Block (FPARCVD)

Section 4: The Return Process

The **Returned Goods Form (FPARTRN)** is used to record return shipment information for specific commodity line items on a purchase order. It is only valid for purchase orders created from requisitions that have previously recorded receiving documents against them. If the commodity was not recorded as received, then it cannot be recorded as returned. Return documents completed in **Banner** adjust the total quantity received for the specified purchase order commodity line item. This provides additional tracking data within the **Banner** system.

4.1: The Return Process

The **Returned Goods Form (FPARTRN)** is used to record return shipment information for specific commodity line items on a purchase order.

Oracle Developer Forms Runtime - Web: Open > FPARTRN

File Edit Options Block Item Record Query Tools Help

Returned Goods: FPARTRN 8.0 (BANTRNU) (NONE)

Return Code: T0000009 Purchase Order Code: P6800004

Vendor: @00505840 Fisher Scientific Company LLC

Carrier:

Destination

Address Type: BP Business-Purchases

Sequence Number: 1

Address: 4500 Turnberry

City: Hanover Park

State or Province: IL ZIP or Postal Code: 60133

Phone Type: BP Phone Numbers Exist: Y

Number: (630) 259-1200

Bill of Lading: Document Text Exists: Y

FRM-40400: Transaction complete: 1 records applied and saved.

Record: 1/1 <OSC>

Figure 4.1.1: Returned Goods Form (FPARTRN)

Section 5: Receiving Problem Solving

Occasionally, you'll notice discrepancies when comparing purchase orders, receipts, and invoices. The **Receiving/Matching Detail Query Form (FPIIREC)** will aid you in problem solving such discrepancies.

5.1: FPIIREC Receiving/Matching Detail Query Form

This query form is good for identifying the total quantities received against the total quantities invoiced for unmatched invoice and receiving documents. It can be queried using a **Banner** invoice or purchase order document number to help identify receiving/matching discrepancies.

When querying by purchase order number, add up all the current open invoice quantities for the same purchase order item number plus the previously invoiced quantity and match the total to the total received. Subtract the total received from the totaled invoices to determine the discrepancy requiring receipt.

Note that any invoiced quantities that were manually overridden by UPAY with departmental or buyer authorization will still need to be received for new invoices to be matched. This is why the Receipt Required override should only be used when receiving cannot be done (e.g. someone is out sick).

This query form is also good for identifying discrepancies in the selected purchase order item on an invoice or a receiving document. For example, an invoice processor selected purchase order item 2 for payment, which is similar but different from purchase order item 3. The receiving processor selected purchase order item 3. The invoice does not match, so it will remain open, awaiting receiving. In this situation, either the invoice must be corrected or the receiver adjusted—whichever is incorrect.

Invoice Number	Invoice Item	Commodity Description	Purchase Order	Purchase Order Item	Approved Quantity	Approved Unit Price	Purchase Order Quantity	Purchase Order Unit Price	Quantity Accepted	Previously Invoiced
7800004	1	Glassware, Laboratory (Stock Only)	P6800004	1	250	24.4	500	24.4	500	0
7800004	2	Papers, Laboratory	P6800004	2	100	9.95	250	9.95	0	0

Figure 5.1.1 Receiving/Matching Detail Query Form (FPIIREC)

Appendix A: OBFS Resources

OBFS Training Center

The OBFS Training Center aims to meet campus units' needs for training, knowledge, and understanding of the OBFS systems, policies, and processes.

Go to www.obfs.uillinois.edu, and click the **Training** button. Here you can find information about courses, you can register for classes, access online training, and download training materials. Here are other helpful links:

- Click the [Course Registration](#) link to register for OBFS training courses.
- Check the [Curriculum Guide](#) to help identify OBFS courses and prerequisites.

OBFS News Center

To receive announcements from the OBFS functional unit sponsoring the content of this guide, subscribe to the Accounting and Financial Reporting announcements at the OBFS News Center:

- Navigate to the **OBFS Home Page**: <http://www.obfs.uillinois.edu>, and sign up for email updates by clicking the link on the lower right side of the page under **Current Announcements**. Then fill out the form and select the topic "**Finance**."

Purchasing & Receiving Courses

The following course materials are available on the OBFS Training Center, Purchasing & Receiving Training Materials website. Navigate to <https://www.obfs.uillinois.edu/training/materials/purchasing/>.

- Receiving
- Requisition Processing (PO 101)
- UPS CampusShip

Appendix B: Support and Resources Summary

If you have questions about the content in this user guide, please contact your campus purchasing office.

Tools for Completing *Banner* Receiving Documents

Purchasing Website

Find up-to-date information about the receiving process on the Purchasing website at <http://www.obfs.uillinois.edu/purchases>, or click the “Purchases” link on the OBFS website <http://www.obfs.uillinois.edu>.

Receipts Required Report

This report identifies purchase order transactions that require submission of receiving documents in order to complete processing payment to the vendor. The report is prepared on a weekly basis in an Excel spreadsheet format that shows the following information:

- ***Banner*** invoice number
- Purchase order number
- Vendor
- Buyer
- Invoice amount
- Invoice date
- COA
- Fund
- Orgn
- Orgn title
- Prog
- Prog title

The report is posted every Monday on the Purchasing website:

<http://www.obfs.uillinois.edu/purchases/reports> under **All Campuses > Receipts Required Report**.

The report provides drop-down boxes at the top of the COA and Orgn columns for selection of your Chart and Organization codes. Departments can download the report and sort the information to identify transactions that they're responsible for.

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Contact

For questions about this report or the receiving function, contact your campus Purchasing Office:

Chicago: 312-996-7070
Springfield: 217-206-6606
Urbana: 217-333-3505

Job Aids

A job aid is available for departments to use when completing receiving documents under Purchasing & Receiving Training Materials <http://www.obfs.uillinois.edu/training/materials/purchasing>.

Appendix C: Field Definitions

Following is a list of field names referred to in this course:

Field Name	Field Type	Definition
Address	Default	Street address where returned goods are being shipped back to.
Address Type	Default	Vendor address type.
Adjust Items	Button	Select this radio button to complete an adjustment.
Approved Quantity	Default	Quantity entered on invoice waiting for payment.
Approved Unit Price	Default	Price of item of PO.
Asset Adjustment	Default	Asset Tag adjustment number.
Asset Tag	Default	Asset Tag number.
Bid	Default	N/A
Bill of Lading	Text Entry	Bill of Lading number.
Buyer	Default	Buyer Name.
Carrier (optional)	Text Entry, Display	Carrier's vendor name and code number (@xxxxxxx). To obtain the Carrier List (FTVCARR) , click the Search button.
Check	Default	Check number.
City	Default	City where shipment is going.
Commodity	Default	Commodity description.
Commodity Description	Default	Commodity description.
Date Received	Default	Date the receiving document was processed or recorded in Banner . Default value is the current date.
Document Code	Text Entry	Code representing the receiving document you want to retrieve.
Document Text Exists	Check box	Checked if text exists.
Document Type	List of Values	Two or three letter abbreviation for the document type.
Invoice	Default	Invoice number.
Invoice Item	Default	Item number on the Banner invoice.
Invoice Number	Text Entry	Banner Invoice number.
Issues	Default	N/A
Number	Default	Phone number of the place where the shipment is going.
Packing Slip (required)	Text Entry	Packing slip number for the shipment received. If you do not have a packing slip number, use an internal number (i.e., your initials, today's date, and possibly an internal department shipment number: [Example] kdm05FEB2009#1).
Packing Slip Text (optional)	Check box	Information concerning this shipment (such as "Received Partial Shipment").
Phone Numbers Exist	Default	Yes or No indicator.
Phone Type	Default	Linked to address type of vendor.
Previously Invoiced	Default	Quantity that previously had a Banner invoice to date.
Purchase Order	Text Entry	Purchase Order number.

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Field Name	Field Type	Definition
Purchase Order Code	Text Entry	Purchase Order number.
Purchase Order Item	Default	PO item number.
Purchase Order Quantity	Default	Item quantity on PO.
Purchase Order Unit Price	Default	Item Price on PO.
Quantity Accepted	Default	Quantity that has been accepted on previous receiving documents to date.
Quantity Returned	Default	Quantity of item that has been returned.
Reason Code	Default	Code to document reason for return of goods.
Receive Items	Button	Defaults to do a receiving document.
Received By	Default	Receiver's name. Defaults the name from your Banner login.
Receiver	Default	Receiving Document number. Defaults in after entering the Document Code.
Receiver Document Code	Text Entry	Code representing the receiving document you want to retrieve. If you want to create a new receiving document, enter <i>NEXT</i> . If you have a document you have previously entered and left "In Process" in Banner you must enter that previously assigned number (Y#####) to complete that document.
Receiving Method (optional)	List of Values	Code represents the receiving method used. Click the Search button and the Receiving Method List (FTVRCMT) will appear. To locate a receiving method, type the name or part of the name, next to the wild-card (%), and click Find or scroll down the alphabetical list.
Receiving Text (optional)	Check box	Additional important receiving information (e.g., notating who authorized the received quantity or whose approval to over-receive the quantity; notation of visible package damage, etc.). The Text Exists box will be selected.
Requisition	Default	Requisition number. Defaults in after entering the Document Code.
Return	Default	Return document number.
Return Code	Text Entry	Return document number.
Sequence Number	Default	Address type sequence number.
State/Province	Default	State/Province where shipment is going.
Text Exists	Check box	Checked if text exists.
U/M	Default	Unit of Measure.
Vendor	Default	Vendor Name and Code.
Zip/PC	Default	Zip/PC where shipment is going.