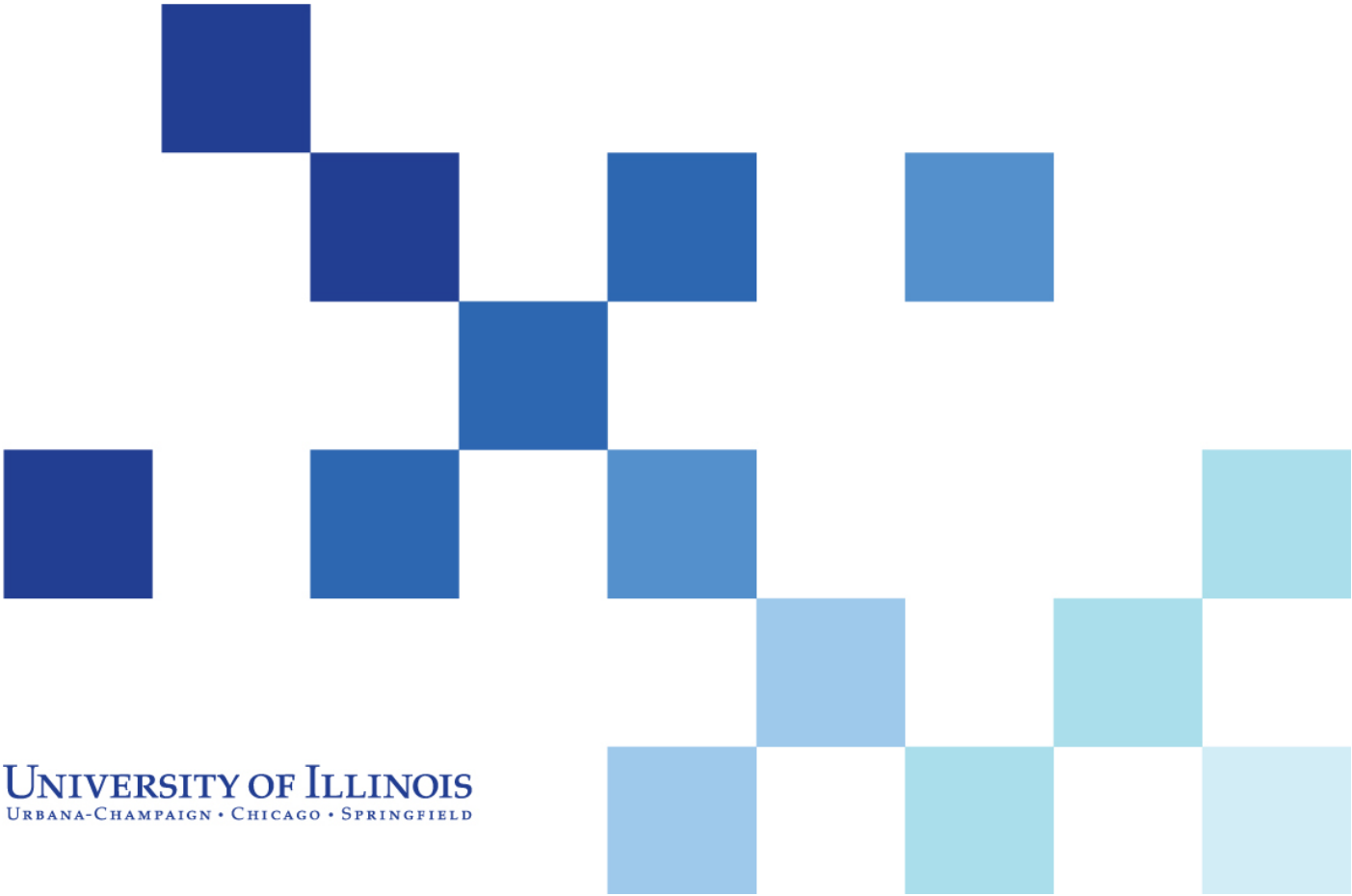


OFFICE OF BUSINESS AND FINANCIAL SERVICES  
PURCHASING

**RC 101:**  
**RECEIVING**  
TRAINING GUIDE





## RC 101: Receiving

### Training Guide

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## Acknowledgements

This manual is based on SunGard Higher Education **Banner** System, Release 8.2.

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## Prerequisites

The following are prerequisites for this course:

FN 100: Finance System Overview

PO 101: Requisition Processing

AP 100: Introduction to Payables

## Course Information

Course ID: RC 101: Receiving

Revision Date: November 5, 2012

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## Course Overview

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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 on-line procedure that begins when the receipt required option (“Yes Receipt Required”) is selected on a requisition. The receiving process is currently not available for **iBuy** orders. However, if an invoice for an **iBuy** order is \$20,000 or more, it will trigger the **Banner** receiving process. An invoicing rule states that any single invoice over \$20,000 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 regular purchase order, the **Receiving Goods Form**, and the invoice match before payment may be made. This is known as a three-way match.

Due to three-way matching, invoices will not be paid until a **Receiving Goods Form (FPARCVD)** is completed for a regular order. 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, 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 <http://training.obfs.uillinois.edu/DspLink.cfm> website to enroll in training courses regarding Accounting/**FABweb**.



**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.

---

## Course Objectives

When you have completed this course you will be able to:

- Create a receiving document.
- Use **FOIDOCH** to query and see receipts.
- Create an adjustment to a previously received purchase order line item.
- Use **FOIDOCH** to query and see adjustments.
- Process a receipt override for any quantity over the original purchase order line item quantity.
- Process a return using **FPARTRN**.
- Use **FOIDOCH** to query and see returned items.
- Use **FPIIREC** to query and to identify the total quantities received against the total quantities invoiced.
- Identify sources of additional information about receiving.

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## Lesson 1: The Receiving Process

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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.

---

### Lesson Objectives

When you have completed the materials presented in this lesson you will be able to:

- Create a receiving document.
- Use **FOIDOCH** to query and see receipt.



**NOTE:**

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



**NOTE:**

Please take note of the receiving documents you leave “in-process” and complete or delete them as soon as you possibly can. The more in-process receiving documents there are in **Banner** the greater the potential for confusion and errors in receiving.

## 1.1: The Receiving Process

Departments must complete the basic receiving process for a regular 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)

### Form Name


Form Name	Form Title	Menu Path
FPARCVD	Receiving Goods	Financial » Purchasing and Procurement » Receiving Processing » Receiving Goods

See Appendix C for information on the fields in the **Receiving Goods Form (FPARCVD)**, including definitions of the fields used in the following example.







**Step-by-Step Procedures**




**Task 1.1: Receive Commodity Quantities: PO Line Item**

Step	Action	Results/Decisions
1.	Type <b>FPARCVD</b> in the <b>GoTo...</b> (Direct Access) field and press ENTER to open the <b>Receiving Goods Form</b> .	<b>FPARCVD</b> displays.
2.	Type <b>NEXT</b> in the <b>Receiver Document Code</b> field for the next available <b>Banner</b> receipt number.  <b>OR</b> Enter a previously assigned number that was left "in process" in <b>Banner</b> to complete it.	 <p><b>NOTE:</b> A receiving document begins with a Y followed by seven (7) numbers. Allow the system to assign a Y##### number by typing <b>NEXT</b>. Please do not enter the <b>Banner</b> invoice number or the purchase order number.</p> <p>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 <b>Receiver Document Code</b> field.</p>
3.	Click the <b>Next Block</b> button.	The <b>Receiving Header</b> block displays.
4.	Click the <b>Search</b> button next to the <b>Receiving Method</b> (optional) field, and the <b>Receiving Method List (FTVRCMT)</b> will appear.  To locate a receiving method, type the name or part of the name next to the wildcard (%), and click <b>Find</b> or scroll down the alphabetical list.	
5.	Select a <b>Receiving Method</b> (optional) from the available list.  To select an item, double-click the item or click to highlight it, and then click the <b>OK</b> button.	By recording the <b>Receiving Method</b> , 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 <b>Carrier</b> (optional). Click the <b>Search</b> button to obtain the <b>Carrier List (FTVCARR)</b> .  In the <b>Find</b> field, enter the carrier's vendor number (@xxxxxxx) or enter the wildcard (%) and the vendor's name.  Click the <b>Find</b> button or scroll down the vendor name list, highlight the name, and click the <b>OK</b> 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, <b>FTVCARR</b> , in <b>Banner</b> , and should match your <b>Receiving Method</b> .

## Receiving

7.	<p>Enter <b>Receiving Text</b> (optional). Click <b>Options</b>, select <b>View Receiving Text (FOATEXT)</b>, enter the text, then click the <b>Save</b> and <b>Exit</b> buttons.</p>	<p>Text may include any additional information that you want to document, such as notating who authorized the received quantity or whose approval you obtained to over-receive the quantity, notation of visible package damage, etc.</p> <p>The <b>Text Exists</b> box will be selected.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"><input checked="" type="checkbox"/> <b>Text Exists</b></div>
8.	<p>Today's date defaults in the <b>Date Received</b> field.</p> <p>To select a different date, click the <b>Calendar</b> button next to the <b>Date Received</b> field to display a calendar and select a date, or enter <i>dd-mmm-yyyy</i>, then press TAB.</p> <p>The receiver's name also defaults in the <b>Received By</b> field from your <b>Banner</b> log-in.</p>	<div style="display: flex; align-items: center;">  <p><b>NOTE:</b> <b>Date Received</b> may be back dated.</p> </div>
9.	Click the <b>Next Block</b> button.	The <b>Packing Slip</b> block displays.
10.	Enter the <b>Packing Slip</b> (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> <div style="display: flex; align-items: center;">  <p><b>HINT:</b> 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. <b>[Example]</b> <i>kdm05FEB2009#1</i>). Do not begin the packing slip number with characters (i.e., #, *).</p> </div> <div style="display: flex; align-items: center;">  <p><b>NOTE:</b> Since the packing list is a searchable field, you can query in <b>Receiver/Packing Slip Validation Form (FPIPKSL)</b> to see everything that was delivered on a specific Packing List Number.</p> </div>
11.	<p>Enter <b>Packing Slip Text</b> (optional). Click <b>Options</b>, select <b>View Packing Slip Text (FOATEXT)</b>, enter the text, then click the <b>Save</b> and <b>Exit</b> buttons.</p>	<p><b>FOATEXT</b> appears. You may enter information concerning this shipment, such as "Received Partial Shipment", and so on.</p> <p>The <b>Text Exists</b> box will be selected.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"><input checked="" type="checkbox"/> <b>Text Exists</b></div> <div style="display: flex; align-items: center; margin-top: 10px;">  <p><b>CAUTION:</b> Because of a defect in <b>Banner</b>, if you want to enter <b>Packing Slip Text</b> you must wait to do so until you have finished the <b>Purchase Order</b> block. When you have done that, click <b>Previous Block</b> to return to the <b>Packing Slip</b> block and complete the optional text field.</p> </div>
12.	Enter the <b>Bill of Lading</b> (optional) number.	
13.	Click the <b>Next Block</b> button.	The <b>Purchase Order</b> block displays.

## Receiving

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

## Receiving

25.	Click the <b>In Process</b> button if you need to return to this receiving document at a later time. <b>OR</b> Click the <b>Complete</b> 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 <b>In Process</b> , you will enter this Yxxxxxxx number in the <b>Receiving Document (FPARCVD)</b> to complete it. To delete an in-process receiver, see Task 1.3.
26.	Click the <b>Exit</b> 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)

### Form Name

Form Name	Form Title	Menu Path
FOIDOCH	Document History	Financial » Finance Operations » Document History

See Appendix C for information on the fields in the **Document History Form (FOIDOCH)**, including definitions of the fields used in the following example.


**Step-by-Step Procedures**

**Task 1.2: Query on Document Number (FOIDOCH)**

Step	Action	Results/Decisions
1.	Type <b>FOIDOCH</b> in the <b>GoTo...</b> field and press ENTER to open the <b>Document History Form</b> .	<b>FOIDOCH</b> displays.
2.	Type <b>RCV</b> in the <b>Document Type</b> field and press TAB.	
3.	Enter the <b>Receiving Goods Form</b> document number (Y#####) in the <b>Document Code</b> field.	
4.	Click the <b>Next Block</b> button.	The search returns the receiving document with <b>C</b> in the status column for complete status. The <b>Purchase Order</b> block displays the regular purchase order document it was processed against.  The <b>Receiver</b> document number is highlighted.
5.	Press F3 with the <b>Receiver</b> document number highlighted to open the <b>Receiving Goods Query Form (FPIRCVD)</b> .	<b>Receiving Goods Query Form</b> is opened with the receiving document number entered.
6.	Click the <b>Next Block</b> button to populate the data.	Data for the entered number is retrieved.
7.	Use the <b>Next Block</b> button or the <b>Options</b> menu to navigate through the form to the <b>Commodity</b> block. Note the <b>Quantity Received</b> figure matches what was just entered.	
8.	Click the <b>Exit</b> button.	Navigates back to the <b>Document History Form (FOIDOCH)</b> .
9.	Click the <b>Exit</b> button.	Navigates back to the main menu.

**Step-by-Step Procedures**

**Task 1.3: Deleting/Purging an In-Process Receiving Document**

Step	Action	Results/Decisions
1.	Type <b>FPARCVD</b> in the <b>GoTo...</b> field and press ENTER to open the <b>Receiving Goods Form</b> .	<b>FPARCVD</b> displays.
2.	Enter the previously assigned in-process <b>Receiver Document</b> number that you wish to delete or purge.	 <b>NOTE:</b> The <b>Receiving Goods Form</b> must be in-process. No changes may be made to a completed <b>Receiving Goods Form</b> .
3.	Click the <b>Next Block</b> button.	The <b>Receiving Header</b> block displays.
4.	Select <b>Record &gt; Remove</b> from the menu.	A confirmation message displays.
5.	Select <b>Record &gt; Remove</b> again from the menu.	The receiving record is deleted.

### Apply Your Knowledge



- a. Create a new receiver for a purchase order.
- b. Practice using **FOIDUCH** and **FPIRCVD** to review the total commodity quantity received.
- c. Delete the new receiver you created in the first step.

---

## Lesson 2: The Adjustment Process

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Occasionally adjustments need to be made to either decrease or increase the quantity of a commodity on a purchase order. Please note that 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 lesson. 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.

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

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

---

### Lesson Objectives

When you have completed the materials presented in this lesson you will be able to:

- Create an adjustment to a previously received purchase order line item.
- Use **FOIDOCH** to query and see the adjustment.

## 2.1: Receiving Adjustment

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

Figure 2.1.1 Receiving Goods Form (FPARCVD)





### Step-by-Step Procedures

#### Task 2.1: Adjust Previously Received Commodity Quantities by PO Line Item


Step	Action	Results/Decisions
1.	Type <b>FPARCVD</b> in the <b>GoTo...</b> field and press ENTER to open the <b>Receiving Goods Form</b> .	<b>FPARCVD</b> displays.
2.	Type <b>NEXT</b> for the next available <b>Banner</b> receipt number.	
3.	Click the <b>Next Block</b> button.	The <b>Receiving Header</b> block displays.
4.	The <b>Receiving Method</b> (optional) field can be left blank.	
5.	Enter <b>Receiving Text</b> (optional). Click <b>Options</b> , select <b>View Receiving Text (FOATEX7)</b> , enter text, then click the <b>Save</b> and <b>Exit</b> buttons.	It is recommended that you initial and date all text data. The <b>Text Exists</b> box will be selected. <input checked="" type="checkbox"/> <b>Text Exists</b>
6.	The <b>Carrier</b> (optional) field can be left blank.	



## Receiving

7.	Today's date defaults in the <b>Date Received</b> field. Receiver's name defaults in the <b>Received By</b> field.	Date Received may be back-dated if the receipt date happened before the date the <b>Receiving Goods Form</b> is completed.
8.	Click the <b>Next Block</b> button.	The <b>Packing Slip</b> block displays.
9.	Enter the <b>Packing Slip</b> (required) number for the shipment received.	 <b>HINT:</b> This field is required. 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 receiving log number <b>[EXAMPLE]</b> <i>kdm09FEB2009#2</i> ).
10.	Enter <b>Packing Slip Text</b> (optional). Click <b>Options</b> , select <b>View Packing Slip Text (FOATEXT)</b> , enter text, then click the <b>Save</b> and <b>Exit</b> buttons.	The <b>Text Exists</b> box will be selected.   <b>CAUTION:</b> Due to a defect in <b>Banner</b> , if you want to enter <b>Packing Slip Text</b> , you must wait to do so until you have finished the <b>Purchase Order</b> block. When you have done that, click <b>Previous Block</b> to return to the <b>Packing Slip</b> block and complete the optional text field.
11.	Enter the <b>Bill of Lading</b> (optional) number.	
12.	Click the <b>Next Block</b> button.	The <b>Purchase Order</b> block displays.
13.	Enter the <b>Purchase Order</b> number and press TAB.	Buyer and vendor information will display.
14.	<b>Important:</b> Click the <b>Adjust Items</b> option. <input type="radio"/> <b>Receive Items</b> <input checked="" type="radio"/> <b>Adjust Items</b>	 <b>CAUTION:</b> If you do not click this radio button, you will create another receiving document instead of making an adjustment. Once you make it a receiver, you cannot change to "adjust". You must delete the transaction and begin again. To delete an in-process receiver, see Task 1.3.
15.	Select <b>Options</b> from the menu, then: a. Choose <b>Select PurchaseOrder Items (FPCRCVP)</b> . b. Select <b>Add Item</b> for each item you need to adjust. c. Click the <b>Save</b> button. d. Click the <b>Exit</b> button. e. Select <b>Yes</b> to close the form.	The <b>Receiving Goods PO Item Selection Form</b> displays.
16.	Click the <b>Next Block</b> button.	The <b>Commodity</b> block displays.
17.	TAB to the <b>FOB Code</b> field (optional) and press F9 to display the <b>FOB Code List (FTVFOBS)</b> .	The <b>FOB Code List (FTVFOBS)</b> displays.
18.	Use the DOWN ARROW to highlight the FOB for this receipt.	
19.	Click the <b>OK</b> button, or double-click the value to return in the <b>FOB Code</b> field.	

## Receiving

20.	Type a <i>minus sign (-)</i> in the <b>Adjustment</b> field and the quantity of the adjustment and then press TAB.		<b>NOTE:</b> You must enter a minus sign (-) to adjust the quantity to a lower number.
21.	If there is more than one commodity being adjusted, use the DOWN ARROW to access the next commodity.		
22.	Repeat steps 17-21 for all remaining commodities that need adjustment.		
23.	Click the <b>Next Block</b> button.		The <b>Completion</b> block displays.
24.	Click the <b>In Process</b> button if you need to return to this receiving document at a later time. <b>OR</b> Click the <b>Complete</b> button to complete the receiving document.		Be sure to record the receiving document number, Yxxxxxxx, in the department's order/receiving log. If it is put <b>In Process</b> , you will enter this Yxxxxxxx in <b>Receiving Document (FPARCVD)</b> , then complete it.  To delete an in-process receiver, see Task 1.3.
25.	Click the <b>Exit</b> button.		Navigates back to the main menu.


## 2.2: Query on FOIDOCH by PO Number

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

Figure 2.2.1: Document History Form (FOIDOCH)

**Step-by-Step Procedures**

**Task 2.2: Query for Adjustment (FOIDOCH)**

Step	Action	Results/Decisions
1.	Type <b>FOIDOCH</b> in the <b>GoTo...</b> field and press ENTER to open the <b>Document History Form</b> .	<b>FOIDOCH</b> displays.
2.	Type <b>PO</b> in the <b>Document Type</b> field and press TAB.	
3.	Enter the purchase order number in the <b>Document Code</b> field.	
4.	Click the <b>Next Block</b> button.	The search returns both the receiving document and the receiving adjustment document with "C" in the status column for complete on each document.   <b>NOTE:</b> There is no posting for the <b>Receiving Goods Form (FPARCVD)</b> so the status indicator will immediately show "C" (complete) next to the <b>Receiving Document</b> number field (and the <b>Receiving</b> block will contain both receiving document numbers processed for the PO number entered). If the <b>Receiving Goods Form (FPARCVD)</b> is put "in-process," the status indicator field will be blank.
5.	Highlight the first <b>Receiver</b> number.	
6.	Press F3 to open the <b>Receiving Goods Query Form (FPIRCVD)</b> .	<b>Receiving Goods Query Form</b> is opened with the receiving document number displayed.
7.	Click the <b>Next Block</b> button to populate the data.	Data for the entered number is retrieved.
8.	Use the <b>Next Block</b> button or the <b>Options</b> menu to navigate through the form to the <b>Commodity</b> block. Note the <b>Quantity Received</b> figure has been changed by the adjusted amount.	
9.	Click the <b>Exit</b> button.	Navigates back to the <b>Document History Form (FOIDOCH)</b> .
10.	Click the <b>Exit</b> button.	Navigates back to the main menu.

**Apply Your Knowledge**



- a. Do an adjustment receiver for the same purchase order to adjust the amount received previously.
- b. Use **FOIDOCH** to access all documents against the PO number. Review both the receiver and the adjustment documents in **FPIRCVD** to see how the total commodity quantity changed with each document created on **FPARCVD**.

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## Lesson 3: The Override Process for Receiving

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The **Banner** system tracks the total quantity received against the total quantity invoiced and the total quantity ordered for any commodity on a regular 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. The **Suspense** indicator then 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. Upon selecting 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. Upon authorization, the same receiving document number should be re-entered on **FPARCVD** to then complete the override process and document.

---

### Lesson Objectives

When you have completed the materials presented in this lesson you will be able to:

- Process a receipt override for any quantity over the original purchase order line item quantity.
- Use **FOIDOCH** to query and see receipt.

### 3.1: Tolerance Override Process

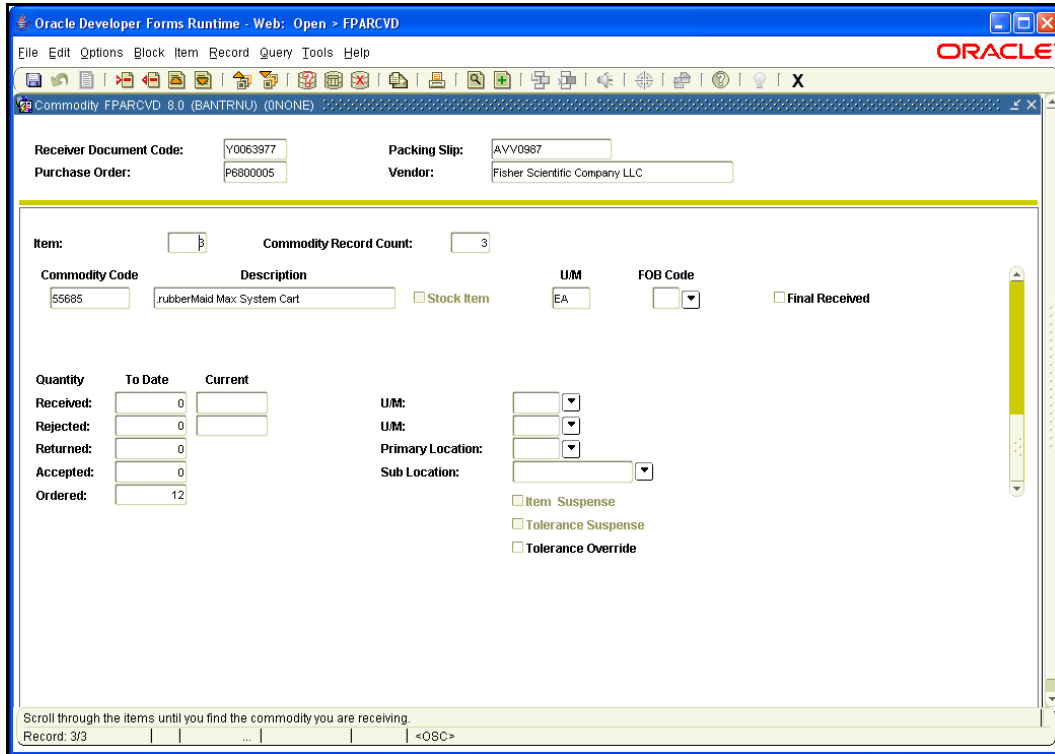



Figure 3.1.1 Receiving Goods Form: Commodity Block (FPARCVD)

#### Step-by-Step Procedures





##### Task 3.1: Tolerance Override Process

Step	Action	Results/Decisions
1.	Type <b>FPARCVD</b> in the <b>GoTo...</b> field and press ENTER to open the <b>Receiving Goods Form</b> .	<b>FPARCVD</b> displays.
2.	Type <b>NEXT</b> for the next available <b>Banner</b> receipt number. <b>OR</b> Enter a previously assigned number that was left "In Process" in <b>Banner</b> to complete it.	<i>Example</i> of using a previously assigned number: in the process of receiving goods, but must confirm the quantity received with someone else, then leave the document "In Process." Then re-enter the assigned document number to complete the form.
3.	Click the <b>Next Block</b> button.	The <b>Receiving Header</b> block displays.
4.	Enter a <b>Receiving Method</b> (optional). <b>OR</b> Click the <b>Search</b> button and the <b>Receiving Method List (FTVRCMT)</b> will appear. To locate a receiving method, type the name or part of the name, next to the wildcard (%), and click <b>Find</b> or scroll down the alphabetical list.	The <b>Receiving Method List</b> displays.




## Receiving

5.	<p>Select a <b>Receiving Method</b> from the available list.</p> <p>To select an item, double-click the item or click to highlight it, and then click the <b>OK</b> button.</p>	<p>By recording the <b>Receiving Method</b>, you have record 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 it is shipped UPS, you have a record of this change.</p>
6.	<p>Enter <b>Receiving Text</b> (optional).</p> <p>Click <b>Options</b>, select <b>View Receiving Text (FOATEXT)</b>, enter text, then click the <b>Save</b> and <b>Exit</b> buttons.</p>	<p>Document the date, name of the person giving approval to over-receive, followed by your initials (i.e., <i>09FEB 2009 for commodity line 3, received approval to receive 12 cases from Tom Delanty. Ordered 10. kdm</i>).</p> <p>The <b>Text Exists</b> box will be selected.</p> <p><input checked="" type="checkbox"/> <b>Text Exists</b></p>
7.	<p>Select the <b>Carrier</b> (optional).</p> <p>Click the <b>Search</b> button to obtain the <b>Carrier List (FTVCARR)</b>. In the <b>Find</b> field, enter the carrier's vendor number (@xxxxxxx) or enter the wildcard (%) and the vendor's name. Click the <b>Find</b> button or scroll down the vendor name list, highlight the name, and click the <b>OK</b> button.</p>	<p>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, <b>FTVCARR</b>, in <b>Banner</b>.</p>
8.	<p>Today's date defaults in the <b>Date Received</b> field.</p> <p>To select a different date, click <b>Calendar</b> button next to the <b>Date Received</b> field to display a calendar and select a date, or enter <i>dd-mmm-yyyy</i>, then press TAB.</p> <p>The receiver's name also defaults in the <b>Received By</b> field from your <b>Banner</b> log-in.</p>	
9.	<p>Click the <b>Next Block</b> button.</p>	<p>The <b>Packing Slip</b> block displays.</p>
10.	<p>Enter the <b>Packing Slip</b> (required) number for the shipment received.</p>	<p>The <b>Packing Slip</b> 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> <b>HINT:</b> 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 <b>[EXAMPLE]</b> <i>kdm09FEB2009#3</i>).</p>

## Receiving

11.	Enter <b>Packing List Text</b> (optional). Click <b>Options</b> , select <b>View Packing List Text (FOATEXT)</b> , enter text, then click the <b>Save</b> and <b>Exit</b> buttons.	<p><b>FOATEXT</b> appears. You may enter information concerning this shipment (i.e., <i>Over-received quantity on line #1, ordered 2, received 4, etc.</i>).</p> <p>The <b>Text Exists</b> box will be selected.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"><input checked="" type="checkbox"/> <b>Text Exists</b></div> <p> <b>CAUTION:</b> Due to a defect in <b>Banner</b>, if you want to enter <b>Packing Slip Text</b>, you must wait to do so until you have finished the <b>Purchase Order</b> block. When you have done that, click <b>Previous Block</b> to return to the <b>Packing Slip</b> block and complete the optional text field.</p>
12.	Enter the <b>Bill of Lading</b> (optional) number.	
13.	Click the <b>Next Block</b> button.	The <b>Purchase Order</b> block displays.
14.	Enter the <b>Purchase Order</b> number and press TAB.	
15.	<p>Select from the <b>Options</b> menu:</p> <ol style="list-style-type: none"> <li>1. Choose <b>Select Purchase Order Items (FPCRCVP)</b> if there is more than one item on the PO or you want to receive a partial shipment.</li> <li>2. Select <b>Add Item</b> for each item you need to receive.</li> <li>3. Click the <b>Save</b> button.</li> <li>4. Click the <b>Exit</b> button.</li> <li>5. Click the <b>Yes</b> button to close the form.</li> </ol>	<p>Buyer and vendor information will be auto-populated.</p> <p> <b>NOTE:</b> Selecting <b>Receive All Purchase Order Items</b> will auto-populate the <b>Final Received</b> check box and the total quantity received from the quantity ordered for each commodity line. <b>Receive All Purchase Order Items</b> can only be selected on the first receiver created for any purchase order. Once any item or quantity has been previously received, you may not use this option.</p> <p>Regardless of the option you selected, the steps are the same from this point forward.</p>
16.	Click the <b>Next Block</b> button.	The <b>Commodity</b> block displays.
17.	TAB to the <b>FOB Code</b> (Optional) field and press F9.	The <b>FOB Code List (FTVFOBS)</b> appears.
18.	Use the DOWN ARROW to highlight the FOB for this receipt.	
19.	Click the <b>OK</b> button or double-click the value to return in the <b>FOB Code</b> field.	
20.	Verify <b>Final Received</b> is checked if the quantity entered completes the receipt for the entire quantity ordered for a commodity.	<p>Field was auto-checked if this is the first receiver on a PO and <b>Receive All Purchase Order Items</b> was entered. <b>Final Received</b> is per commodity line item, not for the entire PO.</p> <p> <b>NOTE:</b> If the received item is marked with a <b>Final Received</b> indicator on the Receiving document, the same commodity in the invoice process will be marked with a <b>Final Received</b> indicator also. <b>Do not check Final Received</b> unless this is the last receipt that will be recorded for this Commodity!</p>
21.	Enter the quantity received in the <b>Received: Current</b> field and press TAB to enter the data.	<p> <b>NOTE:</b> Quantity must exceed original ordered quantity or the tolerance override will not work.</p>

## Receiving

22.	Click the <b>Next Block</b> button.	The <b>Completion</b> block displays.
23.	Click the <b>Complete</b> button. The system will provide a warning message.	 <b>CAUTION:</b> <i>Total accepted quantity is greater than the allowable limit.</i>
24.	Click the <b>OK</b> button.	
25.	Select the <b>Tolerance Override</b> check box.	 <b>NOTE:</b> If you have more than 1 item to over-receive, you will check <b>Tolerance Override</b> for each commodity.
26.	Click the <b>Save</b> button.	
27.	If there is more than one commodity being received, use the DOWN ARROW access the next commodity.	
28.	Repeat steps 17-27 for all remaining commodities.	The override steps will only be necessary on commodity quantities that exceed tolerance.
29.	Click the <b>Next Block</b> button.	The <b>Completion</b> block displays.
30.	Click the <b>In Process</b> button if you need to return to this receiving document at a later time. <b>OR</b> Click the <b>Complete</b> button to complete the receiving document.	 <b>NOTE:</b> Check the lower left corner of the screen to make sure that the Tolerance Override has been accepted.
31.	Click the <b>Exit</b> button.	Navigates back to the main menu.

### Apply Your Knowledge



- a. Create a receiver on the same purchase order that exceeds tolerances and requires an override process.
- b. Use **FOIDOCH** to access all documents for the purchase order number. Review all the receivers in **FPIRCVD** to see how the total commodity quantity has changed with the latest receiver entered on **FPARCVD**.



## Lesson 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.

### Lesson Objectives

When you have completed the materials presented in this lesson you will be able to:

- Process a return using **FPARTRN**.
- Use **FOIDOCH** to query and see returned items.

### 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.

The screenshot displays the Oracle Developer Forms Runtime web browser interface for the FPARTRN form. The browser title is "Oracle Developer Forms Runtime - Web: Open > FPARTRN". The Oracle logo is visible in the top right corner. The form is titled "Returned Goods FPARTRN 8.0 (BANTRNU) (0)NONE".

Key fields and values shown in the form include:

- Return Code:** T0000009
- Purchase Order Code:** P6800004
- Vendor:** @00505840 Fisher Scientific Company LLC
- Carrier:** (empty)
- 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:** (empty)
- Document Text Exists:** Y

The status bar at the bottom of the browser window shows: "FRM-40400: Transaction complete: 1 records applied and saved." and "Record: 1/1".

Figure 4.1.1: Returned Goods Form (FPARTRN)

**Form Name**

Form Name	Form Title	Menu Path
FPARTRN	Returned Goods	Financial » Purchasing and Procurement » Receiving Processing » Returned Goods

See Appendix C for information on the fields in the **Returned Goods Form (FPARTRN)**, including definitions of the fields used in the following example.


**Step-by-Step Procedures**

**Task 4.1: The Return Process**



Step	Action	Results/Decisions
1.	Type <b>FPARTRN</b> in the <b>GoTo...</b> field and press ENTER to open the <b>Returned Goods Form</b> .	<b>FPARTRN</b> displays.
2.	Type <b>NEXT</b> in the <b>Return Code</b> field and press TAB.	The system will assign the next available document number. The number will be T followed by seven numbers, <b>T#####</b> .
3.	Enter the <b>Purchase Order</b> number to be recorded with a return.	
4.	Click the <b>Next Block</b> button.	The vendor information auto-populates.
5.	Click the <b>Search</b> button to complete the <b>Carrier</b> (optional) field.	<b>Carrier List (FTVCARR)</b> is opened for selection.
6.	Double-click to select a <b>Carrier</b> from the list that will be used for the return.	Selected line value is returned to the <b>Carrier</b> field.
7.	Press TAB to the <b>Address Type</b> field and click the <b>Search</b> button.	<b>Address Type Validation (STVATYP)</b> displays (i.e., BP, BR).
8.	Press TAB to the <b>Address Sequence Number</b> field and click the <b>Search</b> button.	<b>Address Information Query Form (FOQADDR)</b> displays. The return address must be in the listing. If it is not, submit an "Add New Vendor" form to the Vendor Committee to enter in the database. <b>OR</b> Select <b>Options</b> , then <b>Document Text</b> and enter the return address. Click the <b>Save</b> and <b>Exit</b> buttons.
9.	Highlight the return address and press SHIFT+F3 or double-click on the highlighted line.	Selected value is returned to the <b>Destination Address</b> fields.
10.	Enter the <b>Bill of Lading</b> (optional) number.	
11.	Click the <b>Next Block</b> button.	Navigates to the <b>Commodity</b> block.
12.	Enter the <b>Commodity Line</b> number and press TAB.	The commodity data is defaulted from the Commodity Line Number document.
13.	Click the <b>Search</b> button above the <b>Reason</b> field to open the <b>Return Reason List (FTVRRSM)</b> .	<b>Return Reason List (FTVRRSM)</b> displays for selection.



**Step-by-Step Procedures**  
**Task 4.2: Query for Return *FPIRTRN***

Step	Action	Results/Decisions
1.	Type <b><i>FPIRTRN</i></b> in the <b>GoTo...</b> field and press ENTER to open the <b>Returned Goods Validation List Form</b> .	<b><i>FPIRTRN</i></b> displays.
2.	Click the <b>Enter Query</b> button.	
3.	Type the purchase order number in the <b>Purchase Order</b> field.	
4.	Click the <b>Execute Query</b> button.	All return documents against the queried purchase order are now listed.   <b>NOTE:</b> The return document just completed is listed. A query can be performed for all fields except <b>Commodity Description</b> .
5.	Click the <b>Exit</b> button.	Navigates back to the main menu.

**Step-by-Step Procedures**  
**Task 4.3: Query for Return *FOIDOCH***

1.	In the <b>GoTo...</b> field, type <b><i>FOIDOCH</i></b> and press ENTER to access the <b>Document History Form</b> .	<b><i>FOIDOCH</i></b> displays.
2.	Type <b><i>PO</i></b> in the <b>Document Type</b> field and press TAB.	
3.	Enter the purchase order number in the <b>Document Code</b> field. <b>OR</b> Click <b>Search</b> and <b>Execute Query</b> using the purchase order number to retrieve all receiving documents just completed. <b>Exit</b> to return to the <b><i>FOIDOCH</i></b> document.	 <b>NOTE:</b> Also note that the <b>Receiving</b> block lists the previous three documents you worked on.   <b>NOTE:</b> Verify that the status indicator is now "C" for completed status.
4.	Click the <b>Next Block</b> button.	The search returns the receiving document with "C" for completed status and the returns document does not have a status indicator for each document.
5.	Highlight the first <b>Receiver</b> document number.	
6.	Press F3 to open the <b>Receiving Goods Query Form (<i>FPIRCVD</i>)</b> .	<b>Receiving Goods Query Form</b> is opened with the receiving document number entered.
7.	Click the <b>Next Block</b> button to populate the data.	Data for the entered number is retrieved.
8.	Use the <b>Next Block</b> button or the <b>Options</b> menu to navigate through the form to the <b>Commodity</b> block. Note the <b>Quantity Received</b> figure has been changed by the returned amount.	

## Receiving

9.	Click the <b>Exit</b> button.	Navigates back to the <b>Document History Form (FOIDOCH)</b> .
10.	Click the <b>Exit</b> button.	Navigates back to the main menu.

---

### Apply Your Knowledge



- a. Create a return for one of the commodity line items on the same purchase order previously received.
- b. Practice query functions using **FOIDOCH** to access all documents against the purchase order number. Review the return accessing **FPIRTRN** from the Options menu.
- c. Review the receivers in **FPIRCVD** to see how the total commodity quantity has changed with the return document entered on **FPARTRN**.

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## Lesson 5: Receiving Problem Solving

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

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### Lesson Objectives

When you have completed the materials presented in this lesson you will be able to:

- Use **FPIIREC** to query and to identify the total quantities received against the total quantities invoiced.

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### 5.1: FPIIREC Receiving/Matching Detail Query Form

This query form is effective 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.

Be aware 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 (someone is out sick, etc.).

This query form is also effective to identify 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, therefore it will remain open, awaiting receiving. In this situation, either the invoice must be corrected or the receiver adjusted, whichever is incorrect.

## Receiving

Figure 5.1.1 Receiving/Matching Detail Query Form (FPIIREC)

### Form Name

Form Name	Form Title	Menu Path
FPIIREC	Receiving/Matching Detail Query	Financial » Purchasing and Procurement » Receiving Processing » Receiving/Matching Detail Query


See Appendix C for information on the fields in the **Receiving/Matching Detail Query Form (FPIIREC)**, including definitions of the fields used in the following example.

### Step-by-Step Procedures

#### Task 5.1: FPIIREC Receiving/Matching Detail Query Form

Step	Action	Results/Decisions
1.	Type <b>FPIIREC</b> in the <b>GoTo...</b> field and press ENTER to open the <b>Receiving/Matching Detail Query Form</b> .	<b>FPIIREC</b> displays.
2.	Enter the purchase order number in the <b>Purchase Order</b> field.	
3.	Click the <b>Execute Query</b> button to view the details of all invoice commodity records awaiting receipt of goods on a purchase order number.	Returns a list of invoiced commodity records including the <b>Quantity</b> , <b>Unit Price</b> , and <b>Purchase Order</b> number.

## Receiving

4.	Use the scroll bar or arrow keys to navigate to different invoices and commodity line items.	Returns only invoice commodities for the specified purchase order number. There may be multiple commodities for multiple invoices.   <b>NOTE:</b> Review specific purchase order line item numbers on each invoice to determine totals invoiced against totals received for the same commodity.
5.	Click the <b>Enter Query</b> button to clear the page.	
6.	Type an invoice number in the <b>Invoice Number</b> field or a purchase order number in the <b>Purchase Order Number</b> field.	
7.	Click the <b>Execute Query</b> button to view the details for a specific invoice document number.	Only commodity line items for a single invoice document are listed. Scroll to identify discrepancies in the invoiced quantities against the received quantities.
8.	Click the <b>Exit</b> button.	Navigates back to the main menu.



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## Course Summary

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Now that you have completed this course you should be able to:

- Create a receiving document.
- Use **FOIDOCH** to query and see receipts.
- Create an adjustment to a previously received purchase order line item.
- Use **FOIDOCH** to query and see adjustments.
- Process a tolerance override receiver for any quantity over the original purchase order line item quantity.
- Process a return using **FPARTRN**.
- Use **FOIDOCH** to query and see returned items.
- Use **FPIIREC** to query and to identify the total quantities received against the total quantities invoiced.
- Identify sources of additional information about receiving.

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## Appendix A: OBFS Resources

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### OBFS Training Center

The OBFS Training Center is sponsored by the Training, Performance Development and Communications unit in the Office of Business and Financial Services to meet campus units' needs for training, knowledge, and understanding of the OBFS systems, policies, and processes. From their Web site, you may access information on types and availability of courses, register for classes, access online training, and download training materials. Visit the OBFS Training Center at <http://www.obfs.uillinois.edu> and click the **Training Center** link. Then check out these helpful links:

- Click the **Course Registration** link to register for an OBFS training course.
- Download the **OBFS Training Curriculum Guide (PDF)** to help identify OBFS courses and prerequisites you should take.

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### OBFS News Center

If you wish to receive announcements from the OBFS functional unit sponsoring the content of this course, subscribe to the Finance announcements at the OBFS News Center as outlined below:

1. Go to the OBFS home page at <http://www.obfs.uillinois.edu>.
2. Click **Sign up for email updates!** (See the link on the lower right side of the page.)
3. Select the following topic: **Finance**

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### Purchasing & Receiving Courses

Materials for the following courses are available from the OBFS Training Center Web site when you go to <http://www.obfs.uillinois.edu> and click the **Training Center** link. Then click the **Job Aids & Training Materials** link to see these courses:

- Purchasing on the Move (currently at the Chicago campus only)
- Receiving (RC 101)
- Requisition Processing (PO 101)
- UPS: Internet Control and Visibility Solution

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## Appendix B: Support and Resources Summary

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If you have questions about the content of this course, please contact the appropriate OBFS trainer for your campus:

- *UIC*: Rachel Porrata – 312.996.3409 – [rporrata@uillinois.edu](mailto:rporrata@uillinois.edu)
- *UIS*: Jill Menezes – 217.206.6651 – [menezes.jill@uis.edu](mailto:menezes.jill@uis.edu)
- *UIUC*: Megan Wells – 217.333.3561 – [mrwells@uillinois.edu](mailto:mrwells@uillinois.edu)

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## Tools for Completing Banner Receiving Documents

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### ***Purchasing Website***

One of the best places to find up-to-date information about issues concerning the receiving process is the Purchasing website: <http://www.obfs.uillinois.edu/purchases>.

If you want to get to the Purchasing website from the main OBFS website (<http://www.obfs.uillinois.edu>) just click the “Purchases” link on the main page.

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### ***Receipts Required Report***

This report identifies regular 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 Web site at the following URL: <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 will also be able to download the report and sort the information to identify transactions for which they are responsible.

**Contact**

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

Chicago: 312-996-7070  
Springfield: 217-206-6606  
Urbana: 217-333-3561

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**Job Aids**

A job aid is available for departments to use when completing receiving documents under Purchasing & Receiving – Job Aids:

<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 <b>Carrier List (FTVCARR)</b> , 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 <b>Banner</b> . 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 <b>Banner</b> invoice.
Invoice Number	Text Entry	<b>Banner</b> 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: <b>[Example]</b> 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.

## Receiving

Field Name	Field Type	Definition
Previously Invoiced	Default	Quantity that previously had a <b>Banner</b> invoice to date.
Purchase Order	Text Entry	Purchase Order number.
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 <b>Banner</b> log-in.
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 <b>NEXT</b> . If you have a document you have previously entered and left "In Process" in <b>Banner</b> 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 <b>Receiving Method List (FTVRCMT)</b> 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.