

Arkansas State University

Internet Native Banner Receiving Goods

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Revised July 2018

Receiving All Purchased Goods

- These instructions are for Regular Purchase Orders only.
- **Do not receive on confirming orders.**

The screenshot shows a software interface for receiving goods. At the top, it displays 'Receiver Document Code: Y0087240' and a 'Start Over' button. The interface is divided into three main sections: RECEIVING HEADER, PACKING SLIP, and PURCHASE ORDER. Each section has a 'Text Exists' checkbox and a 'Filter' button. The RECEIVING HEADER section includes fields for Receiving Method, Carrier, Date Received (07/23/2018), and Received By (TELLINGTON). The PACKING SLIP section includes fields for Packing Slip (Y0087240) and Bill of Lading. The PURCHASE ORDER section includes fields for Purchase Order (P0239005), Buyer (Rebecca Spicer), Vendor (50437591 Goddess Products Inc), and options to Receive or Adjust Items. A 'SAVE' button is located at the bottom right of the interface.

1. Enter 'FPARCVD' in the Search bar in Application Navigator and press Enter.
2. Enter 'Next' in the Receiver Document Code field.
3. Click on the Go button in the upper right corner.
4. Click on the Next Section icon
5. Enter the system generated Receiver Document Code (in the top block) in the **Packing Slip** field
6. Click on the Next Section icon
7. Enter the purchase order number in the **Purchase Order** field
8. Press the Tab key on the keyboard
9. Select "Receive All Purchase Order Items" from the Options section of the Tools menu

10. Click on the Next Section icon

Receiver Document Code: Y0087240 Start Over

COMMODITY

Receiver Document Code: Y0087240 Purchase Order: P0223605 Insert Delete Copy Filter

Packing Slip: Y0087240 Vendor: Goodness Products Inc

DETAILS

Item: Commodity Record Count: 29 Insert Delete Copy Filter

Commodity Code	Description	Stock Item	U/M	FOB Code	Final Received
61501	Office Depot Ruled Rainbow Index Cards 1395646	<input type="checkbox"/>	EA		<input checked="" type="checkbox"/>
61501	Kallogg's Nutt Grain Bars Strawberry 635063	<input type="checkbox"/>	EA		<input checked="" type="checkbox"/>
61501	Nature Valley Granola Bars Cherry Trail Mix 403432	<input type="checkbox"/>	EA		<input checked="" type="checkbox"/>
61501	Office Depot Glow Index Cards 187514	<input type="checkbox"/>	EA		<input checked="" type="checkbox"/>
61501	Office Depot 345 Ruled Index Cards White 1397010	<input type="checkbox"/>	EA		<input checked="" type="checkbox"/>
61501	Office Depot 445 Ruled Index Cards White 1397000	<input type="checkbox"/>	EA		<input checked="" type="checkbox"/>
61501	Office Depot 545 Ruled Index Cards White 107478	<input type="checkbox"/>	EA		<input checked="" type="checkbox"/>
61501	Office Depot Color Coded Ruled Index Cards 193022	<input type="checkbox"/>	EA		<input checked="" type="checkbox"/>
61501	Nature Valley Sweet Salty Bars Almond 420795	<input type="checkbox"/>	EA		<input checked="" type="checkbox"/>
61501	Kars Sweet n Salty Mix 741135	<input type="checkbox"/>	EA		<input checked="" type="checkbox"/>

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Quantity	To Date	Current	U/M	EA	EACH
Received	10	10	U/M	EA	EACH
Rejected	0		U/M		
Returned	0		Primary Location		
Accepted	10		Sub Location		
Ordered	10				

Item Suspense Tolerance Suspense Tolerance Override

COMPLETION Insert Delete Copy Filter

Complete In Process

11. The Final Received checkbox is automatically selected.
12. If you incorrectly selected Receive All, uncheck the Final Received checkbox and change the current received number to complete a partial receiving.
13. Review the information for accuracy (Use page up and down, or up and down arrows to go between the commodity records).
14. Click on the Next Section icon.
15. Click on the Complete icon.
16. Click on 'X' in the upper left corner to exit or return to the previous form.

Receiving Partial Purchased Goods

1. Enter 'FPARCVD' in the Search bar in Application Navigator and press Enter.
2. Enter 'Next' in the Receiver Document Code field.
3. Click on the Go button in the upper right corner.
4. Click on the Next Section icon
5. Enter the system generated Receiver Document Code (in the top block) in the **Packing Slip** field
6. Click on the Next Section icon
7. Enter the purchase order number in the **Purchase Order** field
8. Press the Tab key on the keyboard
9. Select "Select Purchase Order Items" from the Options section of the Tools menu
10. Click on the Next Section icon

Purchase Order: Blanket Order:

Vendor: 50437591 Goddess Products Inc Number: Receiver Document: Y0087241

Packing Slip: Y0087241 Receive All:

Item	Commodity	Commodity Description	Text Exists	UM	Quantity	Quantity Accepted	Add Item
1	61501	Office Depot Ruled Rainbow Index Cards 1395046	NONE	EA	10	0	<input type="checkbox"/>
2	61501	Kellogg's Nutri Grain Bars Strawberry 63983	NONE	EA	2	0	<input type="checkbox"/>
3	61501	Nature Valley Granola Bars Chewy Trail Mix 403432	NONE	EA	2	0	<input type="checkbox"/>
4	61501	Office Depot Glow Index Cards 167514	NONE	EA	10	0	<input type="checkbox"/>
5	61501	Office Depot 3x5 Ruled Index Cards White 1397816	NONE	EA	20	0	<input type="checkbox"/>
6	61501	Office Depot 4x6 Ruled Index Cards White 1397810	NONE	EA	10	0	<input type="checkbox"/>
7	61501	Office Depot 5x8 Ruled Index Cards White 187478	NONE	EA	10	0	<input type="checkbox"/>
8	61501	Office Depot Color Coded Ruled Index Cards 193022	NONE	EA	20	0	<input type="checkbox"/>
9	61501	Nature Valley Sweet Salty Bars Almond 420785	NONE	EA	3	0	<input type="checkbox"/>
10	61501	Kars Sweet n Salty Mix 741135	NONE	EA	3	0	<input type="checkbox"/>
11	61501	Office Snax Butterscotch Creamy Smooth 328347	NONE	EA	2	0	<input type="checkbox"/>
12	61501	Assorted Fruit Filled Candies 623926	NONE	EA	1	0	<input type="checkbox"/>
13	61501	Fritos Lay Variety Pack Classic 623096	NONE	EA	5	0	<input type="checkbox"/>
14	61501	Pringles Variety Pack 258090	NONE	EA	4	0	<input type="checkbox"/>
15	61501	Welch's Fruit Snacks 760194	NONE	EA	5	0	<input type="checkbox"/>
16	61501	Kleenex 2-ply Facial Tissue 619405	NONE	EA	2	0	<input type="checkbox"/>
17	61501	Office Depot Clasp Envelopes 9x12 330888	NONE	EA	1	0	<input type="checkbox"/>
18	61501	Office Depot Clasp Envelopes 10x13 330888	NONE	EA	1	0	<input type="checkbox"/>
19	61501	Riesen Chewy Chocolate Caramel 871774	NONE	EA	2	0	<input type="checkbox"/>
20	61501	Nestle Splash Water Lemon 320057	NONE	EA	2	0	<input type="checkbox"/>

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11. Under the Add Item column, select each checkbox for the items you wish to receive (click on the desired line item and then click in the Add Item checkbox)
12. Click on the Save icon
13. Click on 'X' in the upper left corner to exit or return to the previous form and OK (it will always ask if it's OK to close the form)

14. Click on the Next Section icon

The screenshot shows a software interface for a receiving document. At the top, it displays 'Receiver Document Code: Y007241' and 'Purchase Order: P023005'. Below this, there are fields for 'Commodity Code', 'Description', 'Stock Item', 'UIM', 'FOIR Code', and 'Final Received'. The main section is a table with columns for 'Quantity', 'To Date', 'Current', 'UIM', and 'Final Received'. The table contains one row for 'Kellogg's Nutri Grain Bars Strawberry 635083' with a quantity of 2. Below the table, there are checkboxes for 'Item Suspense', 'Tolerance Suspense', and 'Tolerance Override'. The bottom of the form has a 'COMPLETION' section with a 'Next Section' icon.

15. Enter the quantity of goods received in the Current Quantity Received field.

16. Click on the Next Section icon.

17. Click on the Complete Icon.

18. Click on 'X' in the upper left corner to exit or return to the previous form.

- A new receiver document must be created for each remaining item as they are physically received.
- Once the last item(s) is physically received, select the Final Received checkbox prior to completing the receiving document.

Removing a Receiving Document

The receiving document must be incomplete to remove it.

1. Enter 'FPARCVD' in the Search bar in Application Navigator and press Enter.
2. Enter the receiver document code in the Document field
3. Click on the Next Section icon
4. Click on the Delete icon
5. Click on the Delete icon again
6. Click on 'X' in the upper left corner to exit or return to the previous form.

Please contact Pam Edwards (pdedwards@astate.edu) in Accounts Payable at 972-2315 for assistance.