

## Purchasing

Date: February, 2014

### Basic Receiving FSJA-031

1. Enter Banner form *FPARCVD*.
2. In **Receiver Document Code**: *NEXT* for a new receiver. OR, if you have an "In process" document, enter that number.
3. **NOTE**: You cannot start a new receiver if you have an 'OPEN' receiver.
4. **Next Block** to the Receiving Header Block.
5. Select **Receiving Method** from dropdown (Required).
6. **Carrier** (Not used).
7. **Date Received** enter date/
8. **Next Block** - Packing Slip Block.
9. **Packing Slip** (Required): Enter the packing slip, sales order, or ticket number for the shipment.  
**NOTE**: A number can only be used once. If no number, enter initials and date (ex. LL 022814).
10. **Bill of Lading** (not used).
11. **Next Block** to the **Purchase Order Block**.
12. **Purchase Order** (Required): Enter the PO Number. **Tab** buyer and vendor information will populate. Verify for accuracy.
  - If the vendor information is incorrect, confirm you have entered the correct PO number.
  - The Receive Radio Button must be checked not the Adjust Radio Button.
13. Select **Options**.
14. Select **PO items (FPCRCVP) Receiving Goods PO Item Selection Form**.
15. Confirm the items and quantities:
  - If all of the items/quantities are received, and no prior receiving has been done; click in the **Receive All**.
  - If a partial shipment, **Next Block** to list of PO items. Check the Add Item box for each item received

Item	Commodity	Unit	Units	U/M	Quantity	Quantity Accepted	Add Item
1	0500	02076240-BOTTLE STORAGE 150ML STRIPACS	6	COB	4	0	<input type="checkbox"/>
2	0500	02076240-TRIP STRIP 150ML 14CT5	4	COB	4	0	<input type="checkbox"/>
3	0500	W0206200-TUBES PA TK WALL 15X100P (25)	2	PAK	2	0	<input type="checkbox"/>

**NOTE**: Regardless of the option you selected, the steps are the same from this point forward)

1. **Save** – Note, the status bar 'transactions complete, X number of records applied & saved' select OK
2. **Exit** the form. You are back at the Receiving Goods Form FPARCVD.
3. **Next Block** to the Commodity screen.
4. **TAB** to through the form confirming the information.
5. **Commodity Description**: Defaults from PO, accept the default.
  - **NOTE: For purchases of Fixed Assets**: If the commodity is a Fixed Asset (commodity code ending in "C" OR account codes 9000, 9020, or 9040).
  - From the menu, select "**Options/Asset Information**". Enter the Make, Model, and Manufacturer information for the Fixed Asset item. Include the Serial Number after the Model number.
  - Do not use only alpha/numeric characters (i.e., no special characters (#) or punctuation marks.)
  - Select "OK" to close the window.
6. **FOB** not needed - Tab to continue.
7. **Final Received**. Not Used, Do NOT check Final Received.
8. **TAB** to continue.
9. In the **Current Received** field, enter the amount received. Tab to update the data entered. If more than one commodity is received, use the down arrow to access the next commodity.
10. Repeat steps 1-10 for remaining commodities selected for receiving.
11. **Next Block** to **Complete**.
  - **Select In-Process** only if you are not ready to complete the document. The receiving document is placed in **pending status**.
12. **Exit**.

\*\*\*END\*\*\*