

## RECEIVING PURCHASED GOODS

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

### Fields

**Receiving Method** – This optional field corresponds to the Receiving Method Maintenance Form FTMRCMT and contains a user-defined list of receiving methods.

**Carrier** – Vendors are classified as carriers when either Domestic Carrier or Foreign Carrier is activated from the Vendor Header Additional Information on the Vendor Maintenance Form (FTMVEND).

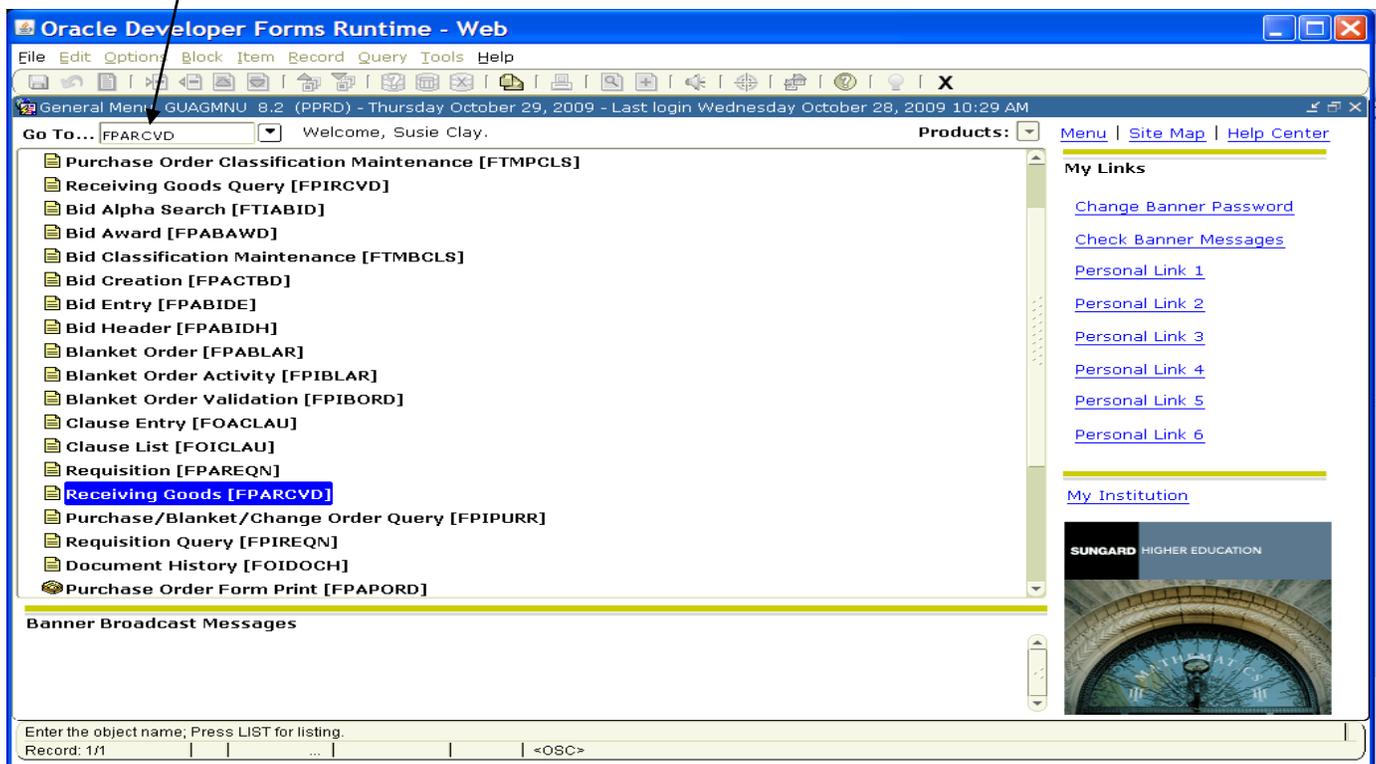
**Date Received** – The Date Received field displays the system date. You can override it.

**Received By** – Banner controls the Received By field and enters the document creator's User ID upon completion.

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

## RECEIVING GOODS FORM (FPARCVD)

Enter **FPARCVD** in the direct access field and TAB for the next form.



## ENTERING AN ORIGINAL RECEIPT

1. After entering **FPARCVD** and tabbing, enter **NEXT** in the **Receiver Document Code** field to allow the system to generate a number OR click the **SEARCH** icon to have the system select an incomplete document.

2. Click **Next Block**.
3. Double-click in the **RECEIVING METHOD** field to select a receiving method.

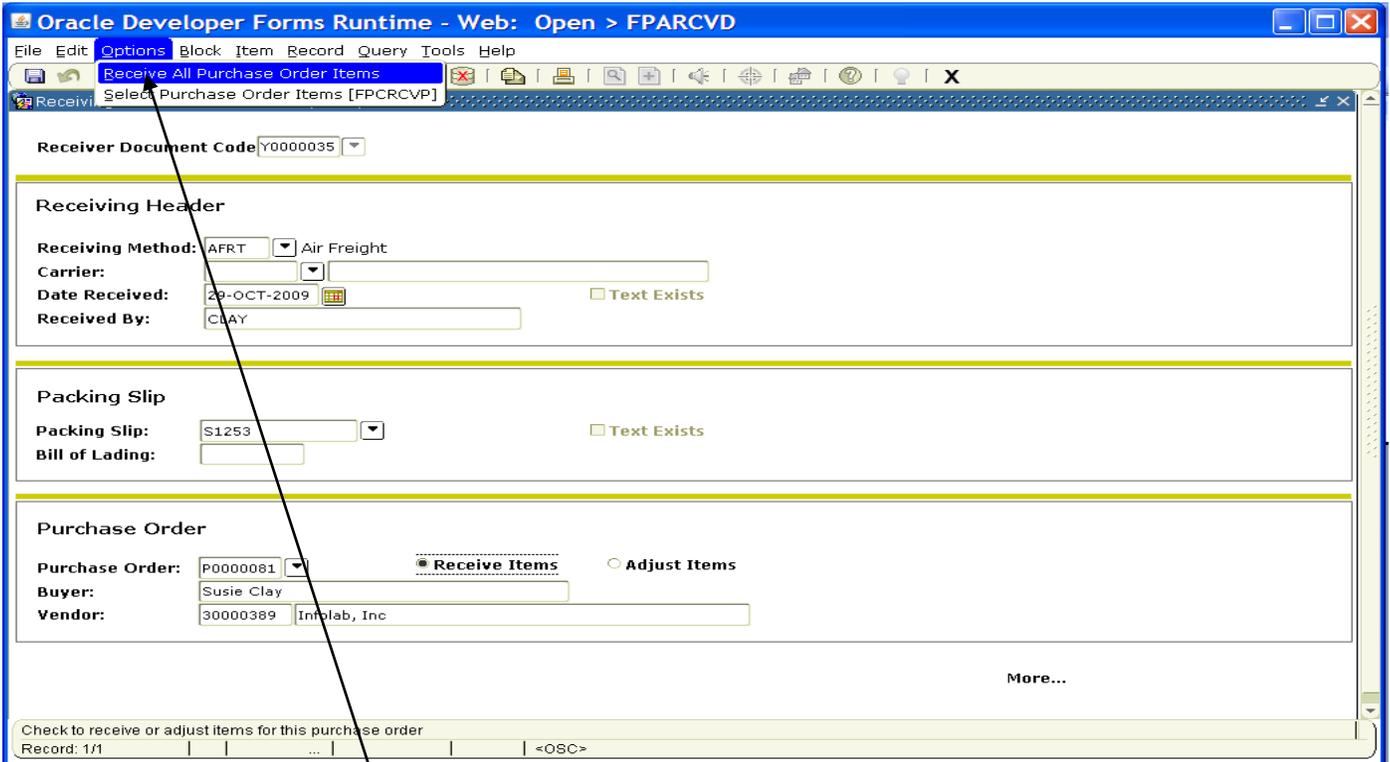
Code	Receiving Description	Eff Date	Act
AFRT	Air Freight	01-OCT-1988	04
FEDX	Federal Express	14-JUL-2009	14
FFWD	Freight Forwarding	01-OCT-1988	04
PARC	Parcel Post	01-OCT-1988	04
PICK	Pick-up	14-JUL-2009	14
RAIL	Rail	01-OCT-1988	04

**NOTE: THE RECEIVER DOCUMENT CODE NOW HAS A NUMBER**

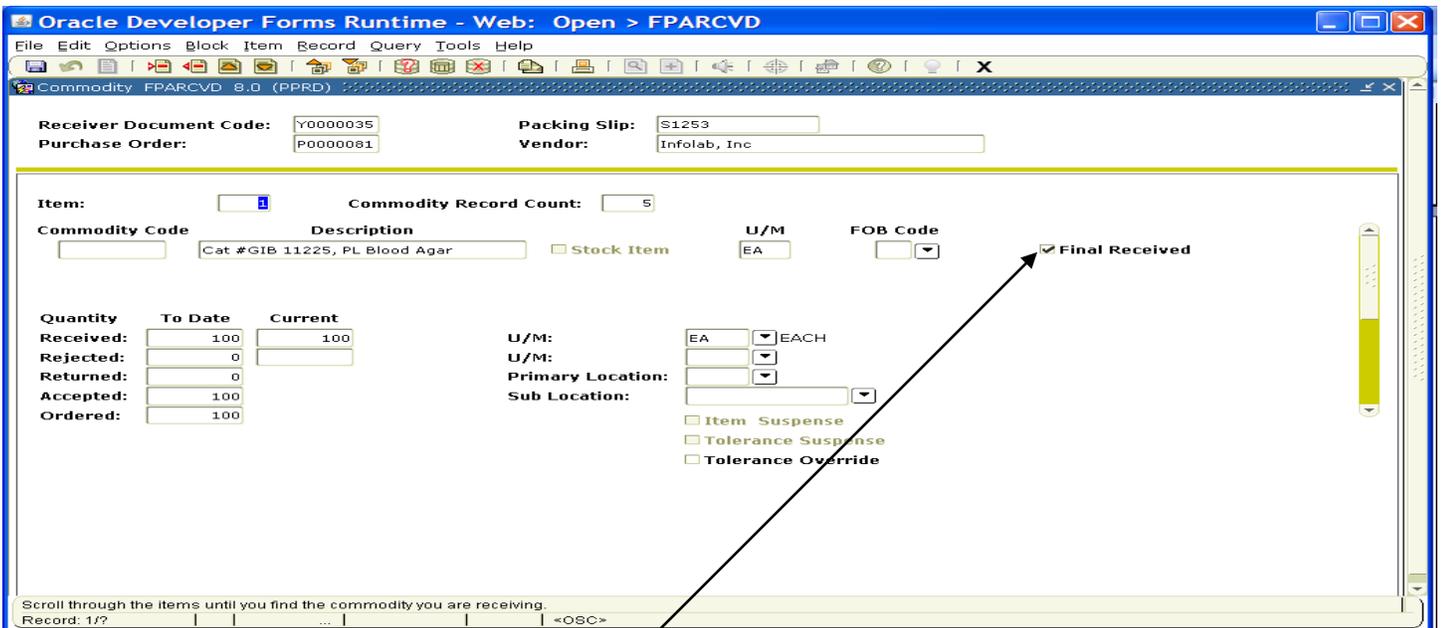
4. Click the Search icon to select a Carrier (optional).
5. Tab to the **Date Received** field, if necessary. Today's date is automatically populated. Override the date displayed in the Dated Received field, if appropriate.
6. Select View Receiving Text from the **OPTIONS** menu to create or modify text.
7. Next Block or click in the **Packing Slip** field.  
Note: If the packing slip has the receipt of more than one purchase order, click the **Search** icon to select the packing slip number entered with a different purchase order number. **Packing slips need to be unique to a receiving document.** You may add a letter to the end of the packing slip number to create more than one receiver on a packing slip.
8. Tab to the **Bill of Lading** field and enter the bill of lading number (optional).
9. Next Block or click in the **Purchase Order** field or click the **Search** icon to select the completed Purchase Order.

The screenshot shows the Oracle Developer Forms Runtime interface for the 'Receiving Goods' form. The form is divided into three main sections: 'Receiving Header', 'Packing Slip', and 'Purchase Order'. The 'Receiving Header' section contains fields for 'Receiving Method' (set to 'AFRT'), 'Carrier', 'Date Received' (set to '29-OCT-2009'), and 'Received By' (set to 'CLAY'). The 'Packing Slip' section contains fields for 'Packing Slip' (set to 'S1253') and 'Bill of Lading'. The 'Purchase Order' section contains fields for 'Purchase Order' (set to 'P0000081'), 'Buyer', and 'Vendor'. There are also radio buttons for 'Receive Items' (which is selected) and 'Adjust Items'. A 'More...' button is located at the bottom right of the 'Purchase Order' section. The status bar at the bottom indicates 'FRM-40350: Query caused no records to be retrieved.' and 'Record: 1/1'.

10. Note: The Buyer and Vendor fields are automatically populated from the purchase order.
11. Tab to the **Receive Items** radio button and verify that it is selected by clicking on the button.



12. Select the **Receive All Purchase Order Items** from the **Options** menu. Save your selection and exit the form by clicking the small black x.
13. Perform a **Next Block** function.



NOTE: The commodity information defaults from the purchase order.

14. Did you receive all the goods for each line item?  
If yes, leave the **Final Received** checkbox checked.  
If no, uncheck the **Final Received** checkbox.

- For a regular purchase order, go to the **Current Quantity Received** field and enter the quantity of goods received for this item.

Oracle Developer Forms Runtime - Web: Open > FPARCVD

Receiver Document Code: Y0000035      Packing Slip: S1253  
 Purchase Order: P0000081      Vendor: Infolab, Inc

Item: 1      Commodity Record Count: 5

Commodity Code:      Description: Cat #GIB 11225, PL Blood Agar      U/M: EA      FOB Code:       Final Received

Quantity      To Date      Current

Received: 100      100  
 Rejected: 0  
 Returned: 0  
 Accepted: 100  
 Ordered: 100

U/M: EA EACH  
 U/M:        
 Primary Location:        
 Sub Location:        
 Item Suspense  
 Tolerance Suspense  
 Tolerance Override

Enter the quantity received for this item in this shipment.  
 Record: 1?      <OSC>

- The **U/M** field from the purchase order is displayed with the commodity. Enter the receiving unit of measure in the **U/M** field if the **U/M** is different than that of the purchase order.
- Use the scrollbar to review the rest of the commodity information and repeat steps 14 – 16.

Oracle Developer Forms Runtime - Web: Open > FPARCVD

Receiver Document Code: Y0000035      Packing Slip: S1253  
 Purchase Order: P0000081      Vendor: Infolab, Inc

Item: 2      Commodity Record Count: 5

Commodity Code:      Description: Cat #HP 25-806-1PC, Applicator, #100      U/M: BOX      FOB Code:       Final Received

Quantity      To Date      Current

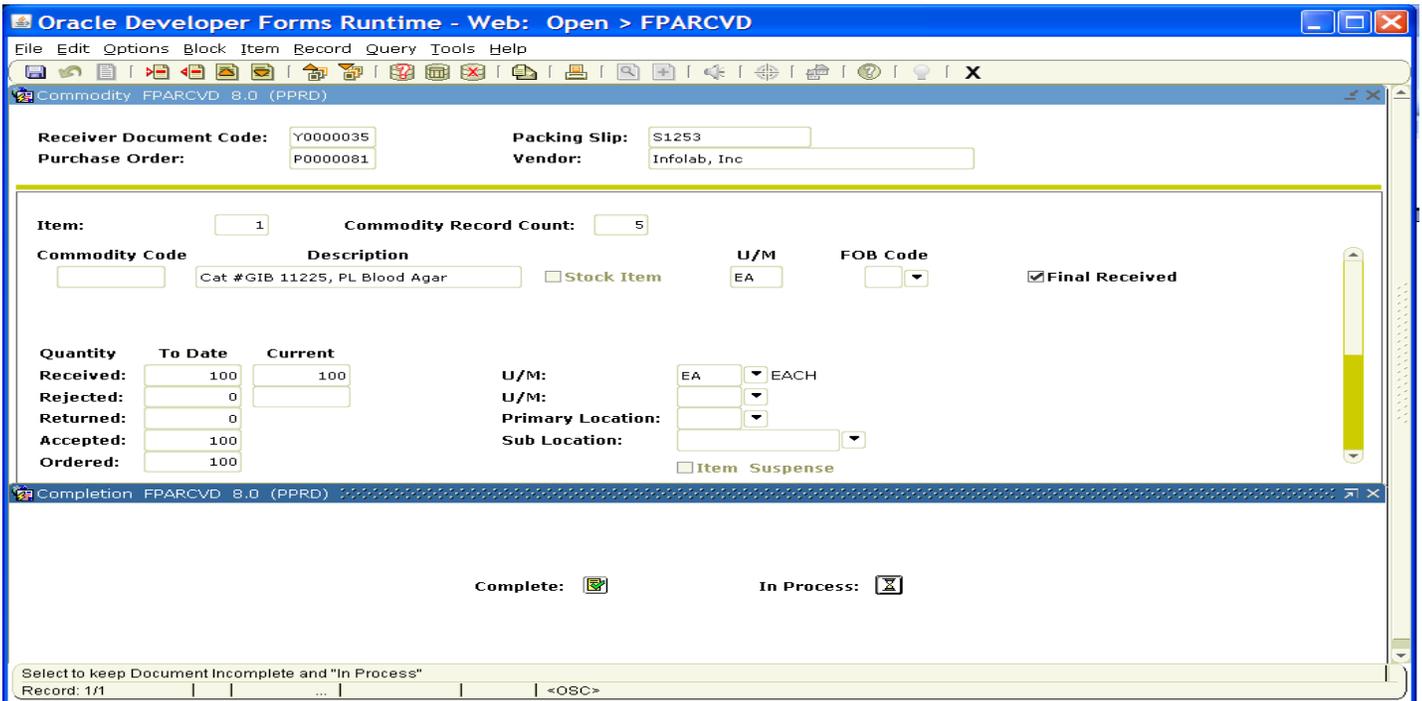
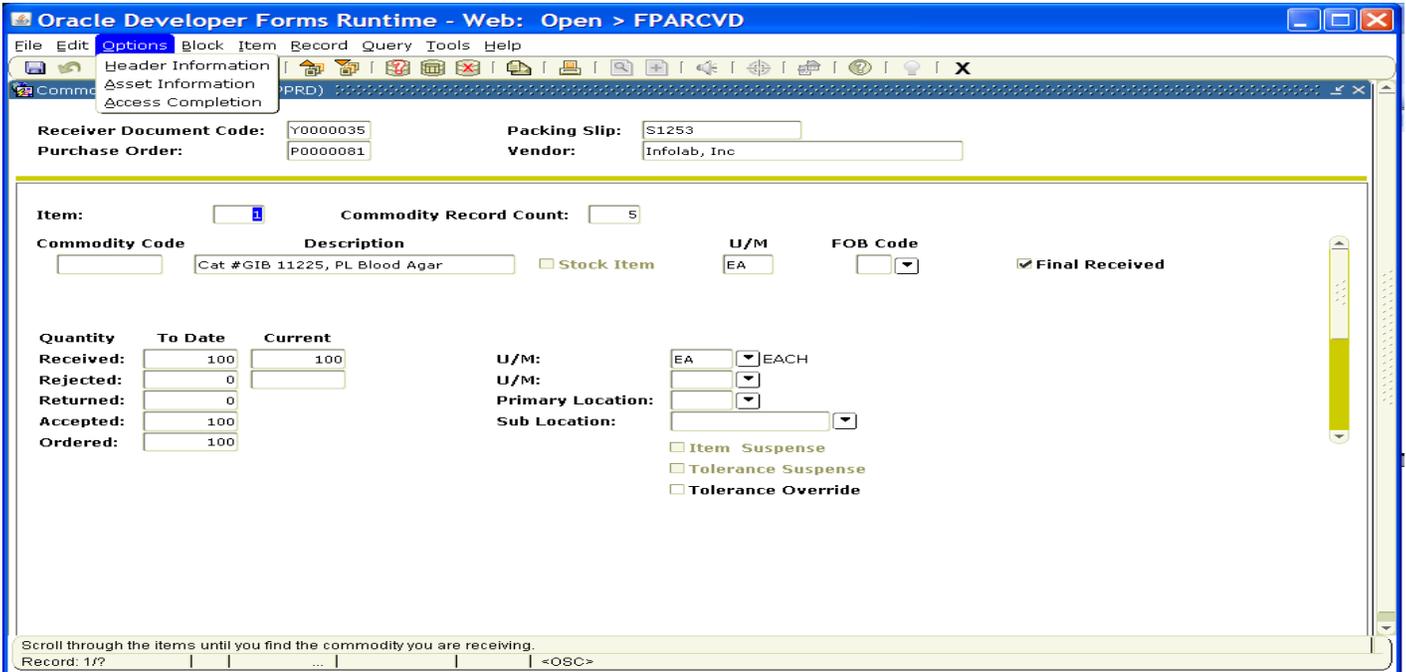
Received: 2      2  
 Rejected: 0  
 Returned: 0  
 Accepted: 2  
 Ordered: 2

U/M: BOX BOX  
 U/M:        
 Primary Location:        
 Sub Location:        
 Item Suspense  
 Tolerance Suspense  
 Tolerance Override

Enter the quantity received for this item in this shipment.  
 Record: 2?      ...      <OSC>

Scrollbar

18. VERY IMPORTANT - Select **Access Completion** from the **Options** menu to go to the Completion window.



19. **Click Complete** to complete the receiving document. Once you complete the document, the Receiver Document number will be displayed on the **Auto-Hint Help** line and the cursor will rollback to allow you to enter another receiver.

20. **Click** the Exit icon.

## RECEIPT ADJUSTMENT

If you need to make adjustment, you can create a new **Receiver Document** using the same packing slip and purchase order number.

Repeat steps 1 through 8 in the previous section.

9. Click the **Search** icon to select the packing slip number used in exercise 1. **To adjust the previously received item(s), you must associate the packing slip with the correct receiver.**

The screenshot shows the Oracle Developer Forms Runtime interface for 'Receiving Goods: FPARCVD 8.0 (PPRD)'. The main form displays the 'Receiver Document Code' as Y0000036. The 'Receiving Header' section includes 'Receiving Method: AFRT Air Freight', 'Carrier:', 'Date Received: 02-NOV-2009', and 'Received By: CLAY'. The 'Packing Slip' section has 'Packing Slip:' and 'Bill of Lading:' fields. The 'Purchase Order' section has 'Purchase Order:', 'Buyer:', and 'Vendor:' fields. A 'Receiver/Packing Slips List' dialog box is open, showing a table with columns: Receiver Document, Packing Slip, Purchase Order, and Vendor. The table contains two rows: P0000082, S1253, P0000082, Office D... and Y0000035, S1253, P0000081, Infolab... The 'Y0000035' row is selected. The dialog box has 'Find%' at the top and 'Find', 'OK', and 'Cancel' buttons at the bottom.

10. The **Bill of Lading** field is optional. If one is with the receiving package, enter it.

11. Click the **Search** icon to select the Purchase Order used in the previous exercise.

The screenshot shows the Oracle Developer Forms Runtime interface for 'Receiving Goods: FPARCVD 8.0 (PPRD)'. The main form displays the 'Receiver Document Code' as Y0000036. The 'Receiving Header' section includes 'Receiving Method: AFRT Air Freight', 'Carrier:', 'Date Received: 02-NOV-2009', and 'Received By: CLAY'. The 'Packing Slip' section has 'Packing Slip: S1253' and 'Bill of Lading:' fields. The 'Purchase Order' section has 'Purchase Order: P0000081', 'Buyer: Susie Clay', and 'Vendor: 30000389 Infolab, Inc'. An 'Option List' dialog box is open, showing three options: 'Purchase Order Validation (FPIPOHD)', 'Purch/Blanket/Change List (FPIPURR)', and 'Open PO By Vendor (FPIOPOV)'. The 'Purchase Order Validation (FPIPOHD)' option is selected. The dialog box has a 'Cancel' button at the bottom.

Select FPIPOHD

This will take you to the **FPIPOHD** form. Search for the purchase order number.

Oracle Developer Forms Runtime - Web: Open > FPARCVD - FPIPOHD

File Edit Options Block Item Record Query Tools Help

Purchase Order Validation FPIPOHD 8.0 (PPRD)

PO	Change Sequence	Blanket	Class	Buyer Name	PO Date	Deliver by Date
Vendor				Origin	Reference Number	
Completed		Approved		Amount		

Enter a query; press F8 to execute, Ctrl+Q to cancel.  
Record: 1/1

Click on the **Execute Search** icon and select the purchase order

Note: The Buyer and Vendor fields are automatically populated from the purchase order.

12. Select the **Adjusted Items** radio button.

Oracle Developer Forms Runtime - Web: Open > FPARCVD

File Edit Options Block Item Record Query Tools Help

Receiving Goods FPARCVD 8.0 (PPRD)

Receiver Document Code: Y0000036

**Receiving Header**

Receiving Method: AFRT Air Freight  
Carrier:   
Date Received: 02-NOV-2009  Text Exists  
Received By: CLAY

**Packing Slip**

Packing Slip: S1253  Text Exists  
Bill of Lading:

**Purchase Order**

Purchase Order: P0000081  Receive Items  Adjust Items  
Buyer: Susie Clay  
Vendor: 30000389 Infolab, Inc

More...

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



Item	Commodity	Text Exists	U/M	Quantity	Quantity Accepted
1	Cat #GIB 11225, PL Blood Agar	NONE	EA	100	100
2	Cat #HP 25-806-1PC, Applicator, #10C	NONE	BOX	2	2
3	Cat #INF H1, Loop Disp Calib 1 UL, DK	NONE	BOX	1	1
4	Cat #JAN ID413, Accutest Strep A Dip	NONE	BOX	3	3
5	Shipping and Handling	NONE	EA	1	1

16. Click the **Save** icon.
17. Click the **Exit** icon.
18. Perform a **Next Block** function.
19. For a regular purchase order, go to the Adjustment Quantity Received field and enter the quantity of goods adjusted for this item.

Note: The adjustment must be a negative quantity.

Quantity	To Date	Adjustment
Received:	1	-1
Rejected:	0	
Returned:	0	
Accepted:	1	
Ordered:	1	

20. Perform a **Next Block** function.
21. Click **Complete** to complete the receiving document.

Oracle Developer Forms Runtime - Web: Open > FPARCVD

File Edit Options Block Item Record Query Tools Help

Receiving Goods FPARCVD 8.0 (PPRD)

Receiver Document Code

**Receiving Header**

Receiving Method:

Carrier:

Date Received:    Text Exists

Received By:

**Packing Slip**

Packing Slip:    Text Exists

Bill of Lading:

**Purchase Order**

Purchase Order:    Receive Items  Adjust Items

Buyer:

Vendor:

More...

Receiver Document Y0000036 has been completed.  
Record: 1/1 | | ... | | | <OSC>

Once you complete the document, the **Receiver Document** number will be displayed on the **Auto-Hint** line and the cursor will rollback to allow you to enter another receiver.

14. Click the **Exit** icon.



15. Tab to the **Add Item** field to copy the commodity you want to receive.
16. Click **Save**
17. Click **Exit**.
18. **Next Block** to enter the quantity received.

Note: The item line number, description and unit of measure are listed. The Final Received radio button is not checked. If this is the final receiving check the **Final Received** box.

19. Enter the **Current Quantity Received**.
20. Click **Next Block**

21. Click **Complete** to complete the receiving document.

Oracle Developer Forms Runtime - Web: Open > FPARCVD

File Edit Options Block Item Record Query Tools Help

Receiving Goods FPARCVD 8.0 (PROD)

Receiver Document Code: [ ]

**Receiving Header**

Receiving Method: [ ]  
 Carrier: [ ]  
 Date Received: [ ]  Text Exists  
 Received By: [ ]

**Packing Slip**

Packing Slip: [ ]  Text Exists  
 Bill of Lading: [ ]

**Purchase Order**

Purchase Order: [ ]  Receive Items  Adjust Items  
 Buyer: [ ]  
 Vendor: [ ]

More...

Receiver Document Y0000037 has been completed.  
 Record: 1/1 <OSC>

Once you complete the document, the **Receiver Document number** will be displayed on the **Auto-Hint Help** line and the cursor will rollback to allow you to enter another receiver.

22. Click the **Exit** icon.

## STANDING ORDER RECEIPT

Follow the same procedures as stated in the “Partial Receipt” instructions 1 through 17. Instead of quantity being delivered, you will enter the **amount** invoiced. Continue to complete the receiver.

Oracle Developer Forms Runtime - Web: Open > FPIRCVD

File Edit Options Block Item Record Query Tools Help

Receiving Goods Query FPIRCVD 8.0 (PROD)

Receiver Document Code: Y0012250

**Receiver Information**

Receiving Method: CONT Standing Order contractors  
 Carrier: [ ]  
 Date Received: 13-DEC-2012 Received By: ROBERTSON  
 Text Exists: N

**Packing Slip Information**

Packing Slip: 123456789 Bill of Lading: [ ]  
 Text Exists: N

**Purchase Order Information**

Purchase Order: P0006754  Receive Items  Adjust Items  
 Buyer: Susie Clay-318 342 5209  
 Vendor: 30003572 David Ware & Associates LLC

Record: 1/1 <OSC>

Oracle Developer Forms Runtime - Web: Open > FPIRCVD

File Edit Options Block Item Record Query Tools Help

Receiving Goods Query FPIRCVD 8.0 (PROD)

Receiver Document Code: Y0012250

Commodity Detail Information FPIRCVD 8.0 (PROD)

Purchase Order: P0006754 Packing Slip: 123456789 Vendor: David Ware & Associates LLC

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**Commodity Information**

Item:  Commodity Record Count:

Commodity Code	Commodity Description	U/M	FOB Code	Quantity
<input type="text"/>	Contract for professional legal services-alien	CTR	<input type="text"/>	<input type="text"/>

Amount	To Date	Current	U/M
Received:	<input type="text" value="330.00"/>	<input type="text" value="330.00"/>	Per contract
Ordered:	<input type="text" value="3000.00"/>		

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**Posting Control Information**

Complete:

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

1. Enter the amount of the invoice here. The To Date section shows how much money of the purchase order has already been received.
2. Next Block to complete the transaction. Click the complete block. You can now enter another receiving or exit the form.

Remember all receivers are unique. The packing slip is associated with the receiving number. Any adjustments to be made to a receiver must be associated with the correct packing slip.