Last Updated: KW 8.31.22

- 1. Log in to Banner, and go to screen FPARCVD Below are paths on how to access the screen.
  - a. Type FPARCVD in the Search box; or

e	
O Direct Navigation	FPARCVD
	Receiving Goods (FPARCVD)
	O Direct Navigation

b. Click the Applications icon (9 squares, on top-left of the screen), and move through Purchasing and Procurement > Receiving Processing > Receiving Goods



2. In the Receiver Document Code box, type "NEXT", then click Go

×	Ø ellucian	Receiving Goods FPARCVD	9.3.16 (PROD)
Rece	eiver Document: *	NEXT	
	Code		
Get	Started: Complet	e the fields above and click Go	. To search by name

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3. Populate following fields. Click down arrow 📧 (bottom-left of the screen) to move between sections.

#### **Receiving Header Section:**

- a. Receiving Method: Choose appropriate or "none" if no physical items received.
- b. Receiving Date: Today's date

#### Packing Slip Section:

c. Packing Slip: Cannot be blank. Either type in your packing slip number or the Bill of Lading number. If do not receive actual slip, can use PO Number, Invoice #, Date, etc.

**Note:** If this is a Standing Order with multiple payments, you may want add a payment count number after it (E.g., P00xxxxx-01)

#### Purchase Order Section:

Partial Receiving:

e.

d. Purchase Order: Type P00xxxxx number.

**Note:** Validate current year PO Number. ULM's Purchasing Dept supplies PO Number, and vendor does not always have most recent PO Number.

Receive or Adjust Items: Only do adjust when making corrections of completed receiving items.

X @ ellucian Receiving Goods FPARCVD 9.3.16 (PROD)		🛐 ADO 📓 RETTREVE 👗 RELATED 🌼 TOOLS
Receiver Document Code: Y0043775		Start Over
* RECEIVING HEADER		🖸 Insert 💭 Delete 🧖 Copy 🕅 Filter
Receiving Method NONE None delivered items	Text Exists	
Carrier	Received By KWILDER	
Date Received * 08/31/2022		
* PACKING SLIP		🕄 Insert 💭 Delete 🧖 Copy 🛛 🏹, Filter
Packing Sip P0027327-01	Bill of Lading	
Text Exists		
* PURCHASE ORDER		🖸 Invert 📮 Delets 🧖 Copy 🖓 Filter
Purchase Order P0027327	Buyer K Cherr Perkins 318-342-5210	
Receive or Adjust   Receive Items  Adjust Items	Vendor 90003985 Educational Computer Systems	Inc
Items		
H K TONT P N T W Por Page		Record 1 of 1

4. With cursor in Purchase Order section, select the Tools (top-right) > Options > Select Purchase Order items



Receiving All: See Appendix (last page)

5. Select the items you are receiving by clicking the check box(es) next to the appropriate item(s). Click the Save button at the bottom-right of screen

× @ellucian	Receiving Goods P	O Item Selection FPCRCVP 9.3.6 (PROD)				10 M	ID 📑 RETRIEVE	RELATED	TOOLS
Purchase Order	r: [P0027327		Blanket Order	n []				C	Go
Vendor	n 30003985	Educational Computer Systems Inc.	Receiver Document	t: Y0043777					
Packing Slip	€ P0027327-01		Receive Al	E 🔲					
SELECT INDIVIDUAL	TEMS						C Intert	Dente 🕫 C	ang R.Filer.
Item	Commodity	Commodity Description	Text Exists	UM	Amount	Amount Received		Add Item	
	1	Billing Collections for Student Loans	NONE	CTR		70,000.00	0	00	
N - 1 1011	30 - Po	e Page							Record 1 of 1
Get Started. Comp	lete the fields above an	id click Go. To search by name, press TAB from an ID fie	d, enter your search criteria, and then press ENTER.	- Afrec th	a chark has is clicked				
Berc	ore the check box is	clicked.			e check box is chekeu	5-400		1	- Carton and
× @ ellucian	Receiving Goods P	O Item Selection FPCRCVP 9.3.6 (PROD)				H.0	20 E RETRIEVE	A RELATED	100L5
Purchase Order:	0027327	Blanket Order Number:	Vendor: 30003985 Educational Computer Systems Inc	Receiver Document: Y0043777	Packing Slip: P0027327-01	Receive All:		5	Rart Over
* SELECT INDIVIDUAL	LITEMS						C Inseit	Deleter 🖬 C	opy 🔍 Fitter
Dem	Commodity	Commodity Description	Text Exists	UM	Amount	Amount Received		Add Item	
	4	Billing Collections for Student Loans	NONE	CTR		70,000 00	6	00	
11 ≪ (f) of t 1+	H 10.92 Pa	i Page							Record 1 of 1
Get Started. Comp	lete the fields above ar	id click Go. To search by name, press TAB from an ID fie	ld, enter your search criteria, and then press ENTER.						
¥ ¥									SAVE

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6. After you click save, should receive green notes.



7. Close the screen by clicking the X at the top-left of the screen.



8. Click Yes to the question of 'Force Close?' This will return you to Receiving Goods screen.



9. Go to the Description page by clicking the down arrow (bottom-left of the screen)

× @ eilucian	Receiving Goods FPARCVD 9.3.16 (PROD)			🖺 ADO 🚊 RETREVE 🔏 RELATED 🌸 TOOLS
Receiver Document Co	ode: Y0043777			Start Over
* RECEIVING HEADER				🖸 loten 🗖 Delete 🦷 Copy 🔍 Filter
Receiving Method	NONE None delivered items		Text Exists	
Carrier		Received By	KWILDER	
Date Received *	08/31/2022			
* PACKING SLIP				🕄 finant. 🖨 Dente 🧖 Copy 🗙 Filler.
Packing Slip	P0027327-01 +++	Bill of Leding		
- 20.441	Text Exists			
• PURCHASE ORDER				🖸 Insert 🗖 Delate 👎 Copy 👻 Filter
Purchase Order	e0027327	Buyer	K Cherl Perkins 318-342-5210	
Receive or Adjust	Receive items     Adjust items	Vendor	30003985 Educational Computer Systems Inc	
Rems				
HI HI TOMAN )	i 🐨 Per Page			Record 1 of 1
¥ ¥				SAVE

- 10. Enter the dollar amount or quantity of items being received under current column on received row.
  - a. Write down the Receiver Number (Y########) on the pink/green partial receiving or final yellow copy of receiving purchase order. Receiver Number is auto generated by Banner.
     Note: Yellow copy should only be for final payment/receiving.

× @ ellucian Re	scelving Goods FPARCVD 9.3.16 (PROD)							📓 лоо 📓 летнече	A RELATED 🔅 TOOLS
Receiver Document Code:	Y0043777								[ Start Over ]
* COMMODITY								D Incert - 5	Conto Pa Copy T, Filter
Receiver Document Y	Receiver Number to write on final yellow purchas	e order or pink/green partial receiving order.	Purchase Order	P0027327					
Packing Slip	0027327-01		Vendor	Educationa	Computer Syst	tems Inc			
* DETAILS								C Insect	Delete 🖣 Copy Ϋ, Filler
Rem	t		Commodity Record Count		(f)				
Commodity Code	Description		s	itock Item		U/M	FOB Code	Final Received	
	Billing Collections for Student Loans					CTR			
H 4 Date H	10 w PerPage								Record 1 of 1
Quantity	To Date	Current							
Received	0.00	4861.66			U/M			[	
Ordered	70,000.00								
	Item Suspense	Tolerance Suspense					Tolerance Override		
* COMPLETION								C treat 1	Delete To Copy Y, Filler
Complete In Proce	65								

Last Updated: KW 8.31.22

- 11. Click the down arrow (bottom-left of screen) until "In Process" is highlighted in Completion section.
  - a. If need to pause, click "In Process".
  - b. If finished, click "Complete".

			-
* COMPLETION	🖸 insert 🖾 Delete	Pa Copy / Y	E.Filler
Complete In Process			

12. Sign the Receiving Report of the Purchase Order (green/pink for partial or yellow for final) with the Receiver Number written on it and send to the Controller's Office / Accounts Payable.

Additional Notes:

- Once receiving is complete, it cannot be deleted. If in process, can delete from Receiving Header section on page FPARCVD.

× @ellucian	Receiving Goods FPARCVD 9.3.16 (PROD)			🖹 ADD 🔝 RETRIEVE 👗 RELATED 🌸 TOOLS 🔰
Receiver Document Co	wde: Y0043781			(Start Over
* RECEIVING HEADER				🖸 Insert 🗖 Delete ष Copy 🔍 Filter
Receiving Method			Text Exists	To start over, so long as not
Carrier	(	Received By	KWILDER	finished, click this delete.
Date Received *	08/31/2022			
* PACKING SLIP				🖸 Maart 🗖 Delute 🧏 Copy 🕆 Filter
Packing Stp		Bill of Lading		Do not use this delete.
	Text Exists			
* PURCHASE ORDER				😫 Insert 📮 Debite 🦓 Gupy 🗡, Filler
Purchase Order		Buyer		Do not use this delete.
Receive or Adjust	Receive Items     Adjust Items	Vendor		
Items				
N S DOTTE P	i 👘 👻 Par Page			Record 1 of 1

## **APPENDIX:**

If receiving all of the PO, step 4 alternative is to click "Receive All Purchase Orders."

