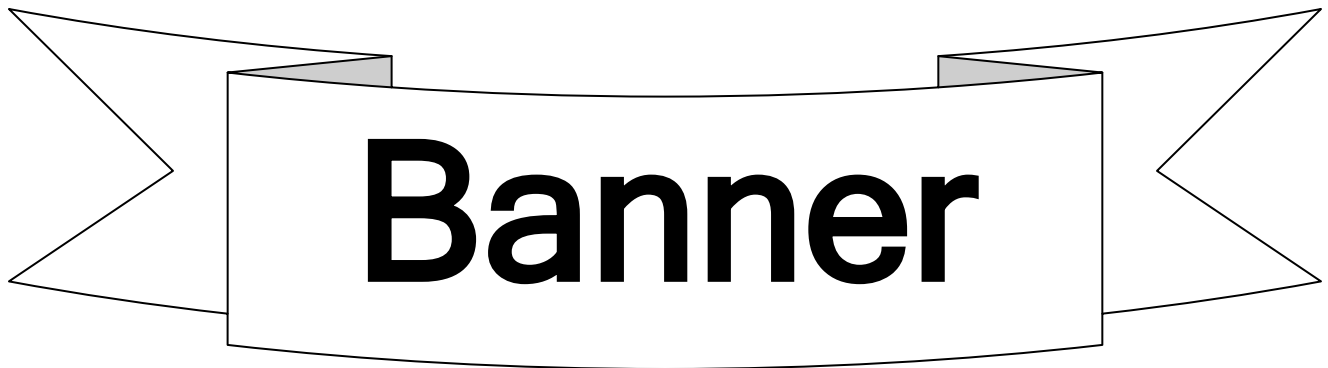


**STEPHEN F. AUSTIN
STATE UNIVERSITY**



Finance

**PURCHASE ORDER
RECEIVING**

Revised December 14, 2011

Confidential Business Information

This learning guide is based upon SunGard Higher Education Banner documentation. This document is for use at Stephen F. Austin State University for the purpose of training; the information contained is considered confidential.

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Procurement and Property Services

Revised: December 14, 2011

RECEIVING

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The RECEIVING process for Banner is very simple. This manual is provided as a guide to assist you with understanding the Receiving process and receipt viewing options.

Your training request was identified as needed for RECEIVING ONLY. Therefore, no training session will be scheduled. We believe you will be able to process RECEIVING by referring to this manual.

However, if you have any difficulty, feel free to call the Receiving Office, ext. 4273 for assistance. Or if you prefer to schedule a one-on-one training session, please contact Alicia Chrismer (achrismer@sfasu.edu, ext. 4157) or Sylvia Barr (barrsa@sfasu.edu, ext. 4050).

Overview	Section C
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Session Overview

Introduction **Welcome to Procurement Requisitions, Approvals and Receiving Training for the Banner System**

Prerequisites The following are prerequisites for completing this session:
➤ None

Expected Outcomes At the end of this session, participants will be able to;
➤ Submit and View Receiving Information

Learning Guide Icons

In this Banner learning guides, watch for these icons to highlight important information.



Indicates an important trap to avoid.



Indicates a shortcut or tip.



Indicates an important **warning** regarding the form or data entry.



Indicates hands-on exercise or activity.

Training Information

Training Resources

Definitions	Section D
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Procurement Related Definitions

Index	6-digit numeric code that will default to Banner FOAP
Cancel	leaves document in Banner but produces an audit trail showing when and why a document was cancelled
Complete Requisition	a Requisition that has been Completed and is submitted to the Approval process
Delete	completely removes document from Banner as if it never existed
Encumbrance	Funds are encumbered or set aside for payment of a purchase after the Purchase Order is completed and approved.
Error/Action Messages	Appears at the bottom left of each form providing valuable information about the success or failure of the action attempted
FOAP	F=Fund (will default from Index) O=Organization (will default from Index) A=Account (will default from Commodity Code) P=Program (will default from Index)
INB	Internet Native Banner; Banner forms are accessed through form name; i.e., FPAREQN, FOADOCU, etc.
Incomplete Requisition	a Requisition that has been started on FPAREQN, but was never Completed by clicking "Complete" on the Balancing/Completion tab. Requisitions will not be put into the Approval process, funds are not reserved, and the requisition cannot be converted to a PO until Completed.
Reservation	Funds are reserved or set aside to cover the possible payment of a purchase. Reservations are made after the requisition is completed and approved.
Online Services	Online Services; User friendly front-end for Viewing and Approving Requisitions and Viewing Purchase Orders

Receiving	Section E
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Submitting Receiving Information to Procurement

Receiving information is to be submitted to the Procurement Office via electronic submission of the “Receiving Form For Purchase Orders” http://jack.sfasu.edu:7778/wf/wf_pur_in.receiving_form_in found on the [Forms Server](#). The Procurement Office will make the receiving entry in Banner.

The Receiving form is to be used to identify all goods or services delivered to your department and the acceptability or not of those goods or services.

When completing the “Receiving Form For Banner”, you may identify delivered goods or services as one of the following, with the meaning stated below as understood.

- **Accepted:** everything is OK, and payment can be made.
- **Damaged:** the identified item(s) and quantity are damaged; Procurement will contact the vendor, then advise the department what to do with the damaged goods and will arrange for pick-up if needed.
- **Wrong Item:** the identified item(s) and quantity are not what was ordered; Procurement will contact the vendor, then advise the department what to do with the wrong item and will arrange for pick-up if needed.
- **Other:** if the problem with the delivered goods or services does not fit one of the above categories, please give a detailed description of the problem. Procurement will contact the vendor.

RECEIVING FORM FOR PURCHASE ORDERS

- **Department Name:** Type your Department Name
- **Name of Person completing the form:** Type your name (first and last)
- **Receiver Document Code:** Type the Receiver Code # from the Delivery Record
- **Purchase Order Number AND Vendor Name:** Type the Purchase Order Number and the Vendor Name

Stephen F. Austin State University
RECEIVING FORM FOR PURCHASE ORDERS

Department Name:

Name of Person completing this form:

Receiver Document Code:

Purchase Order Number AND Vendor Name:

ANSWER CONTRACT QUESTIONS

These questions are needed due to additional requirements when a contract is involved:

- **Is this order related to a Professional/Consulting Services, Participant, Lecturer, or Other Contract?:**
 - **YES** – complete the next section
 - **NO** – skip to “Receiving Information for Above PO# - By Line Item” or “Receiving Information for Above PO# - Entire Order Only”
- **If Yes, indicate invoicing needs?:** (click the appropriate radio button)
 - **Contract requires an invoice** – if you have an invoice, send it to Accounts Payable; if you’re unsure, click this selection
 - **Contract does not require an invoice** – some contracts does not require an invoice because the contract services as the invoice, such as for guest speakers
- **Is this contract funded by a grant?:**
 - **YES** – complete the next section
 - **NO** – skip to “Receiving Information for Above PO# - By Line Item” or “Receiving Information for Above PO# - Entire Order Only”

- **If Yes, complete the following?:** (click the appropriate radio button)
 - **Enter the Contract #** – this will be the contract number assigned by ORSP and printed at the top of the contract document
 - **Enter PI/PD Email** – this will trigger an email to the PI/PD advising them that they must forward the email to Accounts Payable approving the payment

Is this order related to a Professional/Consulting Services, Participant, Lecturer, or Other Contract?

Yes No

NOTE: If you answered yes to the previous question, you must answer the next two questions.

1) Indicate invoicing needs:

- Contract requires an invoice (invoice will be forwarded by the department to Accounts Payable)
- Contract does not require an invoice

2) Is this contract funded by a grant?

Yes No

NOTE: If you answered yes to the previous question (Is this contract funded by a grant?), you must complete the next two items.

Enter the Contract #:

Enter PI/PD Email:

RECEIVING INFORMATION FOR ABOVE PO# - BY LINE ITEM

- **PO Line Item:** Type the PO Line item for which receiving information is being provided; then tab
- **Qty Rec'd:** Type the Qty Rec'd to be associated with the pull-down selection; then tab
- **Rec'd Date:** Type the Rec'd Date – this is the date the goods or services were actually delivered to your department
- **Other:** SELECT from the pull-down
 - ✓ Accepted
 - ✓ Damaged
 - ✓ Wrong Item
 - ✓ Other
- **Explanation of 'Other' Entry above:** Provide a detailed description of why the goods or services are not acceptable if 'Other' was selected from the pull-down menu
- **CLICK Submit Form to Purchasing**

RECEIVING INFORMATION FOR ABOVE PO# - BY LINE ITEM

PO Line Item#	Qty Rec'd	Rec'd Date	Other
1	8	5-6-09	Accepted
1	2	5-6-09	Damaged
2	2	5-6-09	Accepted
			Please Select
			Please Select
			Please Select
			Please Select
			Please Select
			Please Select
			Please Select

Explanation of 'Other' Entry above:

RECEIVING INFORMATION FOR ABOVE PO# - ENTIRE ORDER ONLY

IF the entire order was delivered to you **AND** **IF** the entire order is accepted and OK for payment **THEN**

You can complete the bottom portion of the form instead of having to identify each line item above

- **Receive All:** CLICK
- **Rec'd Date:** Type the date the goods or service was actually delivered to your department.
- **CLICK Submit Form to Purchasing**

RECEIVING INFORMATION FOR ABOVE PO# - ENTIRE ORDER ONLY

Entry here means that ALL items on the PO# are Received, Accepted and OK to Pay.

Receive All Rec'd Date

Viewing Receiving Information

To view current receiving information, access form FPIRCVD

FPIRCVD

- CLICK the down arrow Search Icon

The screenshot shows the Oracle Developer Forms Runtime window for the FPIRCVD form. The window title is "Oracle Developer Forms Runtime - Web: Open > FPIRCVD". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various icons, including a search icon (a magnifying glass with a down arrow) which is circled in purple. Below the toolbar, the "Receiver Document Code:" field is visible, followed by a search icon. The form is divided into several sections: "Receiver Information" with fields for "Receiving Method:", "Carrier:", "Date Received:", "Received By:", and "Text Exists:"; "Packing Slip Information" with fields for "Packing Slip:", "Bill of Lading:", and "Text Exists:"; and "Purchase Order Information" with fields for "Purchase Order:", "Buyer:", and "Vendor:", along with radio buttons for "Receive Items" and "Adjust Items". At the bottom, a status bar displays "Enter a Receiver Document Code, and press NEXT FIELD." and "Record: 1/1".

FPIRCVD

A complete list of Receiver Documents and associated Purchase Orders will be displayed

- CLICK the Enter Query Icon
- Enter your search information:
 - ✓ Type the desired PO number in the Purchase Order Field
- CLICK the Execute Query Icon to initiate the search



If you click the Execute Query Icon without making a search entry, all Receiver Documents and associated Purchase Orders will be displayed

Enter Query Icon Execute Query Icon

Receiver Document	Packing Slip	Purchase Order	Vendor	Date Received
Y000261	120192	P0900876	John R Neal & Associates Inc	12-JUN-2009
Y0000285	DF	P1000830	123 Security Products	19-JUN-2009
Y0000284	SDF	P1000830	123 Security Products	19-JUN-2009
Y0000283	WER	P1000830	123 Security Products	19-JUN-2009
Y0000282	73783	P1000813	Abacus Computers Inc	18-JUN-2009
Y0000281	73783	P1000813	Abacus Computers Inc	18-JUN-2009
Y0000280	01552437	P0900883	A Daigger And Co Inc	18-JUN-2009
Y0000279	01552437	P0900883	A Daigger And Co Inc	18-JUN-2009
Y0000278	NONE	P0900905	Barwin Consultants	18-JUN-2009
Y0000277	425789541	P0900898	Barwin Consultants	18-JUN-2009
Y0000276	01917520	P0900897	Barwin Consultants	18-JUN-2009
Y0000275	13250	P1000810	Thomas Welding Sales & Service	15-JUN-2009
Y0000274	37960036	P1000809	Vwr Scientific Prod Corp	15-JUN-2009
Y0000273	CI368947	P1000808	School Outfitters	15-JUN-2009
Y0000272	00407331	P1000807	Cason-Monk True Value Hardware	15-JUN-2009
Y0000270	601220936	P0900908	Tattoo Productions	15-JUN-2009
Y0000269	62816	P0900906	Complete Printing & Publ Inc	15-JUN-2009
Y0000268	146576846	P0900858	J E Kingham Construction Co	15-JUN-2009
Y0000267	NONE	P0900903	Barwin Consultants	12-JUN-2009
Y0000265	9002367196	P1000802	Pollock Paper Distributors	12-JUN-2009
Y0000264	599734	P0900907	Primo Concerts	12-JUN-2009
Y0000263	PO2945030101	P0900891	Flaghouse Inc	12-JUN-2009
Y0000262	1033259	P0900873	Story-Wright	12-JUN-2009

Press Count Query Hits to access the Receiving Goods Query Form
Record: 1/? ... <OSC>

FPIRCVD

All Receiver Documents for the Purchase Order will be displayed

- DOUBLE CLICK any of the Receiver Documents to select the desired Purchase Order

Receiver Document	Packing Slip	Purchase Order	Vendor	Date Received
Y0000285	DF	P1000830	123 Security Products	19-JUN-2009
Y0000284	SDF	P1000830	123 Security Products	19-JUN-2009
Y0000283	WER	P1000830	123 Security Products	19-JUN-2009

The selected Receiver Document will be returned to FPIRCVD.

- CLICK Next Block TWO TIMES to move to the bottom of this form
- Confirm that the PO number returned is the PO number for which you want to view Receiving Information.

Receiver Document Code: Y0000284

Receiver Information

Receiving Method: CTR Central Receiving

Carrier: 20001038 Dealers Electrical Supply Co

Date Received: 19-JUN-2009 Received By: BOUBELDIANA

Text Exists: N

Packing Slip Information

Packing Slip: SDF Bill of Lading:

Text Exists: N

Purchase Order Information

Purchase Order: P1000830 Receive Items Adjust Items

Buyer: Diana Boubel

Vendor: 20000402 123 Security Products

FPIRCVD

- CLICK Next Block ONCE MORE to view receiving information

NOTE that even though you are looking at a single Receiver Document the Quantity To Date Fields shown are cumulative and would appear on any of the Receiver Documents.

Received: Shows the quantity of items received

Rejected: Shows the quantity of items received, but rejected (this is not the same as returned)

Returned: Shows the quantity of items returned to the vendor (this is not the same as rejected)

Accepted: Shows the quantity accepted to date and approved for payment

- Use your keyboard down arrow to view additional line items

Oracle Developer Forms Runtime - Web: Open > FPIRCVD.FPIRCVD-49

File Edit Options Block Item Record Query Tools Help

Receiving Goods Query: FPIRCVD 7.0 (TRN2)

Receiver Document Code: Y0000284

Purchase Order: P1000830 Packing Slip: SDF Vendor: 123 Security Products

Commodity Information

Item: [dropdown] Commodity Record Count: [dropdown]

Commodity Code	Commodity Description	U/M	FOB Code	Quantity Ordered
	test	EA		10

Quantity	To Date	Current	U/M	Unit of Measure Description
Received:	11	5	EA	Each
- Rejected:	1			
- Returned:	0			
= Accepted:	10			

Primary Location: [dropdown] Stock: N Override: [checkbox]

Sub Location: [dropdown] Suspense: N

Posting Control Information

Complete:

Identifies the line item on the PO. Use the down arrow to scroll through additional line items

Line Item total quantity ordered.

Quantity received and approved for payment.

Contact Information	Section F
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Procurement Contacts

If you have any questions at all about this manual, or Receiving, feel free to contact any of the individuals below:

Receiving Debra Turnham, ext. 4225
 Manny Guerrero, ext. 4529
 Diana Boubel, ext. 4037