Finance

PURCHASE ORDER
RECEIVING

Revised November 23, 2016
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.

Prepared By: Stephen F. Austin State University
Procurement and Property Services

Revised: November 23, 2016
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 Debra Turnham (dtturnham@sfasu.edu, ext. 4157).
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.

失调 Indicates an important trap to avoid.

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

提示 Indicates a shortcut or tip.

Indicates hands-on exercise or activity.

Training Information

Training Resources
## Procurement Related Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Index</strong></td>
<td>6-digit numeric code that will default to Banner FOAP</td>
</tr>
<tr>
<td><strong>Cancel</strong></td>
<td>leaves document in Banner but produces an audit trail showing when and why a document was cancelled</td>
</tr>
<tr>
<td><strong>Complete Requisition</strong></td>
<td>a Requisition that has been Completed and is submitted to the Approval process</td>
</tr>
<tr>
<td><strong>Delete</strong></td>
<td>completely removes document from Banner as if it never existed</td>
</tr>
<tr>
<td><strong>Encumbrance</strong></td>
<td>Funds are encumbered or set aside for payment of a purchase after the Purchase Order is completed and approved.</td>
</tr>
<tr>
<td><strong>Error/Action Messages</strong></td>
<td>Appears at the bottom left of each form providing valuable information about the success or failure of the action attempted</td>
</tr>
<tr>
<td><strong>FOAP</strong></td>
<td>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)</td>
</tr>
<tr>
<td><strong>INB</strong></td>
<td>Internet Native Banner; Banner forms are accessed through form name; i.e., FPAREQN, FOADOCU, etc.</td>
</tr>
<tr>
<td><strong>Incomplete Requisition</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Reservation</strong></td>
<td>Funds are reserved or set aside to cover the possible payment of a purchase. Reservations are made after the requisition is completed and approved.</td>
</tr>
<tr>
<td><strong>Online Services</strong></td>
<td>Online Services; User friendly front-end for Viewing and Approving Requisitions and Viewing Purchase Orders</td>
</tr>
</tbody>
</table>
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.
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

**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

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**As an FYI the email to the PI/PD will read as follows:**

Contract #xxxxxxx and Purchase Order #Pxxxxxxx, (name of person receiving) have been received as follows.

**FORWARD THIS EMAIL TO ACKNOWLEDGE AND APPROVE THE FOLLOWING:**

As the responsible party, I certify that all expenditures reported and/or payments requested are consistent with the terms of the contract as written or amended, are for appropriate purposes, and are in accordance with the provisions of the grant application and award documents and/or prime contract. I further certify that to the best of my knowledge, all work attested to for this payment has been performed.

Forward to:  accountspayable@sfasu.edu with an invoice, as appropriate
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

**CHECK TO SEND ACCOUNTS PAYABLE PAYMENT INSTRUCTIONS**
Click the check box and enter any Information needed in the text box.

For contract payments where an invoice will not be issued you should indicate:
- How much to pay, and be sure to indicate how much is approved for expense reimbursements and/or if expense receipts are in the mail.
- Whether to mail or hold the check, and if holding, when the check is needed.

- **CLICK Submit Form to Purchasing**

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.
- **Use the Check Box indicated above to provide payment instruction for Accounts Payable.**
- **CLICK Submit Form to Purchasing**
Viewing Receiving Information

To view current receiving information, access form FPIRCVD

FPIRCVD

- CLICK the down arrow Search Icon
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.
FPIRCVD

All Receiver Documents for the Purchase Order will be displayed

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

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.
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
Procurement Contacts

If you have any questions at all about this manual, or Receiving, feel free to contact the Purchasing Office at receiving@sfasu.edu or 4273