University of Mary Washington

Banner Receiving

Purpose and Overview

The receiving function in Banner is performed on eVA orders not coded for credit card payment. Purchase orders not coded for credit card payment are termed Electronic Procurement (EP), and must be received in Banner for check issuance.

This manual will assist users in:

Banner navigation and form completion
Receiving and Adjustments
University procedure as it relates to proper invoice processing

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Banner Receiving Using Form FPARCVD

1. Log in to Banner.
2. Enter *FPARCVD* in the Banner Search field.

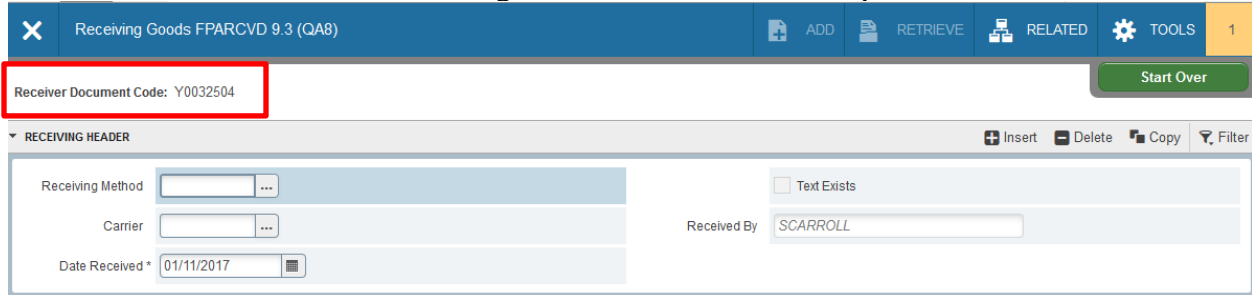3. To navigate through the form, use the *Next Section* arrows

4. Type *Next* in the Receiver Document Code field.

5. Click *Go*.

The Receiver Document Code will be generated and show at the top of the screen.

Receiving Header

The Receiving Method and Carrier fields are optional.

1. The *Date Received* field will default to the current (today's) date. The date field must be changed to the correct date on which the goods or services were received. Use the calendar icon to change the date received.

2. When the correct date is chosen, select the *Next Section* arrow.

Packing Slip

The Packing Slip is a required field. If you have a packing slip number enter it here. If not, you may use the invoice number, your initials, the date, or some other description that will help you identify the order. The *Bill of Lading* information is optional and not required.

Once the *Packing Slip* has been entered, click the *Next Section* arrow.

Purchase Order

Enter the purchase order number and press the tab key to populate the buyer and vendor information. Verify that you are receiving on the correct purchase order.

Two options are available: *Receive Items* (the system default) or *Adjust Items* (see the section on Banner receiving adjustments in this manual).

The following example will show instruction on how to receive items.

Now that the proper information has been entered into all four sections, the items being received must be selected from the purchase order.
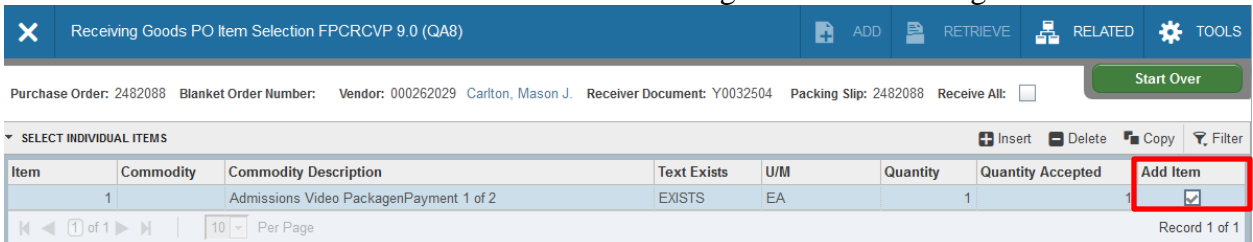
To select the received items, go to **Tools**, click **Select Purchase Order Items**.
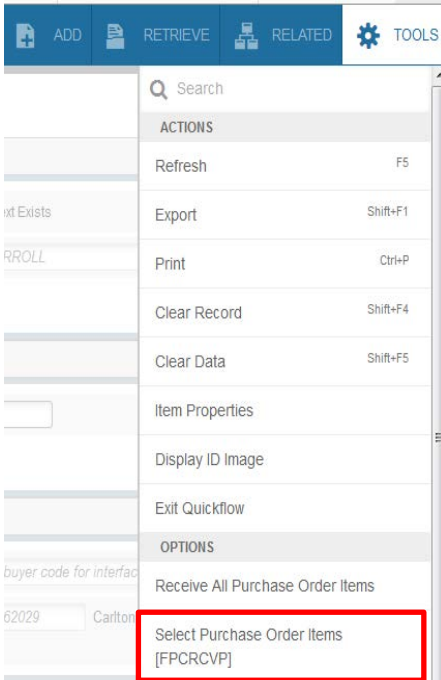
Receiving Goods PO Item Selection

When *Select Purchase Order Items* is chosen, Banner extracts the commodity information from the PO and enters it into the following form for selection.

1. Select the *checkbox* in the *Add Item* column to the right of the item being received.

NOTE: At this point you are only selecting the item(s) you have received, you are not entering the quantity received. The *Quantity* column indicates the quantity of items ordered in eVA for that particular line item. The *Quantity Accepted* column indicates the number of items which have already been received by previous receiving coduments in Banner.

2. When all items to be received have been selected, click *Save*.

3. Once items have been saved click the **X** button to return to the *Receiving Goods* form.

4. Select *Yes* to *Force Close*.
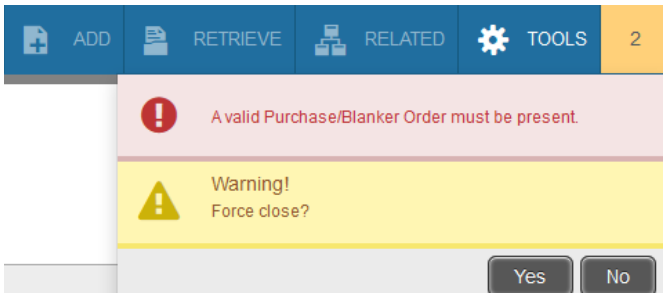
Selecting Multiple Items to Receive

For purchase orders with multiple line items, all line items will appear within the Receiving Goods PO Item Selection screen. To receive more than one item, select the items by selecting each Add Item checkbox to the right of each line item.

Return To First Screen

Once the selected items have been added to the Receiving Goods (FPARCVD) screen, you will be returned to the first form to review your entries before proceeding.

Click the *Next Section* arrow.

Commodity Section

The commodity section of the receiving document is now in view. Use the *Next Section* arrows to proceed to the Commodity Code section of the form.

1. For each line item selected for receiving, enter the quantity received in the *Current Received* field.

2. Press the *Tab* key to populate the *Unit of Measure (U/M)*.

3. Continue to press the *Tab* key until the cursor returns to the *Item* field.

Receiving Multiple Line Items

If multiple line items were selected on the Item Selection screen, you must complete the Commodity Code section for all line items selected.

All line items selected will be listed in the *Commodity Code* section

1. Complete the *Commodity Code* section for the first item by entering the quantity received in the *Current Received* field.

2. To proceed to the next line item, use your mouse to click on the next line item.
   Use your tab key to tab to the *Current Received* field.

3. Enter the quantity received in the *Current Received* field for the second line item.

4. Once the quantity received has been entered for each line item, select the *Next Section* arrow to navigate to the Completion Section.

5. Click **Complete**.

You may select *In Process* to save your work to complete the receiving document at a later date for completion at a later date.

Once you have completed the receiving document, you will return to a blank Receiving Goods FPARCVD screen. You will see a confirmation in the upper right corner indicating that your receiving document is complete.

6. If you have finished receiving goods, click the **X** button to return to the main menu.

To start a new Receiving document, type **Next** in the *Receiver Document Code* to proceed with the next Receiving document.
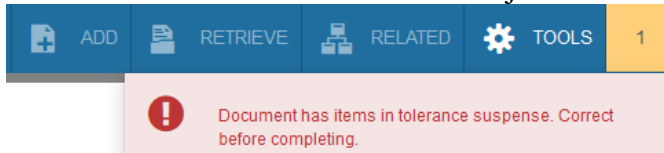
System Check at Completion

If you over receive the quantiy of goods or services, Banner will warn you to correct. You will not be able to continue until the adjustment is made.

Operating procedures require that the quantity ordered must be greater than or equal to the quantity received. The quantity received must match the invoice. Shipping is the exclusion to the rule, IF non-ETF funding is used.

Vendor Invoices

As invoices arrive in your office, use a date stamp or write the date the invoice was received.

Write the receiving document "Y" number on the invoice and forward to the Accounts Payable department. Accounts Payable will keep the invoice on file as determined by the Virginia code of Records Retention. If you wish to keep invoice copies within your office, you must follow these same guidelines.

Most vendors will be paid according to State Prompt Pay guidelines which require payment 30 days after invoice, or good received, whichever is later. The Accounts Payable website can be reviewed for information regarding due dates and vendor payments.

Banner Receiving Adjustments

Adjustments are entered to effectively offset what was previously entered when receiving on an order. Adjustments are usually required if:

- An incorrect receiving date was entered
- An incorrect quantity was received
- An incorrect item was received.

Banner Receiving v.s. Receiving Adjustments

When completeing a receiving adjustment it is important to note:

1.) Banner *does not* allow receiving documents to be deleted or modified.
2.) You will need to complete **two** additional receiving documents to make an adjustment.
    a. 1 to reverse the quantity of the original document.
    b. 1 to complete the *corrected* receiving document (this includes a date change or quantity change).

In total, you will have *three* receiving documents once the adjustment is complete.
1. The *original* receiving document
2. The *reversed* receiving document
3. The *corrected* (new) receiving document

To complete a receiving adjustment, follow the Banner Receiving steps listed above. With the exception of the Purchase Order section.

1. After entering the *Purchase Order* number in the *Purchase Order* field, use the mouse and click *Adjust Items*. This is a critical step! You will not be able to adjust quantity without selecting *"Adjust Items".* Banner will auto fill the buyer and vendor information.

2. Select the purchase order item that requires correction following the same item receiving procedure as detailed on pages 6&7.

Within the Commodity Code section, the *Current Received* filed now displays as the *Adjustment Received* column.

3. To **reverse the quantity received**, enter a **negative value** in the Adjustment column and Tab thorough the remainder of the form.

4. Complete the receiving document as indicated on page 10.

If necessary, complete a new receiving document with the correct date, item or quantity.

Note: When completing the new receiving document, be mindful of the receiving date. Be sure to enter the date you received the goods or services. Continue to complete the receiving making any adjustments to the quantity as needed.