

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

Updated 04/28/23

Training, Evaluation & System Support

<http://adminfinance.umw.edu/tess/>

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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.

A screenshot of the 'Receiving Goods FPARCVD 9.3 (QA8)' form. The form has a blue header bar with a close button (X), a title, and several action buttons: ADD, RETRIEVE, RELATED, and TOOLS. Below the header, there is a 'Receiver Document:' field with a dropdown arrow and a 'Go' button.

5. Click **Go**.

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

A screenshot of the 'Receiving Goods FPARCVD 9.3 (QA8)' form after the 'Go' button was clicked. The 'Receiver Document Code' field now displays 'Y0032504', which is highlighted with a red box. Below this, the 'RECEIVING HEADER' section is visible, containing fields for 'Receiving Method', 'Carrier', 'Date Received' (set to 01/11/2017), and 'Received By' (set to SCARROLL). There are also buttons for Insert, Delete, Copy, and Filter.

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.
 - a. To determine the correct Banner receiving date, reference the [Banner Receiving Dates – Quick Reference Guide](#).

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

The screenshot shows the 'RECEIVING GOODS' header section of a software interface. At the top, there is a blue navigation bar with a close button (X), the title 'Receiving Goods FPARCVD 9.3 (QA8)', and buttons for 'ADD', 'RETRIEVE', 'RELATED', 'TOOLS', and a page indicator '1'. Below this bar, the 'Receiver Document Code: Y0032504' is displayed on the left, and a green 'Start Over' button is on the right. The main section is titled 'RECEIVING HEADER' and includes a toolbar with 'Insert', 'Delete', 'Copy', and 'Filter' icons. The form contains several input fields: 'Receiving Method' (dropdown), 'Carrier' (dropdown), 'Date Received' (calendar icon, showing 01/11/2017), 'Received By' (text field with 'SCARROLL'), and a 'Text Exists' checkbox.

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.

The screenshot shows the 'PACKING SLIP' section of the software interface. It features a toolbar with 'Insert', 'Delete', 'Copy', and 'Filter' icons. The form includes a 'Packing Slip' dropdown field, a 'Text Exists' checkbox, and a 'Bill of Lading' text field.

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.

The screenshot shows the 'PURCHASE ORDER' section of the software interface. It includes a toolbar with 'Insert', 'Delete', 'Copy', and 'Filter' icons. The form contains a 'Purchase Order' dropdown field (showing 2482088), a 'Buyer' text field (with placeholder 'eVA buyer code for interface'), a 'Vendor' text field (with '000262029' and 'Carlton, Mason J.'), and radio buttons for 'Receive Items' (selected) and 'Adjust Items'. At the bottom, there is a pagination bar showing '1 of 1' and 'Per Page' options, and a 'Record 1 of 1' indicator.

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**.

The screenshot shows the Banner system menu with the following structure:

- ADD
- RETRIEVE
- RELATED
- TOOLS

Search bar: Search

ACTIONS

- Refresh (F5)
- Export (Shift+F1)
- Print (Ctrl+P)
- Clear Record (Shift+F4)
- Clear Data (Shift+F5)
- Item Properties
- Display ID Image
- Exit Quickflow

OPTIONS

- Receive All Purchase Order Items
- Select Purchase Order Items [FPCRCVP]** (highlighted with a red box)

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.

The screenshot shows the 'Receiving Goods PO Item Selection FPCRCVP 9.0 (QA8)' form. The table below has one row with the 'Add Item' checkbox checked.

Item	Commodity	Commodity Description	Text Exists	U/M	Quantity	Quantity Accepted	Add Item
1		Admissions Video PackagenPayment 1 of 2	EXISTS	EA	1	1	<input checked="" type="checkbox"/>

Navigation: 1 of 1, 10 Per Page, Record 1 of 1

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*.

ADD

RETRIEVE

RELATED

TOOLS

2

A valid Purchase/Blanker Order must be present.

Warning!

Force close?

Yes

No

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.

×

Receiving Goods PO Item Selection FPCRCVP 9.0 (QA8)

ADD

RETRIEVE

RELATED

TOOLS

Purchase Order: 2477485

Blanket Order Number:

Vendor: 000002444

Apple Computer Inc.

Receiver Document: Y0032506

Start Over

Packing Slip: 2477485

Receive All: ☐

SELECT INDIVIDUAL ITEMS

Insert

Delete

Copy

Filter

Item	Commodity	Commodity Description	Text Exists	U/M	Quantity	Quantity Accepted	Add Item
1		iMac 27inch with Retina 5K displayn40GHz Quadcore	EXISTS	EA	1	1	<input checked="" type="checkbox"/>
2		AppleCare Protection Plan for iMac Autoenroll	EXISTS	EA	1	1	<input checked="" type="checkbox"/>

1 of 1

10 Per Page

Record 2 of 2

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.

×

Receiving Goods FPARCVD 9.3 (QA8)

ADD

RETRIEVE

RELATED

TOOLS

Receiver Document Code: Y0032504

Start Over

RECEIVING HEADER

Insert

Delete

Copy

Filter

Receiving Method

Carrier

Date Received *

01/11/2017

Text Exists

Received By

SCARROLL

PACKING SLIP

Insert

Delete

Copy

Filter

Packing Slip

2482088

Text Exists

Bill of Lading

PURCHASE ORDER

Insert

Delete

Copy

Filter

Purchase Order

2482088

Receive or Adjust Items

Receive Items

Adjust Items

Buyer

eVA buyer code for interface

Vendor

000262029

Carlton, Mason J.

1 of 1

1 Per Page

Record 1 of 1

Click the *Next Section* arrow.

Page 7

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.

The screenshot displays the 'Receiving Goods FPARCVD 9.3 (QA8)' form. At the top, a blue header bar contains a close button, the title, and action buttons: ADD, RETRIEVE, RELATED, and TOOLS. Below the header, a green 'Start Over' button is visible. The main form area is divided into sections: 'COMMODITY' and 'DETAILS'. The 'COMMODITY' section includes fields for 'Receiver Document Code' (Y0032643), 'Purchase Order' (2482085), 'Packing Slip' (2482088), and 'Vendor' (Carlton, Mason J.). The 'DETAILS' section features a table with columns: Commodity Code, Description, Stock Item, U/M, FOB Code, and Final Received. The table contains one row for 'Admissions Video PackagenPayment 1 of 2'. Below the table, there are fields for 'Quantity', 'To Date', 'Current', 'U/M', 'Primary Location', and 'Sub Location'. The 'Current' field is highlighted with a blue border and contains the value '1'. The 'U/M' field is set to 'EA' with a dropdown arrow. The 'Primary Location' and 'Sub Location' fields are empty with dropdown arrows. At the bottom of the 'DETAILS' section, there are checkboxes for 'Item Suspense', 'Tolerance Suspense', and 'Tolerance Override'. The 'COMPLETION' section at the very bottom has a 'SAVE' button.

Quantity	To Date	Current	U/M	FOB Code	Final Received
Received	0	1	U/M	EA	
Rejected	0		U/M		
Returned	0		Primary Location		
Accepted	0		Sub Location		
Ordered	1				

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

Receiving Goods FPARCVD 9.3 (QA8)

Receiver Document Code: Y0032646

Start Over

COMMODITY

Receiver Document Code: Y0032646

Packing Slip: TEST

Purchase Order: 2477486

Vendor: Apple Computer Inc.

DETAILS

Item: 1

Commodity Record Count: 2

Commodity Code	Description	Stock Item	U/M	FOB Code	Final Received
	iMac 27inch with Retina 5K displayn40GHz Quadcore	<input type="checkbox"/>	EA		<input type="checkbox"/>
	AppleCare Protection Plan for iMac Autoenroll	<input type="checkbox"/>	EA		<input type="checkbox"/>

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

Receiving Goods FPARCVD 9.3 (QA8)

Receiver Document Code: Y0032646

Start Over

COMMODITY

Receiver Document Code: Y0032646

Packing Slip: TEST

Purchase Order: 2477486

Vendor: Apple Computer Inc.

DETAILS

Item: 1

Commodity Record Count: 2

Commodity Code	Description	Stock Item	U/M	FOB Code	Final Received
	iMac 27inch with Retina 5K displayn40GHz Quadcore	<input type="checkbox"/>	EA		<input type="checkbox"/>
	AppleCare Protection Plan for iMac Autoenroll	<input type="checkbox"/>	EA		<input type="checkbox"/>

Record 1 of 2

Quantity	To Date	Current	U/M	FOB Code	Final Received
Received	0	1	U/M	EA	<input type="checkbox"/>
Rejected	0		U/M		<input type="checkbox"/>
Returned	0		Primary Location		<input type="checkbox"/>
Accepted	0		Sub Location		<input type="checkbox"/>
Ordered	1				

☐ Item Suspense ☐ Tolerance Suspense ☐ Tolerance Override

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.

Receiving Goods FPARCVD 9.3 (QA8)

Receiver Document Code: Y0032646

Start Over

COMMODITY

Receiver Document Code: Y0032646

Packing Slip: TEST

Purchase Order: 2477486

Vendor: Apple Computer Inc.

DETAILS

Item: 2

Commodity Record Count: 2

Commodity Code	Description	Stock Item	U/M	FOB Code	Final Received
	iMac 27inch with Retina 5K displayn40GHz Quadcore	<input type="checkbox"/>	EA		<input type="checkbox"/>
	AppleCare Protection Plan for iMac Autoenroll	<input type="checkbox"/>	EA		<input type="checkbox"/>

Record 2 of 2

Quantity	To Date	Current	U/M	Primary Location	Sub Location
Received	0	1	U/M	EA	
Rejected	0		U/M		
Returned	0		Primary Location		
Accepted	0		Sub Location		
Ordered	1				

☐ Item Suspension
 ☐ Tolerance Suspension
 ☐ Tolerance Override

SAVE

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*.

COMPLETION

Complete In Process

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.

ADD RETRIEVE RELATED TOOLS 1

Receiver Document Y0032646 has been completed.

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.

Receiving Goods FPARCVD 9.3 (QA8)

Receiver Document: * ...

Code

Go

System Check at Completion

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

ADD RETRIEVE RELATED TOOLS 1

Document has items in tolerance suspense. Correct before completing.

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

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

PURCHASE ORDER

Purchase Order: 2477486

Buyer: eVA buyer code for interface

Vendor: 00002444 Apple Computer Inc.

Receive or Adjust Items: ☐ Receive Items ☒ Adjust Items

Record 1 of 1

1. After entering the *Purchase Order* number in the *Purchase Order* field, use the mouse and click ***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* field now displays as the *Adjustment Received* column.

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

Commodity Code	Description	Stock Item	U/M	FOB Code	Final Received
	iMac 27inch with Retina 5K display40GHz Quadcore	<input type="checkbox"/>	EA		<input type="checkbox"/>
	AppleCare Protection Plan for iMac Autoenroll	<input type="checkbox"/>	EA		<input type="checkbox"/>

Record 2 of 2

Quantity	To Date	Adjustment	U/M	FOB Code	Final Received
Received	3	-2	U/M	EA	each
Rejected	0		U/M		
Returned	0		Primary Location		
Accepted	3		Sub Location		
Ordered	1				

☐ Item Suspense ☐ Tolerance Suspense ☐ Tolerance Override

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

COMPLETION

Complete In Process





Record 1 of 1

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

Banner Receiving Dates – Quick Reference Guide

Banner Receiving Dates – Quick Reference

Banner receiving is required for all non-PCO orders in eVA. The chart below will help you determine the correct date for Banner Receiving. If you continue to have questions please contact TESS or Accounts Payable.

Goods	One-time	Monthly Subscription or	Pre- Payments (ie. Annual or ongoing)
When was the good received by UMW?	When was the service completed?	When was the last day of service?	When was the invoice received by UMW?
Enter this date into the <i>Date Received</i> field in Banner receiving (FPARCVD). Click the <i>screen snip</i> icons for more information 			
	ie. One-time Service Invoice 	ie. Monthly Service Invoice 	ie. Annual Subscription Invoice 
Note: When receiving is complete please send your PO number, Y #, date stamped invoice, and cabinet approval (if required) to Accounts Payable payables@umw.edu			

ellucian Receiving Goods FPARCVD 9.3.16 (PROD) ADD RETRIEVE RELATED TOOLS

Receiver Document Code: Y0041055 Start Over

RECEIVING HEADER Insert Delete Copy Filter

Receiving Method: GRD ... Ground Text Exists

Carrier: ... Received By: VSHURINA

Date Received: 10/19/2021 ...

PACKING SLIP Insert Delete Copy Filter

Packing Slip: INV1234 ... Text Exists Bill of Lading: ...

PURCHASE ORDER Settings Insert Delete Copy Filter

Purchase Order: 3392868 ... PO number

Receive or Adjust Items: ☒ Receive Items ☐ Adjust Items

Buyer: ... Vendor: ...

Record 1 of 1

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Invoice

Bill-To:
University of Mary Washington
Allyson Moerman
1301 College Ave
Fredericksburg VA 22401-5300
USA

Invoice date:

08/02/2021

Invoice No./ Date

Order No.

Customer

Currency

Payment

Total Amount

58585

101716

USD

Total due and payable by 10/01/2021

12,840.00

RECEIVED
AUG 05 2021
ACCOUNTS PAYABLE

For Invoice Inquiries:

Please contact: accountsreceivable@ellucian.com

The Banner receiving date is 08/05/2021.

This is an annual subscription; the date UMW received the invoice is the date used for Banner receiving.

Invoice Details

Item	Product	Description	Amount
000020		Subscription for Travel & Expense Management Powered by Chrome River Subscription Term: From 10/01/2021 to 09/30/2022	12,840.00
Subtotal:			12,840.00
Tax :			0.00
Total Amount			USD 12,840.00

Subscription Term from 10/01/2021 to 09/30/2022

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FONEMED, LLC
PO Box 911599
Denver, CO 80291-1599
(800) 366-3633



INVOICE

BILL TO

University of Mary Washington
1301 College Avenue,
Fredericksburg, VA 22401

The Banner receiving date is 09/30/2021

This is a monthly service billed for the month of
September. The last date of service is
09/30/2021

INVOICE # 58429

DATE 09/01/2021

DUE DATE 10/01/2021

TERMS Net 30

P.O.

#EP3343426

UMW received the
invoice on 09/05/2021

SERVICE	QUANTITY	RATE	AMOUNT
Nurse Triage Minimum Monthly Charge SEPTEMBER 2021	1	495.00	495.00

BALANCE DUE

\$495.00

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INVOICE

BILL TO

University of Mary Washington
University of Mary Washington
Accounts Payable Dept.
Centre Court - Suite 104
Jeff Davis Hwy
Fredericksburg, VA 22401-5300
Vendor 000158919

SHIP TO

University of Mary Washington
Fredericksburg, VA 22401

INVOICE # 20263**DATE** 08/28/2020**DUE DATE** 09/27/2020**TERMS** Net 30The Banner receiving date is 08/21/2020.

This is a one-time service which took place
on 08/21/2020.

Invoice received by UMW
08/30/2020

SHIP DATE

08/21/2020

SHIP VIA

DeAnna Absher

SALES REP

Christie

JOB NUMBER

7465

DATE	DESCRIPTION	QTY	RATE	AMOUNT
08/21/2020	Daytime Rate (Typewell - UMW) - Job: 7465 - 8/21/2020 - 1:00PM - 2:00PM - Katherine "Katie" Johnson (TW) - Transferred charge to DeAnna Absher.	1	68.50	68.50

If you have questions about this invoice, please contact:
AccountsReceivable@SignLanguageProfessionals.com.

REMINDER: SLP Contractors may not be contacted for future

BALANCE DUE**\$68.50**[Back to Top](#)