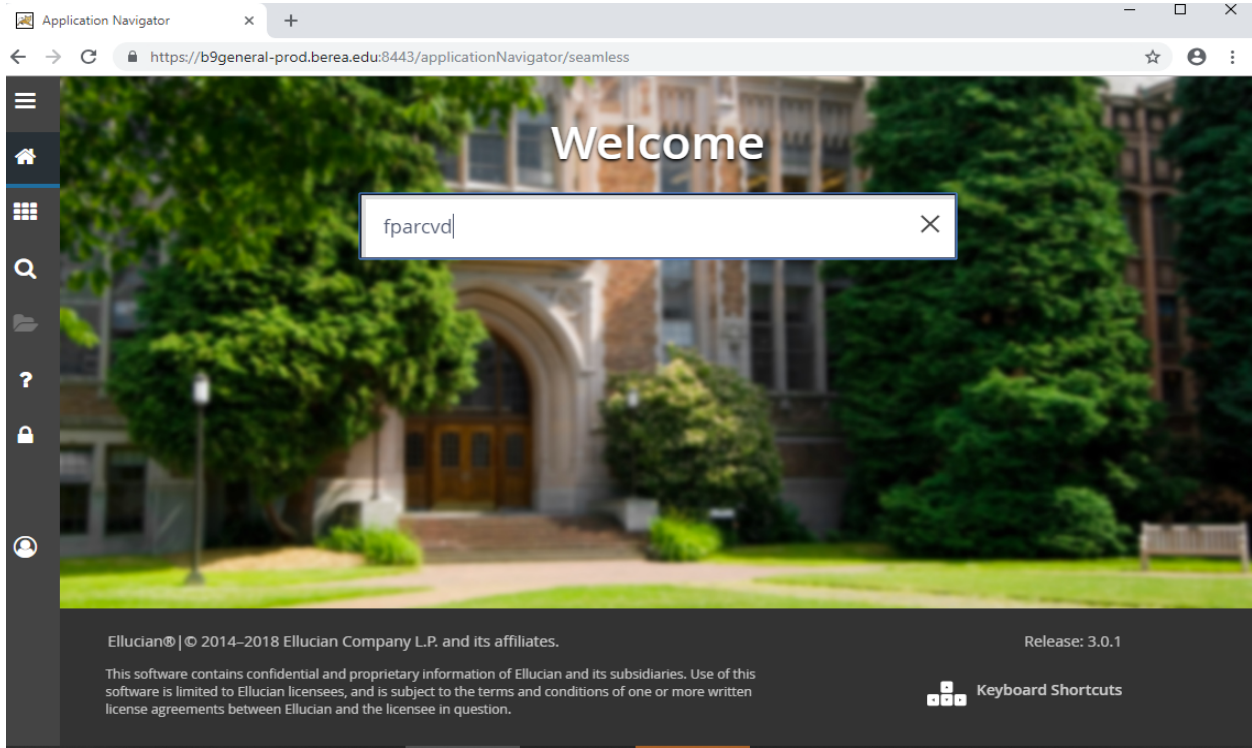
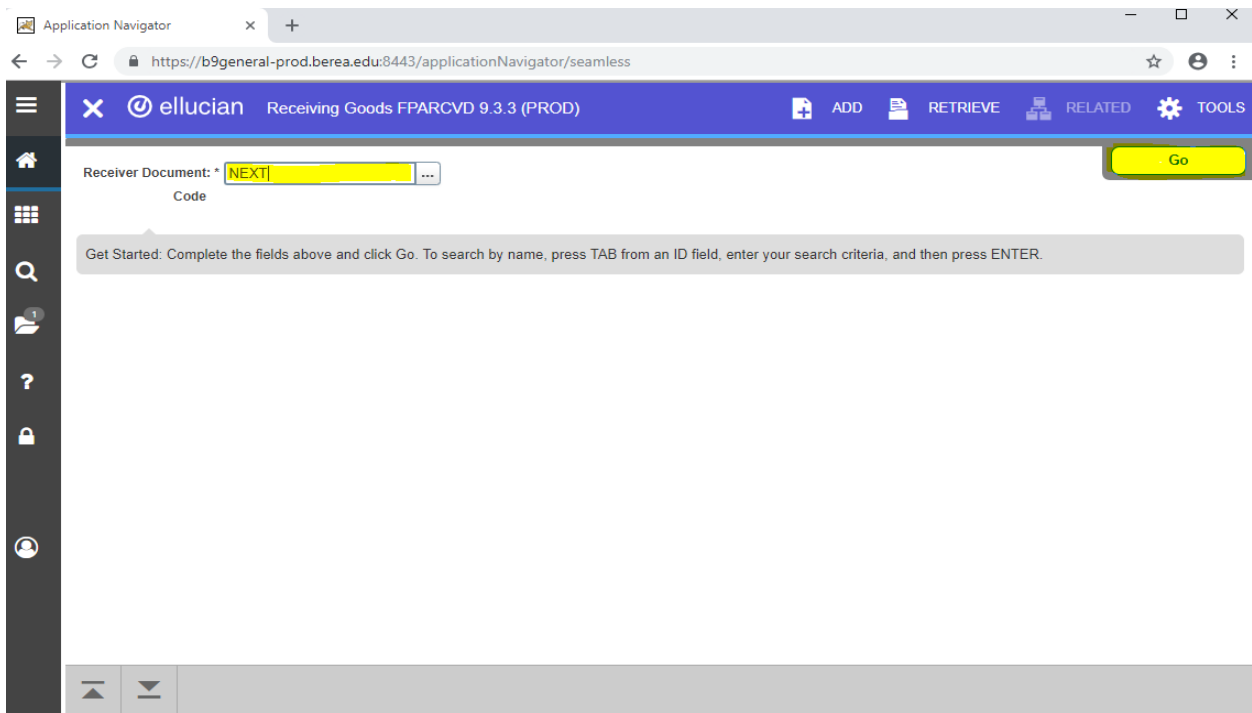


INSTRUCTIONS FOR PROCESSING RECEIVERS IN BANNER9:

From the Home screen, enter FPARCVD, then hit Enter



Type NEXT in the "Receiver Document Code" box, then click "GO" on the top right.



Enter Receiving Method (if known). You can search by clicking on the three dots. Then go to the Next Section by clicking the down arrow (bottom left) or pressing Alt and Page Down. Enter Packing Slip number. Then go to the Next Section (down arrow or Alt Page Down) and enter the PO number. Then hit the “Enter” key.

Application Navigator x +

https://b9general-prod.berea.edu:8443/applicationNavigator/seamless

ellucian Receiving Goods FPARCVD 9.3.3 (PROD) ADD RETRIEVE RELATED TOOLS 1

Receiver Document Code: Y0029881 Start Over

RECEIVING HEADER Insert Delete Copy Filter

Receiving Method [] ... Text Exists

Carrier [] ... Received By BRANDENBURGA

Date Received * 11/08/2018

PACKING SLIP Insert Delete Copy Filter

Packing Slip 11082018 ... Text Exists

Bill of Lading []

PURCHASE ORDER Insert Delete Copy Filter

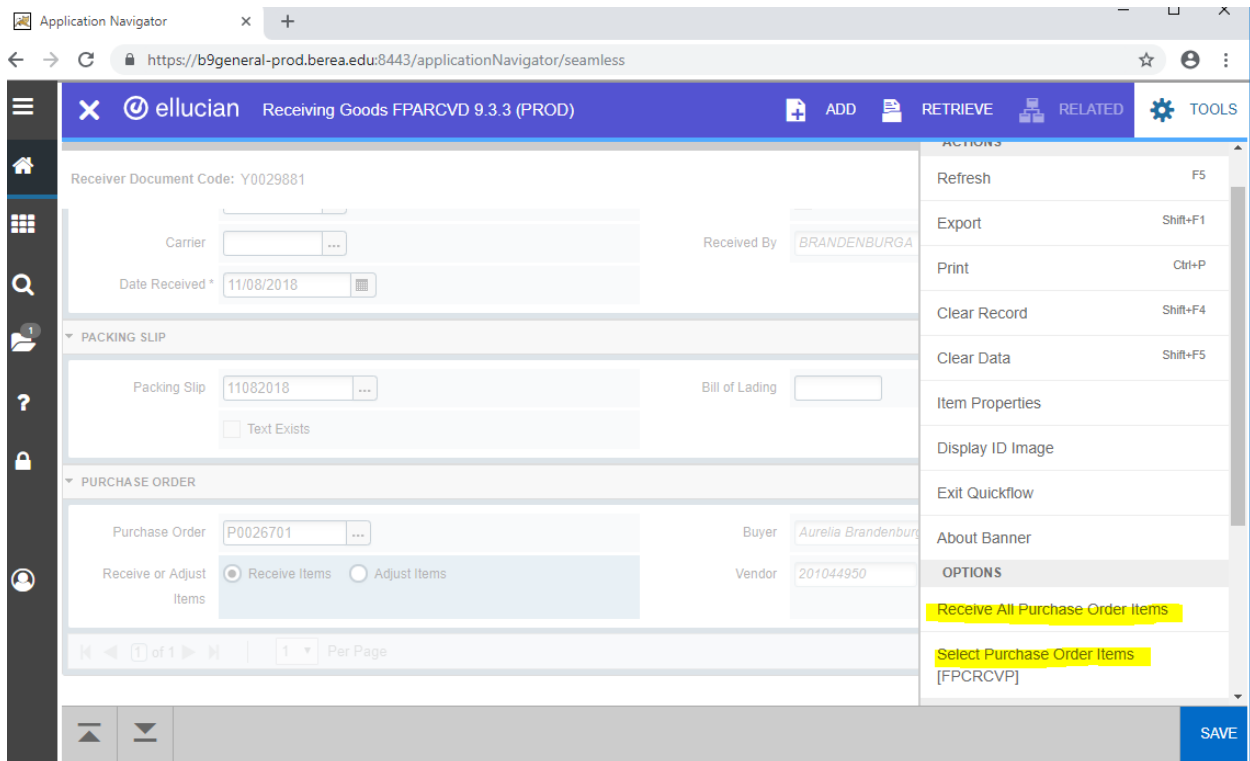
Purchase Order P0026701 ... Buyer []

Receive or Adjust Receive Items Adjust Items Vendor []

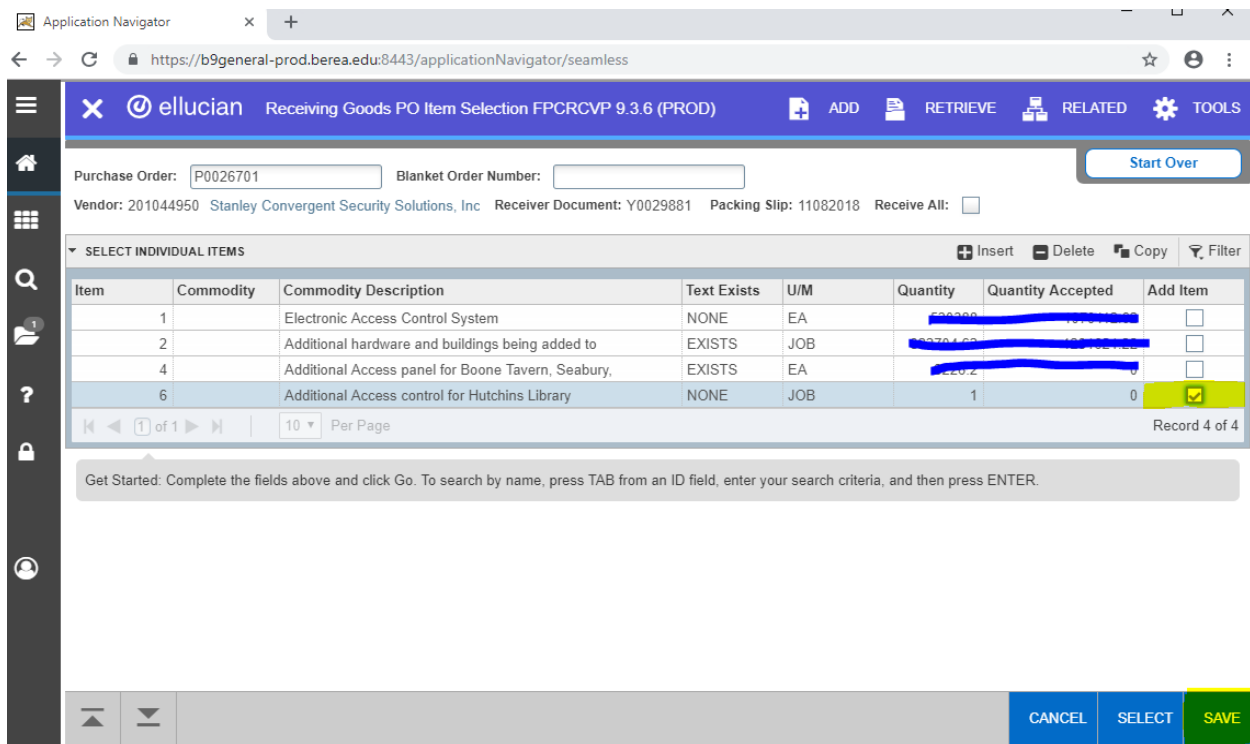
SAVE

EDIT Record: 1 / 1 FPBRCDT.FPBRCDT_POHD_CO... ©2000 - 2018 Ellucian. All rights reserved. ellucian.

You'll see the Vendor name populate in the Vendor Field. Then go to TOOLS on the top right and select either “Receive All Purchase Order Items” (if you’re receiving everything on the PO), or “Select Purchase Order Items” (if you’re only receiving a portion of the lines on the PO).



If you choose “Select PO Items”, you’ll then see a screen with a list of line items to choose from. Click the box(es) to the right of the items you wish to receive, then hit SAVE or F10.



The next screen that comes up should show that the item(s) were saved successfully. You'll then click the X at the top left of the screen.

The screenshot shows the ellucian application interface. At the top, a green notification banner displays a checkmark and the text "Saved successfully (1 rows saved)". Below this, the "RECEIVING GOODS PO ITEM SELECTION" screen is visible. It includes fields for "Purchase Order: P0026701", "Vendor: 201044950 Stanley Convergent Security Solutions, Inc", and "Packing Slip: 11082018". A table titled "SELECT INDIVIDUAL ITEMS" contains the following data:

Item	Commodity	Commodity Description	Text Exists	U/M	Quantity	Quantity Accepted	Add Item
1		Electronic Access Control System	NONE	EA	530388	1070112.62	<input type="checkbox"/>
2		Additional hardware and buildings being added to	EXISTS	JOB	322704.62	1231621.22	<input type="checkbox"/>
4		Additional Access panel for Boone Tavern, Seabury,	EXISTS	EA	3226.2	0	<input type="checkbox"/>

At the bottom right of the screen, there is a blue "SAVE" button.

This will take you back to the screen that looks like the first one, and at this point you'll press the down arrow or Alt Page Down to get to the next section.

The screenshot shows the ellucian application interface for the "RECEIVING GOODS FPARCVD 9.3.3 (PROD)" screen. It features a "Start Over" button in the top right. The "RECEIVING HEADER" section includes fields for "Receiving Method", "Carrier", "Date Received" (11/08/2018), and "Received By" (BRANDEBURGA). The "PACKING SLIP" section shows "Packing Slip" (11082018) and "Bill of Lading". The "PURCHASE ORDER" section displays "Purchase Order" (P0026701), "Buyer" (Aurelia Brandenburg), and "Vendor" (201044950 Stanley Convergent Security Solutions, Inc). At the bottom right, there is a blue "SAVE" button.

You'll then see the line item(s) for which you previously clicked the box appear on the screen and you'll need to tab to the "Current" field on the row labeled "Received" and enter the number of items received. (Notice the quantity ordered will be shown at the bottom of the left column.) You can use the down arrow on your keyboard to scroll to each subsequent line on the PO that corresponds to the boxes you previously checked.

Receiver Document Code: Y0029881

Commodity Code	Description	Stock Item	U/M	FOB Code	Final Received
	Additional Access control for Hutchins Library	<input type="checkbox"/>	JOB		<input type="checkbox"/>

Record 1 of 1

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

Item Suspension
 Tolerance Suspension
 Tolerance Override

COMPLETION Insert Delete Copy Filter

SAVE

Then use the scroll bar on the right side to bring up the "Complete" button. You'll also want to make note of the Receiver Document Code number Y00XXXX. Click Complete and you're done.

Application Navigator x +
 https://b9general-prod.berea.edu:8443/applicationNavigator/seamless

ellucian Receiving Goods FPARCVD 9.3.3 (PROD) ADD RETRIEVE RELATED TOOLS 1

Receiver Document Code: Y0029881 Start Over

Record 1 of 1

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

Item Suspense Tolerance Suspense Tolerance Override

COMPLETION + Insert - Delete Copy Filter

Complete In Process

SAVE

The process is the same if you're receiving all PO items, except that you do not have to click the boxes next to the line items. When you select "Receive All Purchase Order Items" from the TOOLS menu, and hit SAVE, it then takes you back to that same first screen, then all you do is Arrow Down (or Alt Page Down) two times until you get to the last screen and hit Complete.