



## **Fixed Assets Updated Receiving Procedure Manual**

## **Table of Contents**

1. Prerequisites.....	3
2. Forms Job Aid .....	3
3. Terminology .....	3
4. Login & Security .....	3
5. To access the Receiving Processing Control menu .....	4
6. Receiving Items .....	5

## 1. Prerequisites

- a. Working knowledge of *Banner 8 Fundamentals*, or have equivalent experience navigating in the Banner system.
- b. Working knowledge of USP Chart of Accounts (3) and Fixed Assets Codes.
- c. Working knowledge of Navigating PO details FOIDOCH or FPAPURR

## 2. Forms Job Aid

FORM	FULL NAME	USE THIS FORM TO...
FPARCVD	Receiving Goods	Receive Goods

## 3. Terminology

**Chart of accounts** - The Chart of Accounts (COA) defines the accounting distribution used on all transactions processed in the Banner Finance module.

**Fiscal year** - The Fiscal Year is the time period that you create to define the beginning and end of a budget period. Many institutions define their fiscal year as July 1 – June 30.

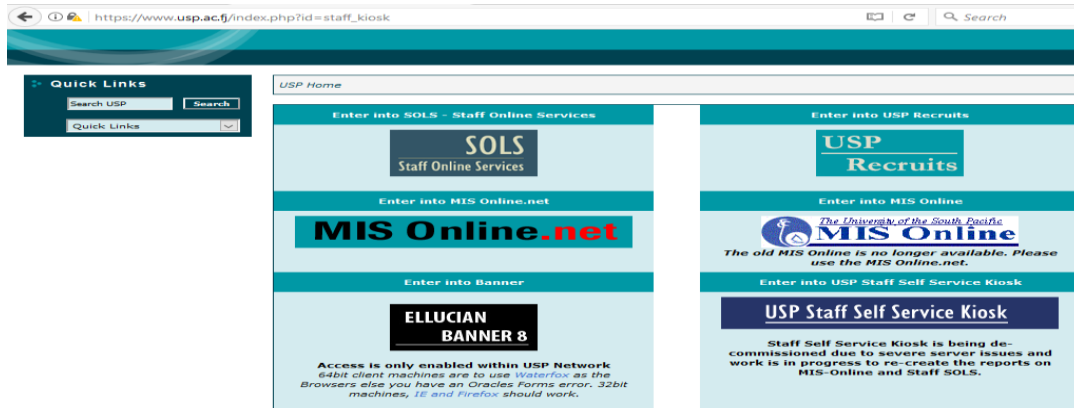
**FOAPAL** - An acronym created by the first letter of seven budget elements defined as follows:

**Fund Organization Account Program Activity Location**

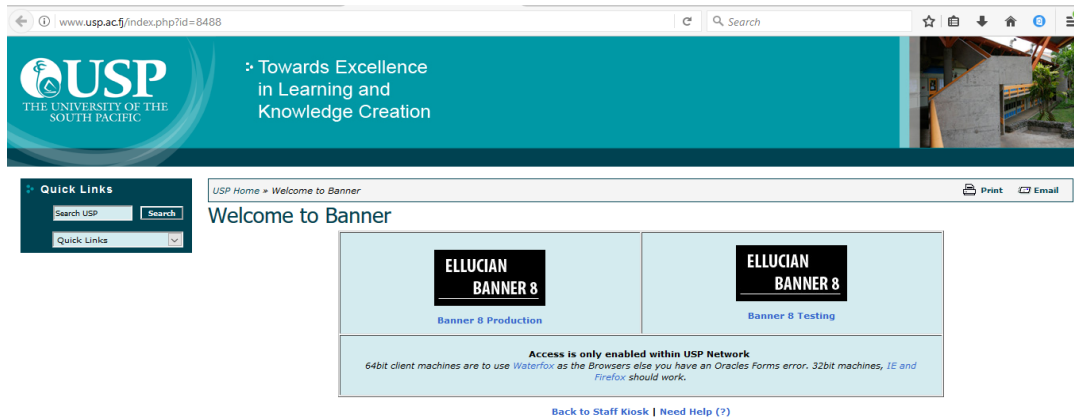
## 4. Login & Security

*All users that may access the Banner Finance Purchasing and Procurement module should have been provided a valid user code and password by the systems administrator(s). Please take good care of your user name and password. Do not disclose your login information to any other person. Your user account is meant ONLY for you.*

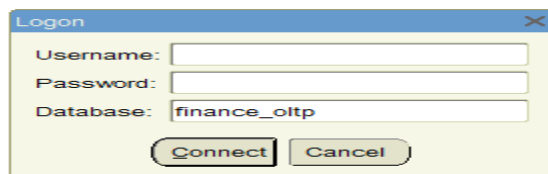
- i. To execute Banner Finance Purchasing and Procurement Control module, click <**Ellucian Banner 8**> executable link in Staff Kiosk on the USP website through a Waterfox browser.



ii. Click <Ellucian Banner 8 Production> link.



The login dialog box will be displayed.



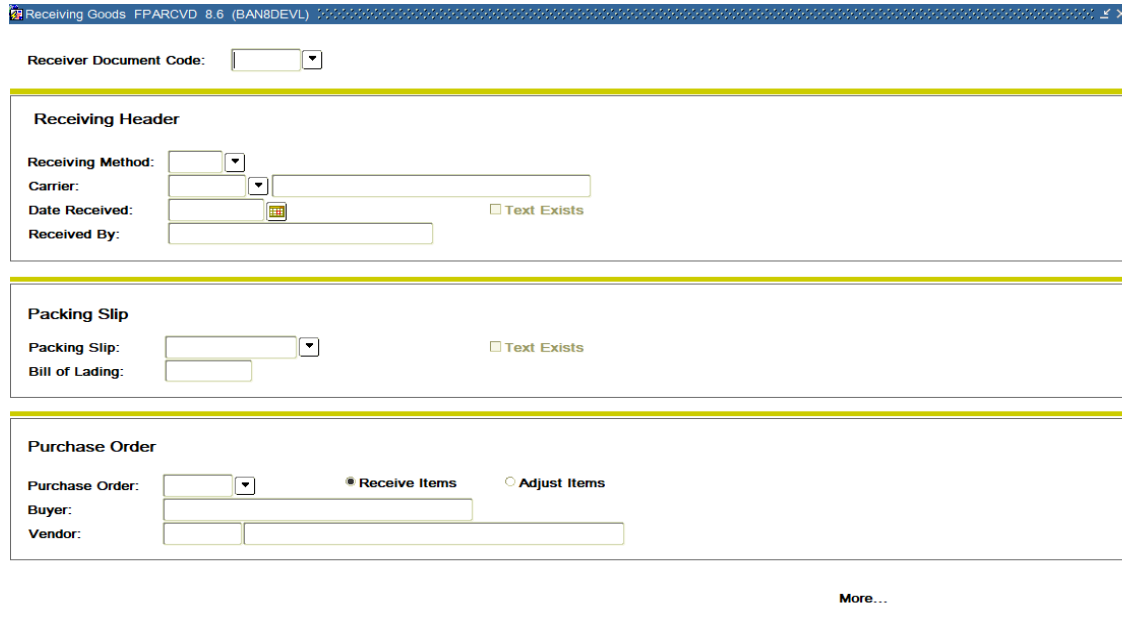
iii. To login enter your Username and Password in the respective fields and click on the <Connect> button.


## 5. To access the Receiving Processing Control menu

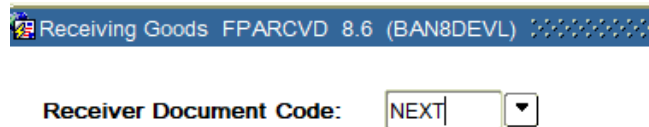
To access Banner Finance Purchasing and Procurement menu, double click on <Finance System Menu (\*FINANCE)> and double click on <Purchasing and Procurement Control System Menu (\*FINPURCH)> and double click on <Receiving Processing (\*FINRECV)>.


## 6. Receiving Items

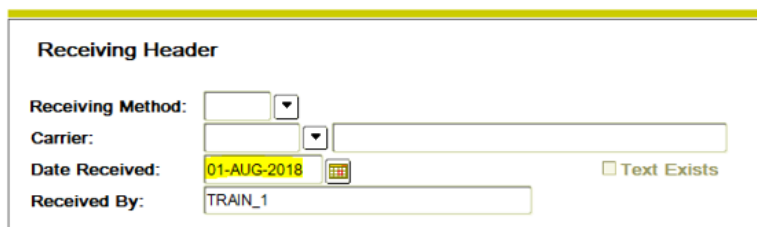
The Receiving Goods Form (FPARCVD) is used to receive items in Banner.




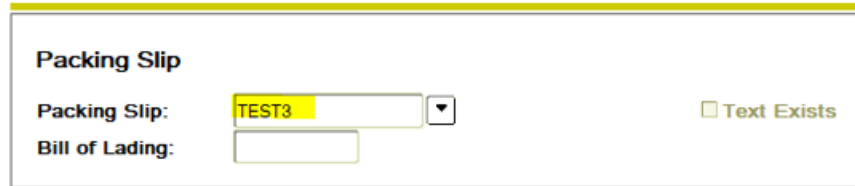
- i. Go to Receiving Goods form < **FPARCVD** >.
- ii. Enter <NEXT> in <Receiver Document Code> field and click Next Block Icon  or press <Ctrl> and <Page Down> keys.



- iii. Enter date in <Date Received> field and click Next Block Icon  or press <Ctrl> and <Page Down> keys



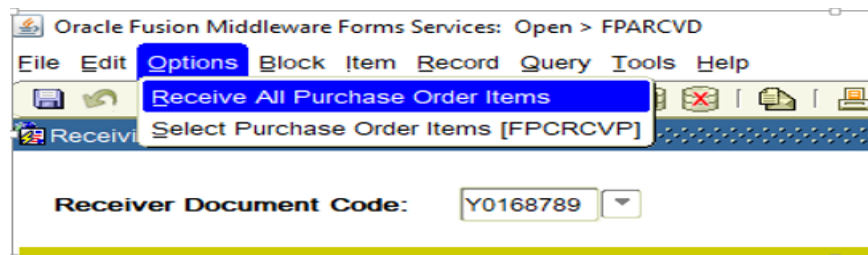
- iv. Enter <Packing Slip> number as on the Delivery Note and click Next Block Icon  or press <Ctrl> and <Page Down> keys.




- v. Enter <Purchase Order> details and press <TAB> once.




- vi. If order is fully received go to <Options> and select <Receive all Purchase Order Items> and click Next Block  Icon or press Ctrl and Page Down key.



- vii. If fully received, go to **step xii** else continue with **step viii**.
- viii. If partially received then click on <Options> and choose <Select Purchase Order Items>.
- ix. Check on <Add Item> for the lines the goods have been received and click <Save  > button and exit the form.

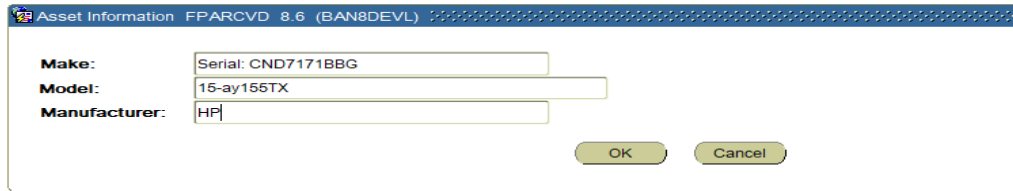
Item	Commodity	Text Exists	U/M	Quantity	Quantity Accepted	Add Item
1	DELL OptiPlex 5050 MT XCTO	EXISTS	EA	7	0	<input checked="" type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

- x. Click on <Next Block  > function or press <Control (ctrl)> and <Page Down (pgdn)> keys. You will be navigated to the Commodity form:

Quantity	To Date	Current
Received:	7	7
Rejected:	0	
Returned:	0	
Accepted:	7	
Ordered:	7	

- xi. If partial received fill in the <Quantity> in the <Current> field, if fully received this will be automatically populated see **step ix**.
- xii. Go to <Option> and select <Asset Information>.


xiii. Enter details and click <OK>.

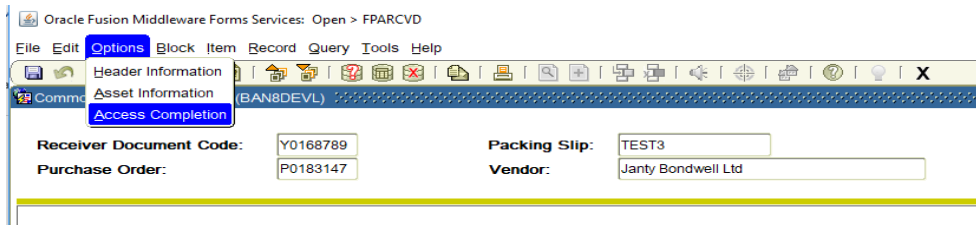


Asset Information FPARCVD 8.6 (BAN8DEVL)

Make: Serial: CND7171BBG  
 Model: 15-ay155TX  
 Manufacturer: HP

OK Cancel

xiv. Click on <Next Block  > function or press <Control (ctrl)> and <Page Down (pgdn)> keys. You will be navigated to the <Completion> page. You can also access completion from Options.



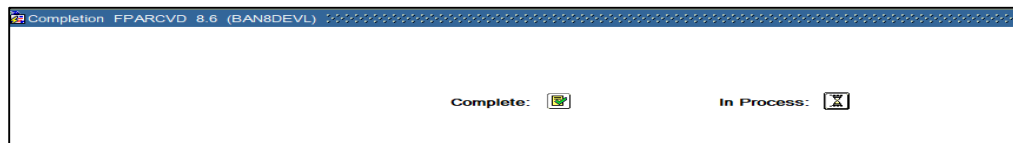
Oracle Fusion Middleware Forms Services: Open > FPARCVD

File Edit Options Block Item Record Query Tools Help



Header Information  
 Asset Information (BAN8DEVL)  
 Access Completion

Receiver Document Code: Y0168789 Packing Slip: TEST3  
 Purchase Order: P0183147 Vendor: Janty Bondwell Ltd

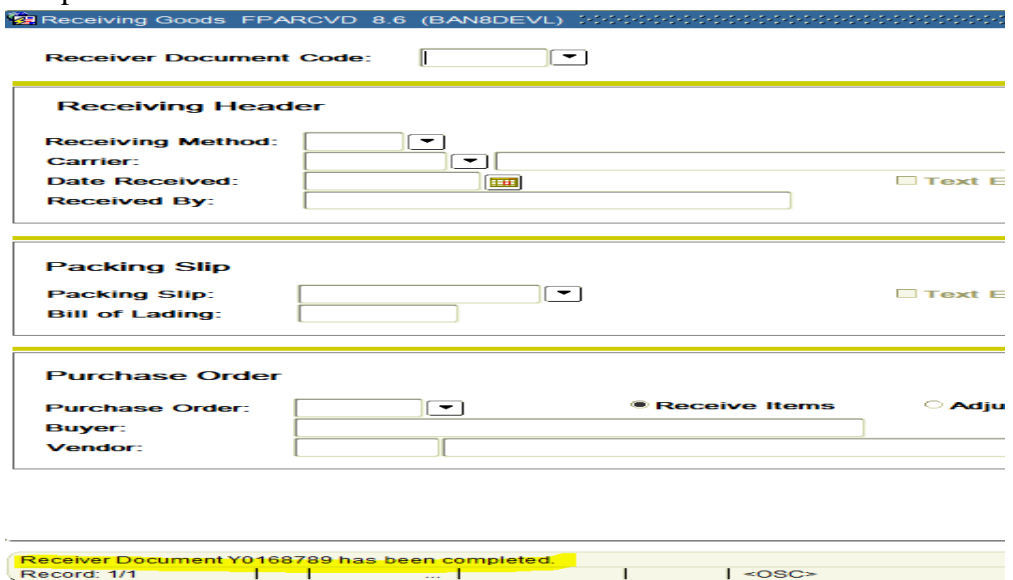
xv. Click on <Complete>.



Completion FPARCVD 8.6 (BAN8DEVL)

Complete:  In Process: 

xvi. A message will be displayed at the bottom of the screen showing that receiving is completed.



Receiving Goods FPARCVD 8.6 (BAN8DEVL)

Receiver Document Code:

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**Receiving Header**

Receiving Method:    
 Carrier:    
 Date Received:    Text E  
 Received By:

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**Packing Slip**

Packing Slip:    Text E  
 Bill of Lading:

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**Purchase Order**

Purchase Order:    Receive Items  Adju  
 Buyer:   
 Vendor:

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Receiver Document Y0168789 has been completed.  
 Record: 1/1 ... <OSC>