

VILLANOVA UNIVERSITY
BANNER FINANCE SYSTEM (BFS)

QUICK REFERENCE GUIDE

TO

BFS RECEIVING GOODS FORM (FPARCVD) &
RETURNED GOODS/ADJUST RECEIVING FORM
(FPARTRN)

This **QUICK REFERENCE GUIDE** provides a very brief summary of the BANNER Finance System Receiving process at Villanova University.

Departmental on-line posting of receiving is required on purchase orders where the amount is greater than \$5,000.00 but less than \$9,999.99 and PO class is "P" (tangible items). Purchase Orders greater than \$10,000.00, class "P," the responsible department must sign a Receiving copy (pink) of the PO and send to Purchasing.

UNIT will continue to post receiving on all computer-related purchase orders up to \$9,999.99. POs greater than \$10,000.00 the responsible department must sign a Receiving copy (pink) of the PO and send to Purchasing.

PREREQUISITES

You must have the appropriate Oracle Database IDs and passwords. These are issued by UNIT. Call the UNIT help desk for assistance in having these established.

In order to use BFS, your Department Head must submit a written request to the Assistant Controller/Accounting, indicating the level of access and approval authority you are to be granted.

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REFERENCE GUIDE CONVENTIONS

- # When you are asked to "key" information, type the requested characters or numbers in the space identified.
- # Throughout this guide, whenever entries are required in a form field (data you will need to key), the fields are designated as [FIELD NAME]. Please do not key data in any other fields except as noted in this guide.
- # Names and data appearing in quotes (" ") should be keyed just as they appear in this guide (do not key the quotation marks).
- # CLICKING refers to using the mouse. Some items are case sensitive, so if you see them in all lowercase letters in this guide, enter the information in all lowercase letters. In other cases, information must be entered in ALL CAPITAL LETTERS. For certain data, such as vendor names, please enter using the correct combination of uppercase and lowercase letters.
- # Italic type is used to denote steps which are not always required, such as special notes to Purchasing or additional line item text.
- # Form names that are Underlined and in italics must be clicked on to access.
- # When you see two commands *WITH* a + between them, key them at the same time (hold down one key, while pressing the other).
 - A. Auto hint line (bottom of screen): Provides brief information/instructions about the current cursor location. Error messages may also appear here.
 - B. Status line (directly beneath auto hint): displays record count and up or down arrow.
 - C. Dialog box (pop-up window): displays when BFS needs a response from you. Gives you at least two choices and sometimes more; for example, when you try to exit a form without saving your changes. Press **Tab** (next field) then enter or Click your response choice.
 - D. Alert Box: displays to notify you of a condition that may affect how you enter information or the kind of information you enter. These must be acknowledged to continue; press **Enter**.

SYSTEM SIGN-ON

Double Click on BANNER4 icon.

1. [Username] key: your Oracle database ID (e.g., jdurham), press **Tab** (next field).
2. [Password:] key your Oracle Database password, (ignore next field [DATABASE]), press **Enter** one time.
Banner logo appears.
BFS General Menu Application Form will be displayed.

Receiving Document Create:

1. [Enter Selection---] key "fparcvd" (BFS will present as uppercase), press **Enter**.
2. [Receiver Document Code] *If a code is present, press **Ctrl+u** (clear field);* key "next" (BFS will present as uppercase) press **PgDn** (next block).
3. Ignore [Receiving Method] and [Carrier]; press **Tab** (next field) to [Date received]. Default is current date; change if necessary. *To add text, see step 4 below; otherwise, press **PgDn** (next block), **continue with step 5.***
4. **RECEIVING NOTES: (GENERAL TEXT ENTRY FORM):** *Before pressing **PgDn**, click on View Receiving Text, press **PgDn** (next block). Use this form to attach notes regarding any received item, reference the line number to which the text is related. Begin typing any text, press **Down Arrow** (next record) as lines are completed. To enter a blank line (for spacing), press **Tab** (next field) to [Line], key in a number one digit higher than the previous number shown; press **Down Arrow** (next record) to continue adding lines of text. Press **Shift+F6** (commit) when finished. Auto hint line displays message: "Transaction complete: x records applied and saved." Proof your text, press **Ctrl+q** (exit). Press **PgDn** (next block), note Code number, continue with Step 5.*
5. [Packing Slip:] Required field; key the system assigned receiver document number located at the top of the form which begins with a "Y"; press **PgDn** (next block).
6. [PO Number:] key PO number. *(If you do not know the PO number, refer to panel 5, "Search for PO number."*

RECEIVING ITEMS

Receive All Purchase Order Item or Select Purchase Order Items.

- Receive All:** (Select this option if all line items and full quantity of each has been received.) Click on Receive All Purchase Order Items in left Column, press **PgDn** (next block). Review that receiving is accurate for each line by pressing **Down Arrow** (next record) to scroll through line items. Press **PgDn** (next block) to access Completion window.

NOTE:

If PO was charged to 75xx account(s), Asset Information window must be completed before accessing Completion window. Refer to panel 5: Posting FXA Receiving for detailed instructions.

- Select Items:** (Select this option for partial receiving.) Click on Select Purchase Order Items. Cursor resides in [Receive All] field. (Note: You can press **Space Bar** to select [Receive All] if upon review of displayed PO items you determine that you have received all items. Press **Shift+ F6**, refer to step 7 above for review of receiving information.). To proceed with select items, press **PgDn** (next block). Press **Down Arrow** (Next Record) to scroll displayed lines. Press **Tab** to [Add], press space bar to mark line item(s) you want to post receiving against; press **Shift+ F6** (commit). Alert box: "Transaction complete: x records applied and saved." Press **Enter** to acknowledge. Item(s) selected will disappear from window; press **Ctrl+ q** (exit). Press **PgDn**
Press **Tab** (next field) to [Current], key the number of items received, press **Tab**. If This is the Final Receiving for this line Click on "Final Received?" Check Box. If single line item receiving, press **PgDn** to access Completion window. *If multiple line item receiving, press **Down Arrow**, to continue posting receiving on each selected item. When all receiving has been posted, review receiving entries; press **Up Arrow** to scroll through line items. **PgDn** (next block) to access Completion window.*

NOTE:

If PO was charged to 75xx account(s), Asset Information window must be completed before accessing Completion window. Refer to Posting FXA Receiving below.

9. Completing the document:

NOTE: Once you complete a receiving document, no changes are permitted. You must use Returned Goods/Adjust Receiving form (below) to adjust/delete receiving.

Click on Green Circle next To [Complete]. Auto hint line: "Receiver document#Yxxxxxxx has been completed."

To continue posting receiving, repeat from panel 3, step 2.

Search for PO number:

[PO Number] Click On searchlight,

Click on **FPI0 P0 V**

Enter Vendor Number or click on searchlight to search for vendor. Tab to Fiscal Year and enter year of Purchase Order (leave Blank for all years), option - enter [Organization Code] to search for only your Purchase Orders.

Press **PgDn**, Scroll through list (view detail on purchase order by clicking on Query Purchase Order information - **Ctrl+ q** to exit back to Receiving). Once you have located the correct PO press **Shift+ F3** (exit w/value).

To requery, press **Shift+ F7** (clear form) key new parameters; **continue with step 7, panel 4**. If PO not found, press **Ctrl+q** (exit), as you cannot continue the receiving process. Make a note of the Receiving Document Number, press **Ctrl+q** (exit). You may return and complete the document at a later date.

Posting FXA Receiving:

Click On Asset Information in left column. Asset Information window displays. Key: make (followed by item serial number or vehicle identification number), model (followed by vehicle license tag number), and manufacturer; press **Shift+ F6** (commit).

S One line receiving, press **PgDn** (next block).

S Multiple line receiving, press **Down Arrow** and repeat process until asset information has been entered for each applicable line item; **continue with step 9 above**.

RETURNED GOODS/ADJUST RECEIVING (FPARTRN):

- [Enter Selection---] key "fpartrn" (system will automatically present uppercase), press **Enter**.
- [Return Code:] key "next", press **Tab** (If a code is present, press **Ctrl+ U** (clear field) before keying next).
- [PO Code] key in PO number. (Refer to PO Search panel 5 if you do not know the PO number.) Press **PgDn**.
- Vendor defaults from PO. Verify you are accessing the correct PO. Note return number.
- CREATING/MODIFYING TEXT:** All receiving adjustments require an explanation. Click On Document Text, Press **PgDn** General text window displays. Same parameters for entering text as step 4, panel 3; Press **Shift+ F6** (commit) when finished, Press **Ctrl+ q** (exit) when text entry is completed. You will be returned to the Return header block. Press **PgDn** to navigate to the commodity window.
- [Item] Key in the line # being returned/adjusted, press **Tab** (next field).
- [Reason] Key ADJ or double click on field for search.
- [Quantity returned] key (e.g., if you posted 4, but only received 3, key quantity 1). Press **Down Arrow** and repeat steps 6 through 8 to continue adding returned items. Press **Shift+ F6** (commit) when finished. [To-Date Returned] field will be populated with the total number of adjustments to date. [To-Date Received-Rejected] will be populated with the total number of items received, regardless of any adjustments. (Note, if you fail to save, when you press **Ctrl+ q** (exit) a dialog box will display giving you an opportunity to save. Press **Ctrl+ q** (exit) if there are no more returns/adjustments to be posted against other purchase orders.

SYSTEM SIGN-OFF

When you have completed your BFS session, you need to sign-off the system. Press **Ctrl+ q** twice.

- Banner will show an alert box "Are you sure you want to exit this Banner 2000 session". Click Yes.

