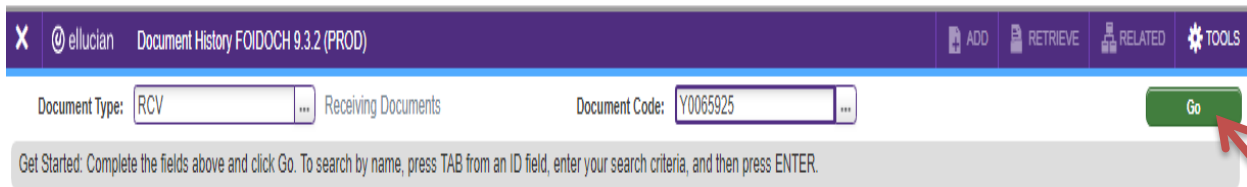


Incomplete Receivers

Log in to Banner screen **FOIDOCH** to look up information about the receiver.

Type “RCV” in the Document Type and the receiver code in the “Document Code” box. The receiver code is normally a “Y” number but may be “ADD”, “NEW” or a combination of letters and numbers.

Click “Go”

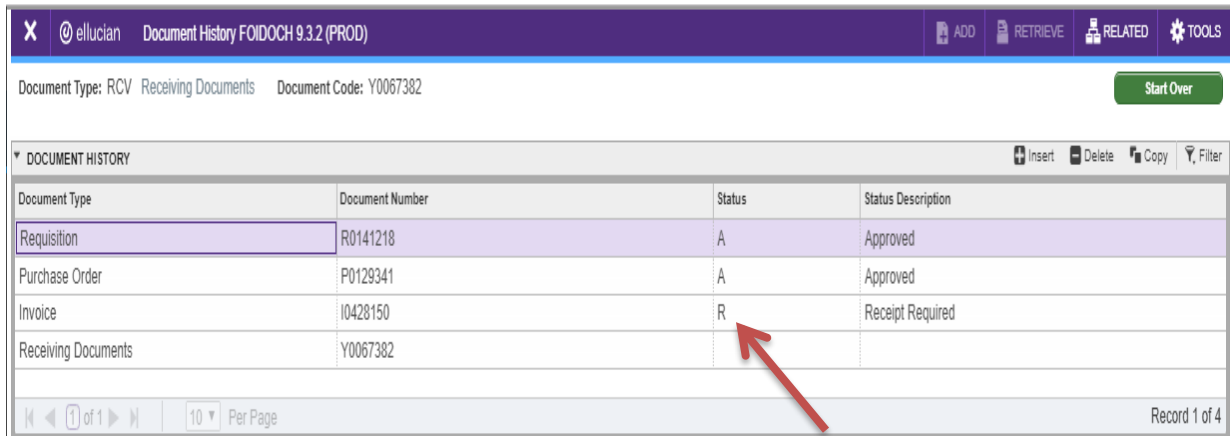


Document Type: RCV Receiving Documents Document Code: Y0065925 [Go](#)

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Documents associated with the receiver will populate. Completed receivers will have a “C” in the status box.

In the example below, the invoice status is “R” and will not pay until the receiving is complete. Receiving should only be completed after the item(s) have been received on campus in good condition.



Document Type: RCV Receiving Documents Document Code: Y0067382 [Start Over](#)

Document Type	Document Number	Status	Status Description
Requisition	R0141218	A	Approved
Purchase Order	P0129341	A	Approved
Invoice	I0428150	R	Receipt Required
Receiving Documents	Y0067382	C	

Record 1 of 4

In this example, 2 receivers have been completed and there are no invoices awaiting receiving. This receiver should be investigated to determine if it should be completed or deleted.

Document Type	Document Number	Status	Status Description
Requisition	R0139591	A	Approved
Purchase Order	P0127813	A	Approved
Invoice	I0418372	P	Paid
Invoice	I0422506	P	Paid
Invoice	I0425297	P	Paid
Check Disbursement	I0144797		
Check Disbursement	I0145740		
Check Disbursement	I0146332		
Receiving Documents	Y0066916	C	Completed
Receiving Documents	Y0067270		
Receiving Documents	Y0067271	C	Completed

If the receiver is not associated with a PO, only the receiver number will populate. This occurs when the receiving process in FPARCVD is stopped before the PO number is entered.

Document Type	Document Number	Status	Status Description
Receiving Documents	Y0065925		

A receiver not associated with a PO should be deleted. To delete an incomplete receiver, go to Banner screen **FPARCVD**.

Type the receiver code in the “Receiver Document Code” box. This is normally a “Y” number but may be “ADD”, “NEW” or a combination of letters and numbers.

Click “Go”

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

Receiver Document: Code

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Click "Delete" twice to remove the record.

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

Receiver Document Code: Y0067270

RECEIVING HEADER Filter

Receiving Method Bestway Text Exists
Carrier Received By
Date Received

PACKING SLIP Filter

Packing Slip Bill of Lading
 Text Exists

PURCHASE ORDER Filter

Purchase Order Buyer *Maurice Rogers*
Receive or Adjust Receive Items Adjust Items Vendor *B00205260* *Priest, Mariada C.*

1 of 1 Per Page Record 1 of 1

This message will display when the receiver code has been deleted.

Receiver #:Y0062566 and all detailed records have been deleted.