BANNER RECEIVING
Quick Reference Guide

RowanUniversity
INFORMATION RESOURCES & TECHNOLOGY

Training & Instructional Support
www.rowan.edu/irt-training

BANNER 9 RECEIVING -- COMPLETE REGULAR ORDER

- Go to banner.rowan.edu.
- Login with your Rowan University Network Username and Password.
- Login to Banner 9 Administrative Pages.
- Enter FPARCVD or Receiving Goods into the Search field (or select from My Banner shortcut).
- Type the word NEXT and the next Receiver Document Code will populate.
- Select green Go button.
- Leave Receiving Method and Carrier blank.
- Select Next Section button on bottom left-hand side.
- Enter Invoice or Packing Slip number or initials and date.
- Leave Bill of Lading blank.
- Select Next Section button on bottom left-hand side.
- Enter Purchase Order number and tab to populate vendor information.
- From the menu bar, select Tools then Receive All Purchase Order Items.
- Select Next Section button on bottom left-hand side.
- Review all items to be automatically received and Final Receive is checked.
- Select Complete button on bottom left-hand side.
- You will receive a confirmation with Receiving Document code on top right-hand side of screen.

IMPORTANT NOTE

Accounts Payable pays the amount on the invoice, not how much you received.

BANNER 9 RECEIVING -- PARTIAL REGULAR ORDER

- Login to Banner 9 Administrative Pages.
- Enter FPARCVD or Receiving Goods into the Search field (or select from My Banner shortcut).
- Type the word NEXT and the next Receiver Document Code will populate.
- Select green Go button.
- Leave Receiving Method and Carrier blank.
- Select Next Section button on bottom left-hand side.
- Enter Invoice or Packing Slip number or initials and date.
- Leave Bill of Lading blank.
- Select Next Section button on bottom left-hand side.
- Enter Purchase Order number and tab to populate vendor information.
- From the menu bar, select Tools then Select Purchase Order Items.
- Select green Go button on top right-hand side.
- Select check box next to the items you wish to receive.
- Select Save button then Close the form (White X).
- You will receive a warning note, choose Yes.
- Select Next Section button on bottom left-hand side.
- Enter amount you want to receive in the **Current** field.
- Tab and the Original U/M will automatically fill in.
- If receiving more than one line, select each line and enter amount to receive for each.
- Select Complete button on bottom left-hand side.
- You will receive a confirmation with Receiving Document code on top right-hand side of screen.

IMPORTANT NOTE

If you receive multiple times on a purchase order, you will create a NEW receiving code each time.

BANNER RECEIVING
Quick Reference Card

BANNER 9 RECEIVING -- STANDING ORDER

- Login to Banner 9 Administrative Pages.
- Enter FPARCVD or Receiving Goods into the Search field (or select from My Banner shortcut).
- Type the word NEXT and the next Receiver Document Code will populate.
- Select green Go button.
- Leave Receiving Method and Carrier blank.
- Select Next Section button on bottom left-hand side.
- Enter Invoice or Packing Slip number or initials and date.
- Leave Bill of Lading blank.
- Select Next Section button on bottom left-hand side.
- Enter Purchase Order number and tab to populate vendor information.
- From the menu bar, select Tools then Select Purchase Order Items.
- Select green Go button on top right-hand side.

- Select check box next to the items you wish to receive.
- Select Save button then Close the form (White X).
- You will receive a warning note, choose Yes.
- Select Next Section button on bottom left-hand side.
- Enter amount you want to receive in the **Current** field.
- Tab and the Original U/M will automatically fill in.
- If receiving more than one line, select each line and enter amount to receive for each.
- Select Complete button on bottom left-hand side.
- You will receive a confirmation with Receiving Document code on top right-hand side of screen.

IMPORTANT NOTE

For Standing Orders, check the amount on the invoice in FOIDOCH.

BANNER 9 RECEIVING -- COMPLETING INCOMPLETE RECEIVING CODES

- Login to Banner 9 Administrative Pages.
- Enter FPARCVD or Receiving Goods into the Search field (or select from My Banner shortcut).
- Type the receiver code (Y number) into the Receiver Document Code field.
- Select green Go button.
- Complete the receiving steps.

IMPORTANT NOTE

In FOIDOCH, if there is no status indicated next to the receiving code, the receiving is incomplete.

BANNER 9 RECEIVING -- DELETING INCOMPLETE RECEIVING CODES

- Login to Banner 9 Administrative Pages.
- Enter FPARCVD or Receiving Goods into the Search field (or select from My Banner shortcut).
- Type the receiver code (Y number) into the Receiver Document Code field.
- Select green Go button.

- While cursor is in Receiving Method field, select Delete button two times.
- You will receive an acknowledgement that it was deleted.