



**OLD DOMINION  
UNIVERSITY**

**I D E A F U S I O N**

Department of Procurement Services

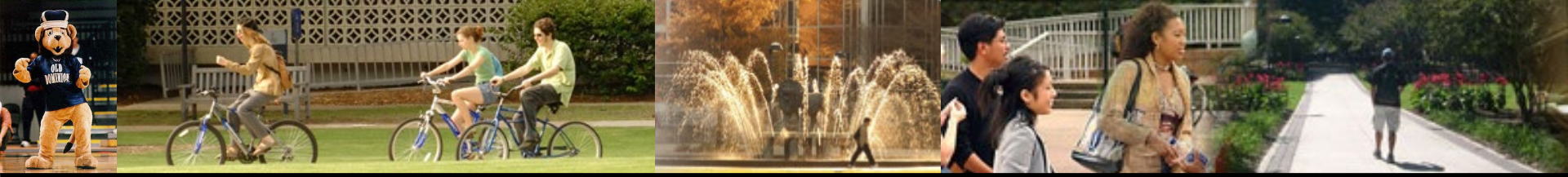
# **eReceiving Training**





## eReceiving Introduction

Procurement Services implemented electronic receiving on July 1, 2010. It is Old Dominion University's goal to use electronic receiving for all eVA purchase orders except capital. This process increases efficiency for Procurement Services, Accounts Payable, University departments and vendors. It also improves accountability, promotes prompt payment, and provides a complete audit trail as well as increases customer service.



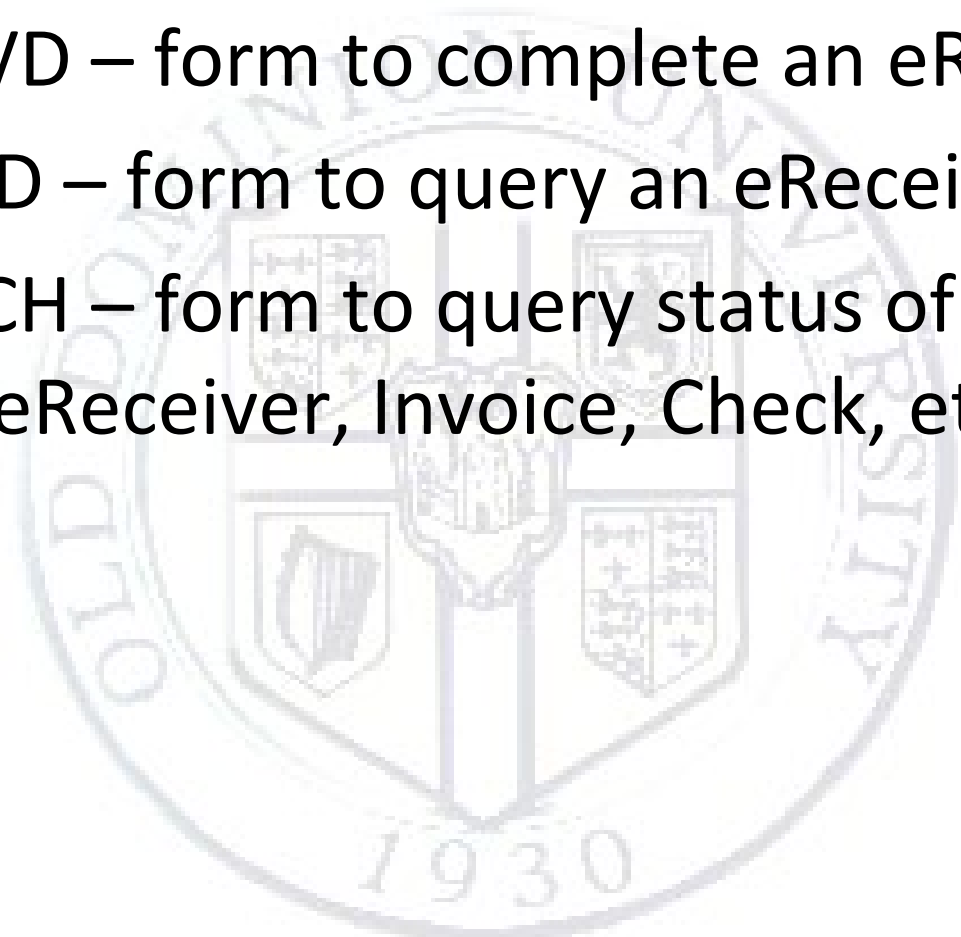
# Requirements to Obtain access to Banner eReceiving

- eReceiving Access Request:
  - Go to the **Procurement Services** webpage.
  - Click on **eReceiving**.
  - Select **eReceiving Access Request Instructions** under **Establishing an Account** section.
- eReceiving Training



# Banner eReceiving Forms

- FPARCVD – form to complete an eReceiver
- FPIRCVD – form to query an eReceiver
- FOIDOCH – form to query status of a Purchase Order, eReceiver, Invoice, Check, etc.





# Accessing the eReceiving Forms

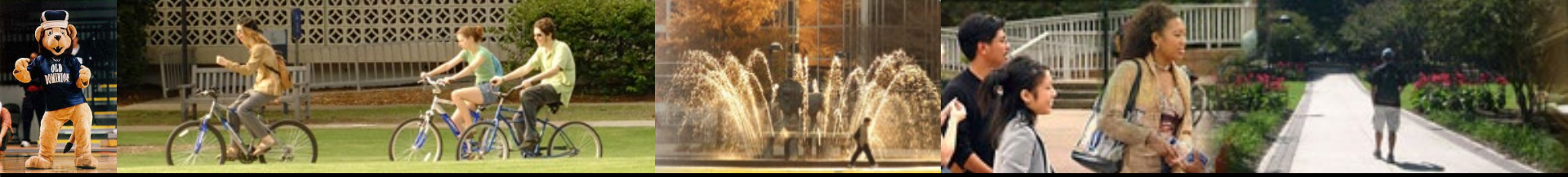
- General Menu in Banner
- Enter FPARCVD, FPIRCVD or FOIDOCH in the 'Search' field to access the form.

The screenshot shows the Ellucian software interface. On the left is a dark sidebar with navigation icons. The main content area has a blue header with the word 'Welcome'. Below the header is a search bar containing the text 'FPARCVD'. A red arrow points from the search bar to a search result box that says 'Receiving Goods (FPARCVD)'. A yellow callout box with black text is overlaid on the bottom right of the search results area.

Type **FPARCVD** in the **Search** field. The form will show up in the Search results. Select the form to open.

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# eVA Transactions in Banner

- eVA transactions are loaded into Banner daily through a data export/import process.
- Orders approved in eVA will post in Banner one business day after the eVA purchase order is complete, provided the eVA purchase order was created correctly and the vendor tax ID matches on the Banner vendor table.
- Purchase order numbers in Banner do not include the “P”.



# eReceiving Reminders

- The quantity received can only be changed if the receiver is incomplete.
- Incomplete receivers can be removed by sending a request to [procurement@odu.edu](mailto:procurement@odu.edu).
- Once a receiver is completed, it cannot be removed or changed. To correct a mistake on a completed receiver, an adjustment receiver is required.
- If the receiver will not complete, check to be sure each line item has a quantity in the current field. If a specific line item hasn't been received by the department and was added to the receiver, '0' (zero) will need to be entered in the current field in order to complete the receiver.
- Central Warehouse personnel will be complete receivers for all orders delivered to the Central Warehouse.
- Prepayments: The receiving method should be PPAY and the date received should reflect the date the good/service will be received.
- Packing Slip Field: This is a required field which can be used for the packing slip number. If no packing slip the Banner user can use this field at their discretion.
- Returns are processed using form FPARCVD as 'adjusted items'.



# Resources

- [www.odu.edu/procurement](http://www.odu.edu/procurement)
- [procurement@odu.edu](mailto:procurement@odu.edu)
- Barbie Edwards – 757-683-7158
- La Toya Ellis – 757-683-3252