UNIVERSITY OF ILLINOIS SYSTEM

Tolerance Override Process

Step	Task
1.	Type *FPARCVD* in the **Search** field and press **ENTER** to open **Receiving Goods**.
2.	Type *NEXT* for the next available Banner receipt number*.
3.	Click the **Go** button to advance to the **Receiving Header** section.
4.	Double-click in the **Receiving Method** (optional) field and select from the list. To select an item, double-click the item or click to highlight it, and then click the **OK** button.
5.	To enter **Receiving Text** (optional) select *FOATEXT* from the **Related** menu. Enter text with the date and your initials. Click the **Save** and **Exit** buttons. The **Receiving Text** box will be checked.
6.	Select a **Carrier (optional).**
7.	Today's date defaults in the **Date Received** field. To select a date, click the **Calendar** button and select a date from the displayed calendar, or enter *dd-mmm-yyyy*, then press TAB**.**
8.	Click the **Next Section** button to advance to the **Packing Slip** section.
9.	Enter the **Packing Slip** (required) number for the shipment received.
10.	Click the **Next Section** button to advance to the **Purchase Order** section.
11.	Enter the **Purchase Order** number and press TAB to populate the **Buyer** and **Vendor** fields.
12.	Select from **Tools** menu: a. **Receive all Purchase Order items**, or b. **Select Purchase Order Items (***FPCRCVP)* if there is more than one item on the PO or you only want to receive a partial shipment. a. Select **Add Item** for each item you need to receive. b. Click the **Save**, **Exit**, and **Yes** buttons to close the page.
13.	Click the **Next Section** button to advance to the **Commodity** section.
14.	TAB to the **FOB Code** (optional) field and press F9 to open the **FOB Code List** *(FTVFOBS)*.
15.	Press the DOWN ARROW to highlight the FOB for this receipt.
16.	Click **OK** or double-click the value to return it to the **FOB Code** field.
17.	Verify the **Final Received** box. Check **Final Received** only if this is the last receipt for this commodity.
18.	Enter the quantity received in the **Current Received** field and press TAB.
19.	Press the DOWN ARROW to access the next commodity, if there is more than one commodity being received.
20.	Repeat steps 14 through 19 for all remaining commodities.

Step	Task
21.	Click the **Next Section** button to advance to the **Completion** section.
22.	Click the **Complete** button.
23.	The system displays a warning message "*WARNING: Total accepted quantity is greater than the allowable limit.*"
24.	Select the **Tolerance Override** check box for each commodity you've over-received.
25.	Click the **Next Section** button.
26.	Click the **Complete** button to complete the receiving document.
27.	Click the **Close** button to return to the main menu.