

HOW TO DO RECEIVING IN FAMIS

FAMIS	Fields	Information required in fields	Other instructions
Screen 321	Doc	Enter a valid L-doc or P-doc number	
	Add Shipment	"Y" <ENTER>	
	Shipment	Enter shipment number that you are creating. Also shows the total # of shipments currently received	Press <ENTER> All information should fill in when you do this.
	Doc Summary	Simple explanation of item-automatic from purchase document.	
	Rec by Dept	Automatically populated by FAMIS.	
	Rec by User	Automatically populated by FAMIS.	
	Rcv Dt	Enter the date you received the goods or the last day of the rental, subscription or service membership. This is an interest calculation date, please verify entered correctly.	Current date will automatically fill in if you do not enter the correct date.
	Carrier	Enter the carrier that delivered the goods. Use "none" for rental, maintenance, subscriptions or memberships.	Use the "?" help feature to find the carrier.
	Carrier Doc	Freight carrier bill number, if applicable.	
	Packing Doc	Invoice number or Vendor packing slip number	
	Pieces total	Number of boxes, crates, etc. delivered by vendor or freight company for this shipment	
	Damaged	Number of pieces damaged.	
	Weight-lb.	Weight in lbs. of delivered items.	
			Press <ENTER>
PF5 to go to-Screen 322	Current Shipment	Enter the quantity received for each line item in the accept field. Press <ENTER> Press PF10 to accept entire shipment.	Note: When receiving on a copier rental order, it is important to use the NOTES feature (PF9) key to enter a note as to the rental period that you are receiving on, billable copies, or other important information.
PF5 to go to-Screen 326	Close Receiving Document	Enter a "Y" to close the receiving document. Press <ENTER>	Look for the message at the top of the screen that indicates "successfully closed" and current status should be CLOSED.
		If an asset number needs to be assigned, screen 361 will need to be filled in before you can close a receiving document.	Screen 326 is also used to re-open and cancel documents.