

# FAMIS RECEIVING QUICK REFERENCE GUIDE

## SCREEN 321 – Receiving Document Create

- Doc – enter “L” or “P” doc #
- Shipment – Enter the shipment number that you are creating.
- Add shipment – enter a “Y”
- Press **ENTER** (information should be filled in the screen after pressing enter)
- Rcv Dt – enter the date you received the goods or the last date of the rental period
- Carrier – “?” help feature to search for the carrier that delivered the goods ( use “none” for rental or maintenance orders-example: copier rental order)
- Carrier Doc – Freight carrier bill #, if applicable
- Packing Doc – Vendor packing slip # or invoice #
- Pieces: Total - # of boxes, crates, etc. delivered by vendor or freight company
- Press **ENTER** (look for the message at top of screen that indicates “successfully added” or for your name in the “Rec by User” field)
- **PF5** takes you to the next screen

## SCREEN 322 – Receiving Item Create

- Current Shipment – enter the quantity received for each line item in the **accept** field
  - Press **ENTER**
- \*\* 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 your are receiving on, billable copies, or other pertinent information concerning that shipment**
- **PF5**

## SCREEN 326 – Receiving Document Close

- Close Receiving Document - enter a “Y” to close the receiving document
- Press **ENTER** (you are looking for the message at top of screen to indicate “successfully closed and the “Current Status” to be Closed)
- Screen 326 is also used to reopen and cancel documents.

## REMINDERS:

**Note: If the item you are receiving on is a capital outlay item or controlled item, the preliminary asset screens will need to be completed prior to closing the receiving document to place it into inventory.**

**Note: Receiving Documents Do Not Route**

**Note: Screen 341 will need to be completed**