

How to receive items in Famis-screen 321-326

Screen 321-326 will need to be used if all items received could not be selected on screen 240 or 235. These screens must always be used when accepting items for a P doc.

FAMIS	Fields	Information required in fields	Add'l information
Screen 321	Doc	Enter doc number(L,E, or P)	This will carry over if coming directly from 242 or 237
	Shipment	Enter shipment # you are going to create.Will show total already entered. Hit Enter .	You will see message. "Please enter valid shipment number or ' Y ' in add shipment
	Add Shipment	Type " Y " and hit Enter	Info will autofill from doc screen.
	RCV DT	Enter the date the goods/services were received, or last date of time period being paid.	If multiple receive dates, you will need multiple shipments
	Carrier	Type " none "	A "?" will give other options
	Pieces total	Must be at least " 1 "	
	Hit ENTER	You should see the message "sucessfully added"	
	Add'l fields- Carrier Doc,Packing Doc, Damaged & Weight-lb can be filled in,but are not required.		

PF 5 to advance to screen 322

Screen 322	Current shipment	fill in the correct quantity for each line item you are accepting.	Do not change info in the UOM field.
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PF5 to advance to screen 326

Screen 326	Close Receiving Doc	Enter a " Y " and hit Enter	You should see the message"sucessfully closed"
	To re-open shipment change " Y " to an " N "		
	To cancel shipment change " N " to a " Y " or to un-cancel change " Y " to " N "		

If an asset number is needed, you will need to create it on screen 360. Contact Erin Krater for assistance, 979-458-7263.

Be sure to come back and close screen 326, and then go and close and route screen 242 or 237 for approval.