Typically, the easy way to close a document is to use FRS screens 240-242. But, this is not allowed for documents using object codes that affect FFX.

If you have already done receiving for an asset on FRS 240, change all items received to ‘N’ and blank out the ‘Date Received’.

Go to FRS 242. Close the Routing document.

Go to FRS 321. Add Shipment = Y and Enter. Then complete the ‘Received Date’, ‘Carrier’ and ‘Pieces’. All other fields are optional.

Go to FRS 322. Under ‘Accept’, fill in the # of items received.

Go to FRS 360-362. Set up the assets. (See below for details)

- Screen 360
  - To create a new asset # for the purchase doc, select option # 1 with an ‘x’, then enter.
  - A pop-up box will appear – choose the line item you want to create an asset for, put ‘y’ for ‘FAMIS Assign the #’ and put the # of assets, then enter.
  - At the top of the screen, a message will confirm if an asset # has been created. If so, proceed to screen 361.

- Screen 361
  - This screen shows the asset # that was created..it’s called the tag number. Be sure to write this # down on the invoice for future reference.
  - The far right hand column of the screen is CMP (for complete)…it will be an ‘N’ for no. Your goal is for this to be a ‘Y’ to show the asset information has been completed. To do this, select the tag # with an ‘X’ and enter…this takes you to screen 362.

- Screen 362
  - The following fields should be completed if applicable to the equipment purchased (some equipment will not have a serial #, if not, put non)
    - Description should be in the following format: General type of equipment, manufacturer, model # - for example: Computer, Dell Optiplex 990
    - Total Cost – do not change unless you are combining line items to create one asset
    - Manufacturer
    - Model #
    - Serial #
    - Class Code – put a ? in the blank and enter – a list of class codes will appear – choose the one that applies to the purchase – the 1st 4 digits of the class code should match the object code.
- Acquisition Date – the date the equipment was acquired
- In Service Date – the date the equipment was put into use – can be the same as the acquisition date
- At this point, ‘Enter’, this will take you to the 2nd panel of screen 362
- Be sure the dept/sub dept is correct
- Bldg # - Use the bldg. # list to find the correct one
- Room # - room # where the equipment will be used/kept
- Other Location – user name/extra location information
- Purpose – put a ? in the field and enter – choose the purpose code that best applies, then assign a percentage – example, a microscope will be RE for research 100% of the time
- Be sure to ‘Enter’

- Screen 361 – check the CMP column to be sure it’s a ‘Y’ now for complete…if so, proceed to screen 326.

Go to FRS 326. Close receiving by putting a ‘Y’ on ‘Close Receiving Document’.