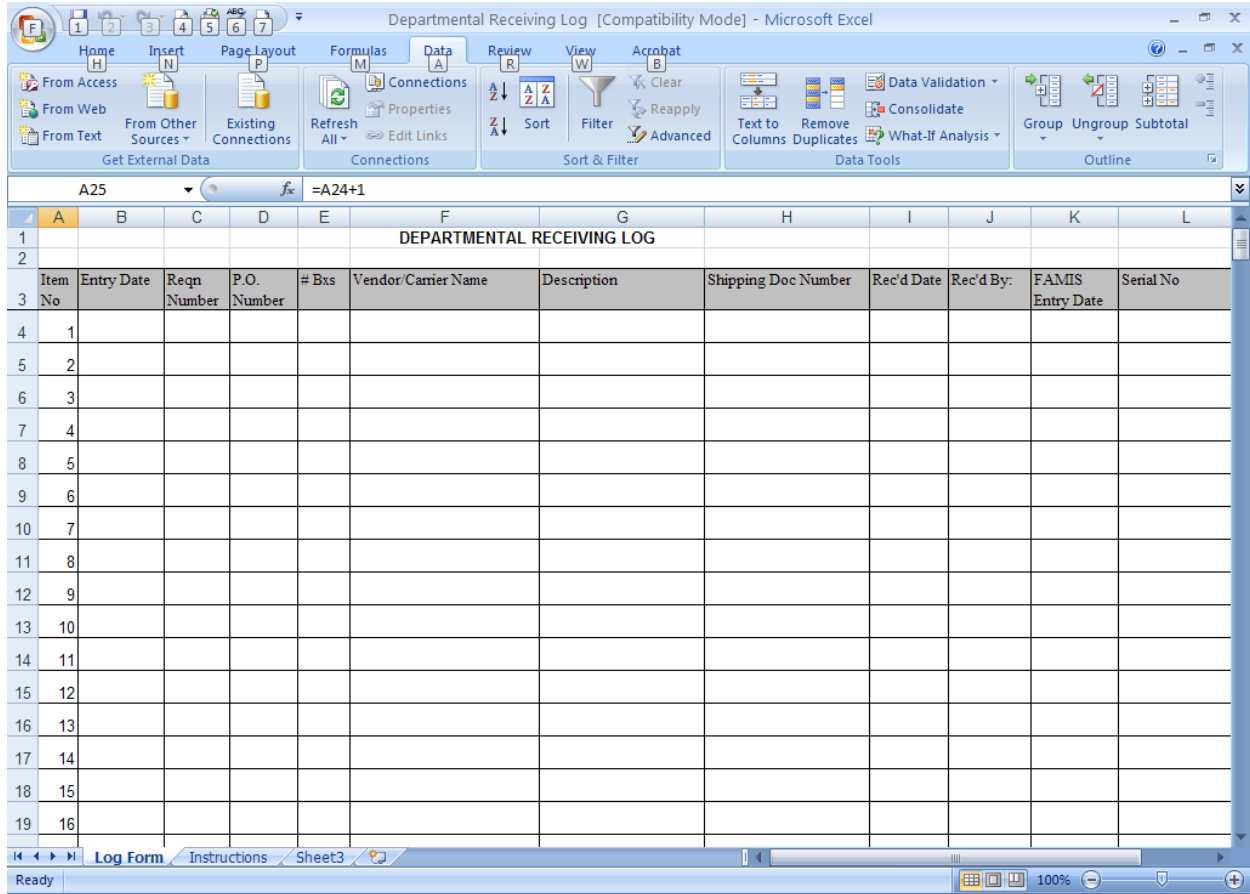
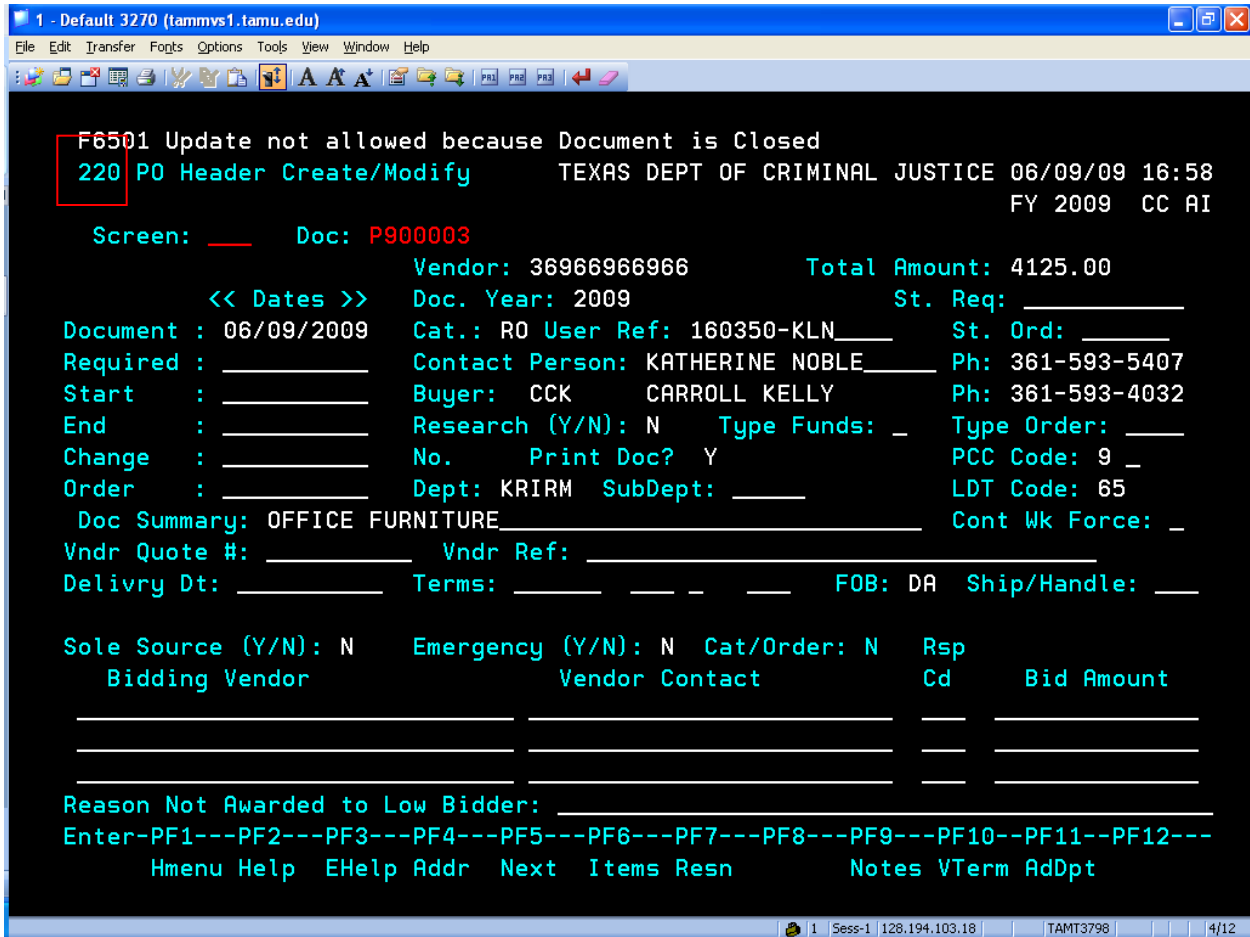


CREATING AN ELECTRONIC RECEIVING REPORT
IN THE
FAMIS PURCHASING MODULE
AT
TEXAS A&M UNIVERSITY-KINGSVILLE



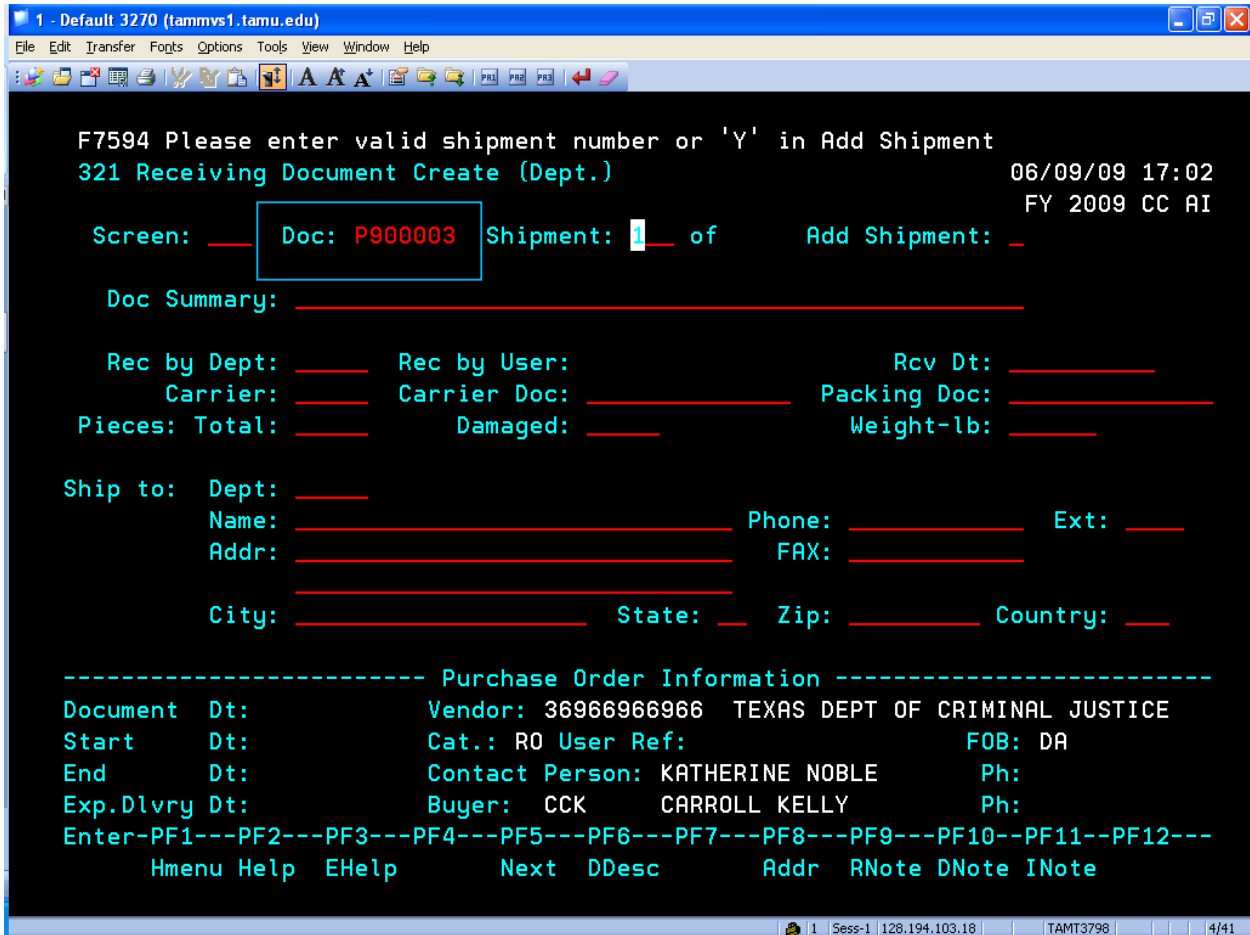
DO THIS FIRST:

When items are received, log them into the DEPARTMENTAL RECEIVING LOG. This form will provide all the information needed to complete the 321 RECEIVING SCREENS.



STEP 1: Open FAMIS and GO TO screen 220

Review the purchase order to be sure that it agrees with the order as it was delivered.
Then enter screen 321 in the screen field.

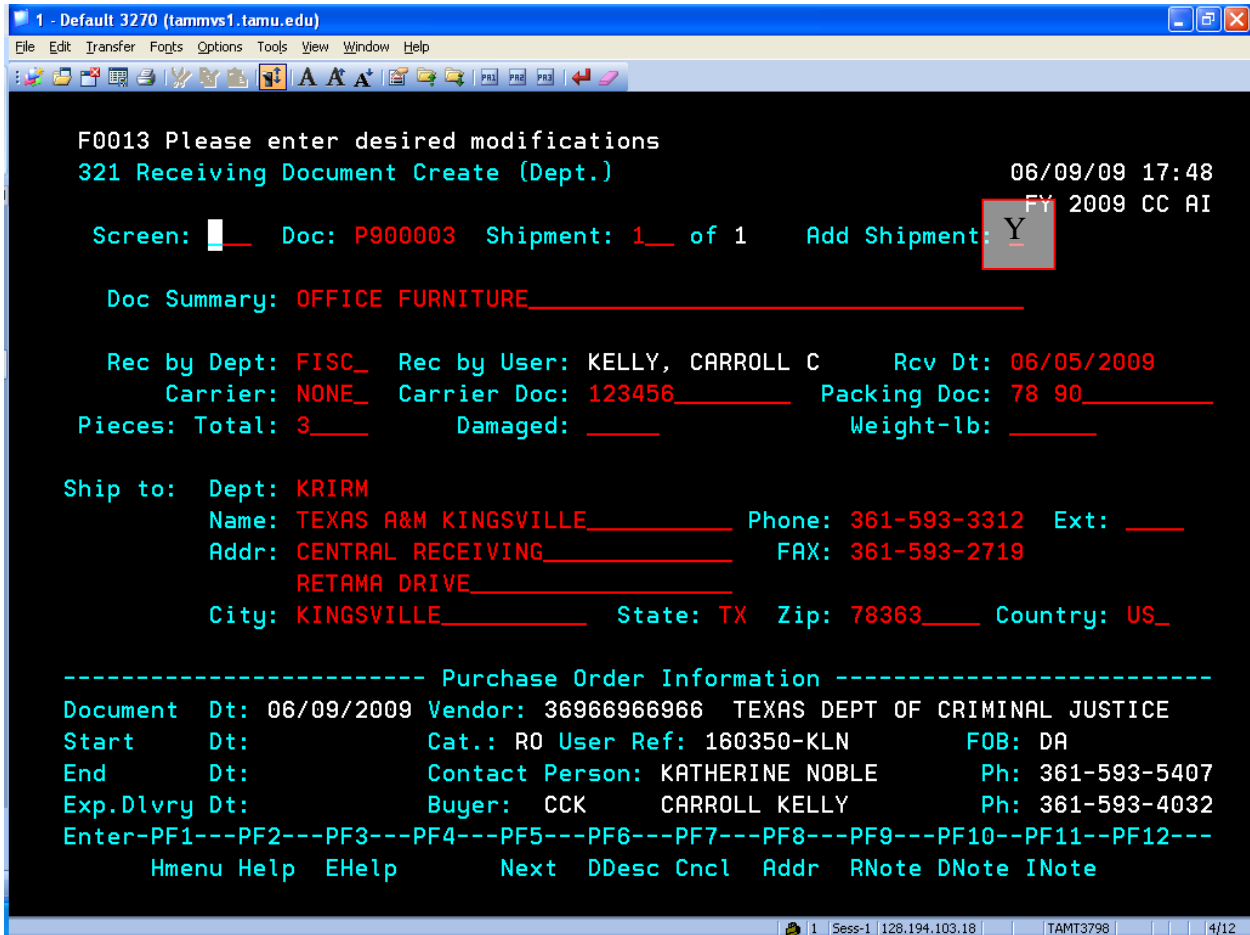


STEP 2: Screen 321

Since you navigated from screen 220 to screen 321 the document number will be populated with the correct purchase order. If it is blank, enter the doc to be received into the

Doc: field

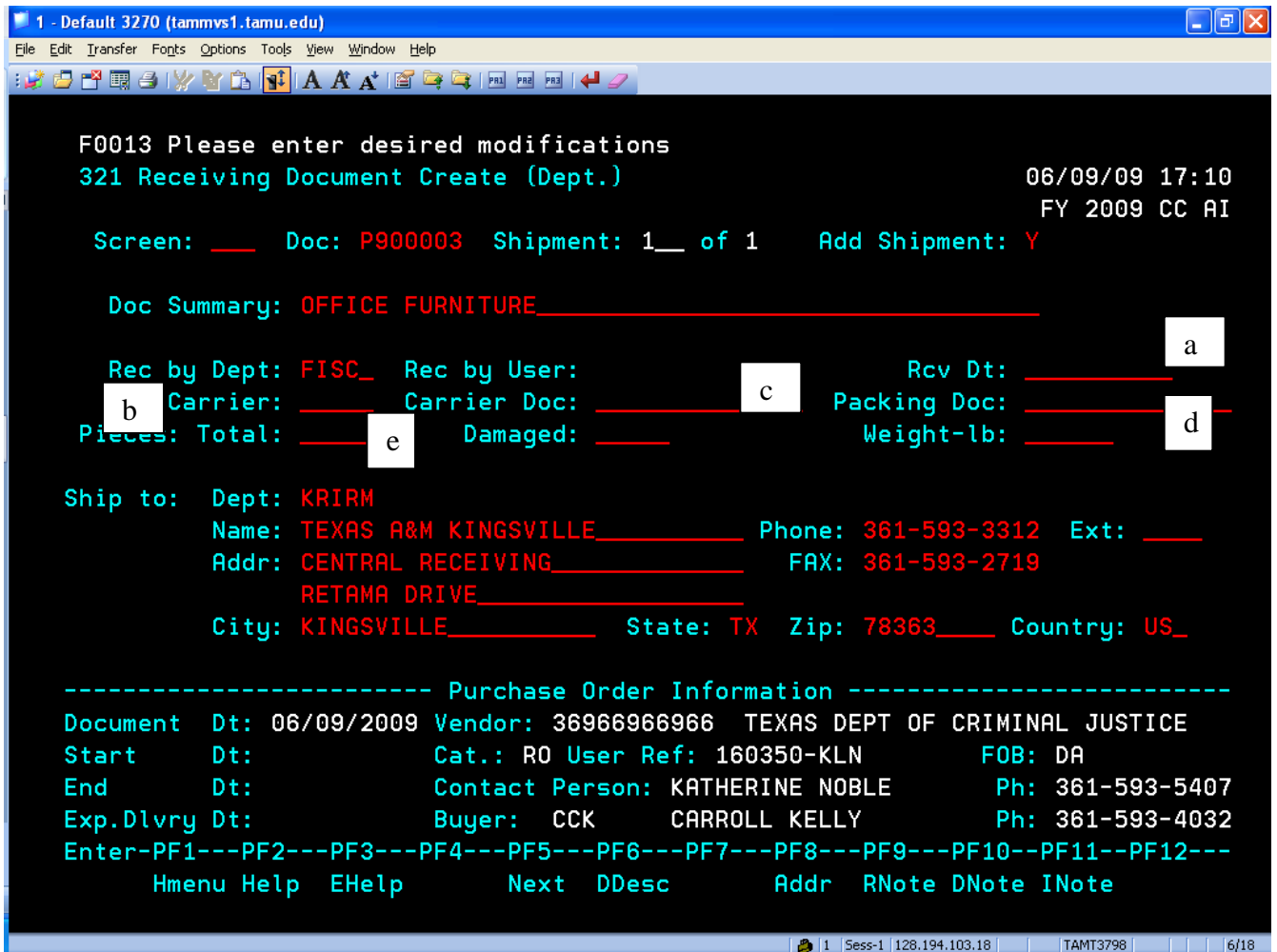
The purchase order information will be displayed at the bottom of the screen.



STEP 3: If previous orders have been received, the number will be displayed in the shipment field. Tab to the ADD SHIPMENT FIELD and:

Enter a “Y” in the add shipment field. Press the Enter key.

All relevant information pertaining to the order will be pulled into the screen.



STEP 4:

- (a) Enter the date the goods or services were delivered In the “Rcv Dt: _____” field.
- (b) Enter “none” or UNK (unknown) or the coded name of the carrier in the “Carrier _____” field.
- (c) Enter the INVOICE NUMBER in the “Carrier Doc _____” field if the invoice number is known.
- (d) Enter any Packing Slip, Bill of Lading, Freight Bill, Way Bill, numbers you have in the “Packing Doc _____” field. (If available)
- (e) Enter the number of boxes or packages you received in the “Pieces: Total: _____”field.
Press enter.

Press F5 to go to the next screen. You can add notes, if needed, using F9 key.
The completed screen will appear as follows:

1 - Default 3270 (tammvs1.tamu.edu)

File Edit Transfer Fonts Options Tools View Window Help

F0013 Please enter desired modifications
 321 Receiving Document Create (Dept.) 06/09/09 17:48
 FY 2009 CC AI

Screen: ___ Doc: P900003 Shipment: 1__ of 1 Add Shipment: _

Doc Summary: OFFICE FURNITURE_____

Rec by Dept: FISC_ Rec by User: KELLY, CARROLL C Rcv Dt: 06/05/2009
 Carrier: NONE_ Carrier Doc: 123456_____ Packing Doc: 78 90_____

Pieces: Total: 3_____ Damaged: _____ Weight-lb: _____

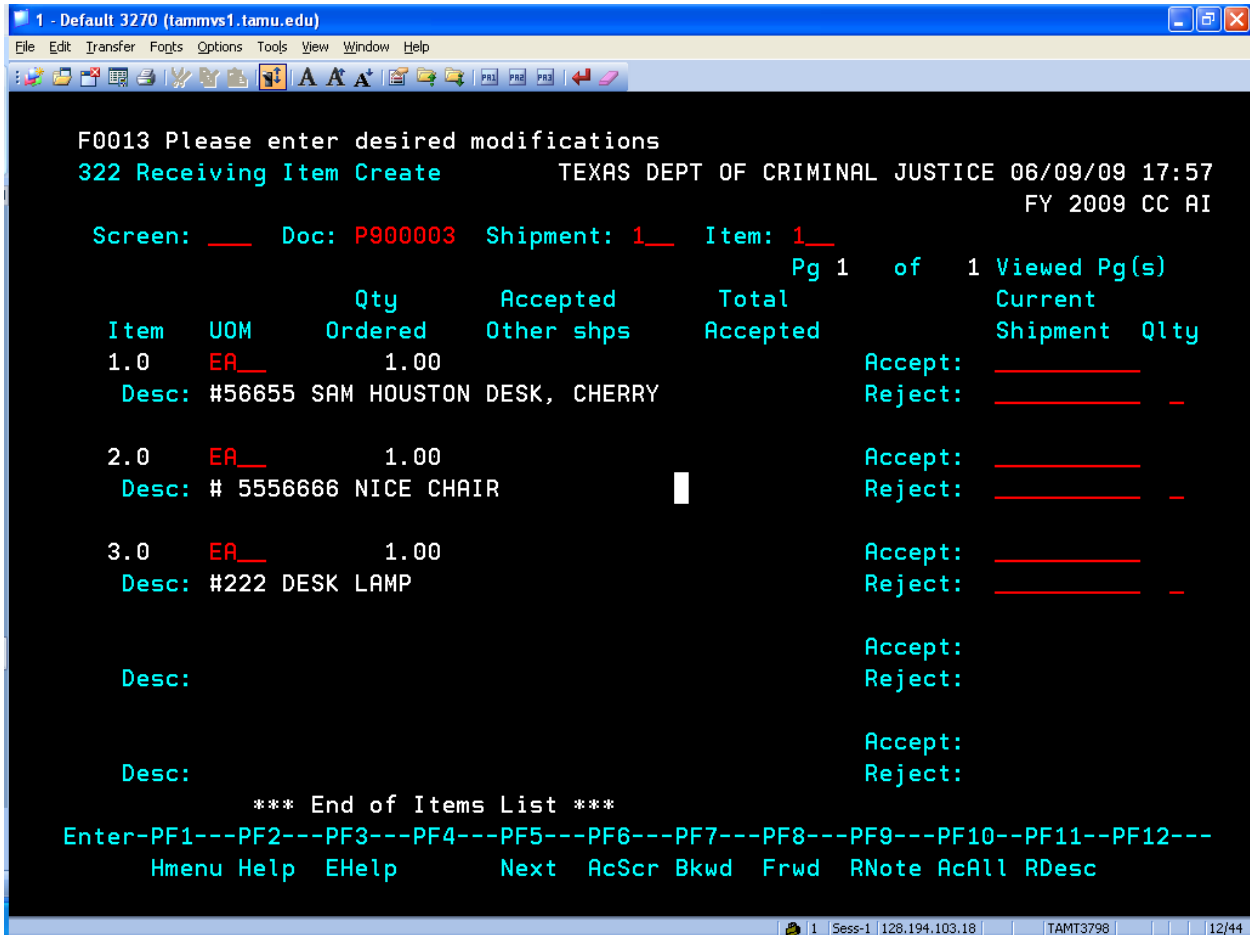
Ship to: Dept: KRIRM
 Name: TEXAS A&M KINGSVILLE_____ Phone: 361-593-3312 Ext: _____
 Addr: CENTRAL RECEIVING_____ FAX: 361-593-2719
 RETAMA DRIVE_____

City: KINGSVILLE_____ State: TX Zip: 78363_____ Country: US_

----- Purchase Order Information -----

Document Dt: 06/09/2009 Vendor: 36966966966 TEXAS DEPT OF CRIMINAL JUSTICE
 Start Dt: Cat.: RO User Ref: 160350-KLN FOB: DA
 End Dt: Contact Person: KATHERINE NOBLE Ph: 361-593-5407
 Exp.Dlvry Dt: Buyer: CCK CARROLL KELLY Ph: 361-593-4032
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Hmenu Help EHelp Next DDesc Cncl Addr RNote DNote INote

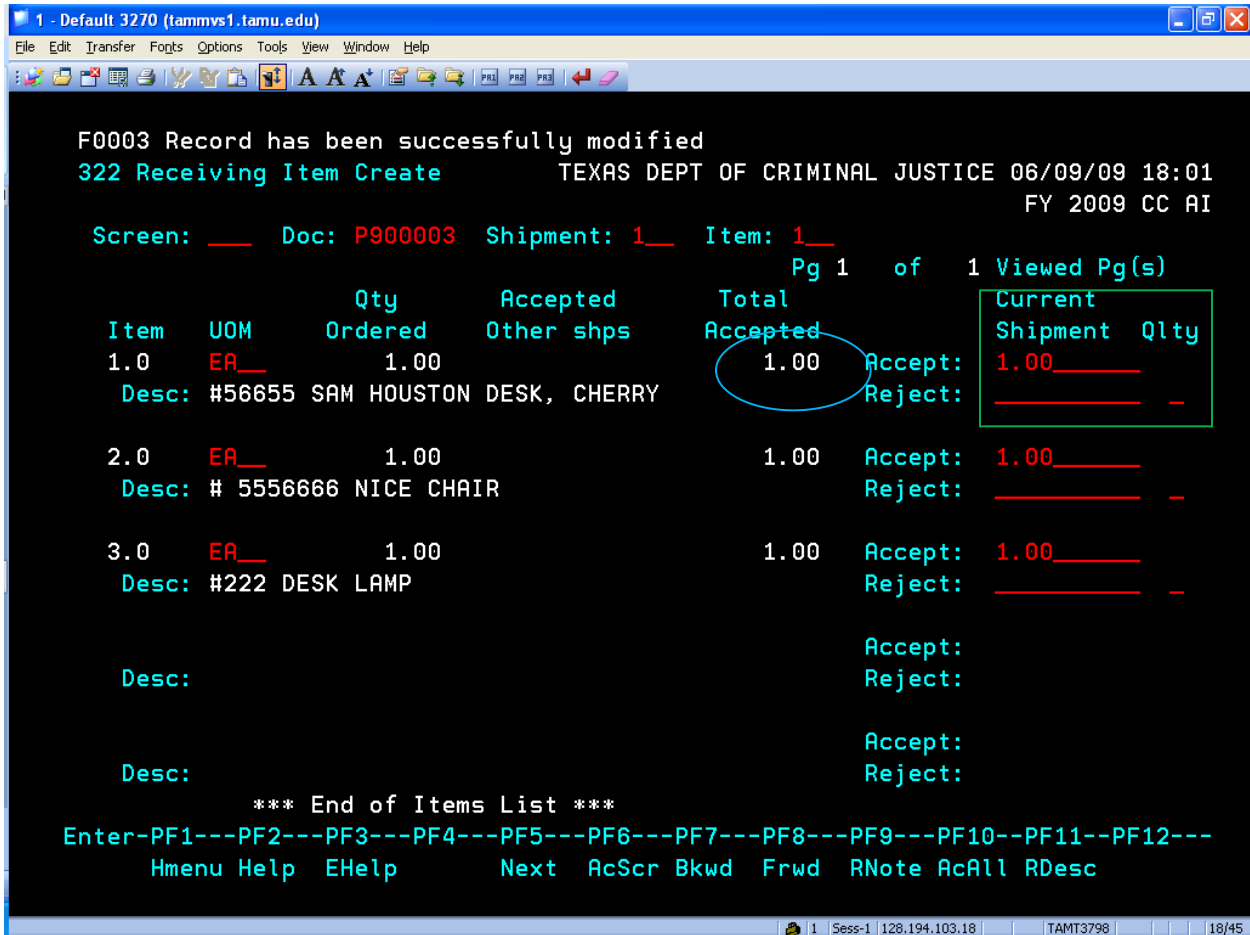
1 Sess-1 | 128.194.103.18 | TAMT3798 | 4/12



STEP 5:
 Screen 322 will be displayed.

Receipt of the order as listed on the purchase order will be recorded on this screen. This screen is worded and quantified just as the P.O. was sent. Please note that there can be numerous differences in the description of quantity between the University and the vendor.

DO NOT CHANGE THE UOM ON THIS SCREEN. IT MUST MATCH THE PO.



STEP 5 Continued:

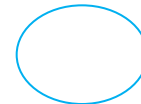
Tab to the “Current Shipment _____” at the right of the screen.



Enter the quantity received on this shipment for each line item.

Press ENTER.

Note that the Total Accepted field changes to reflect the current totals.

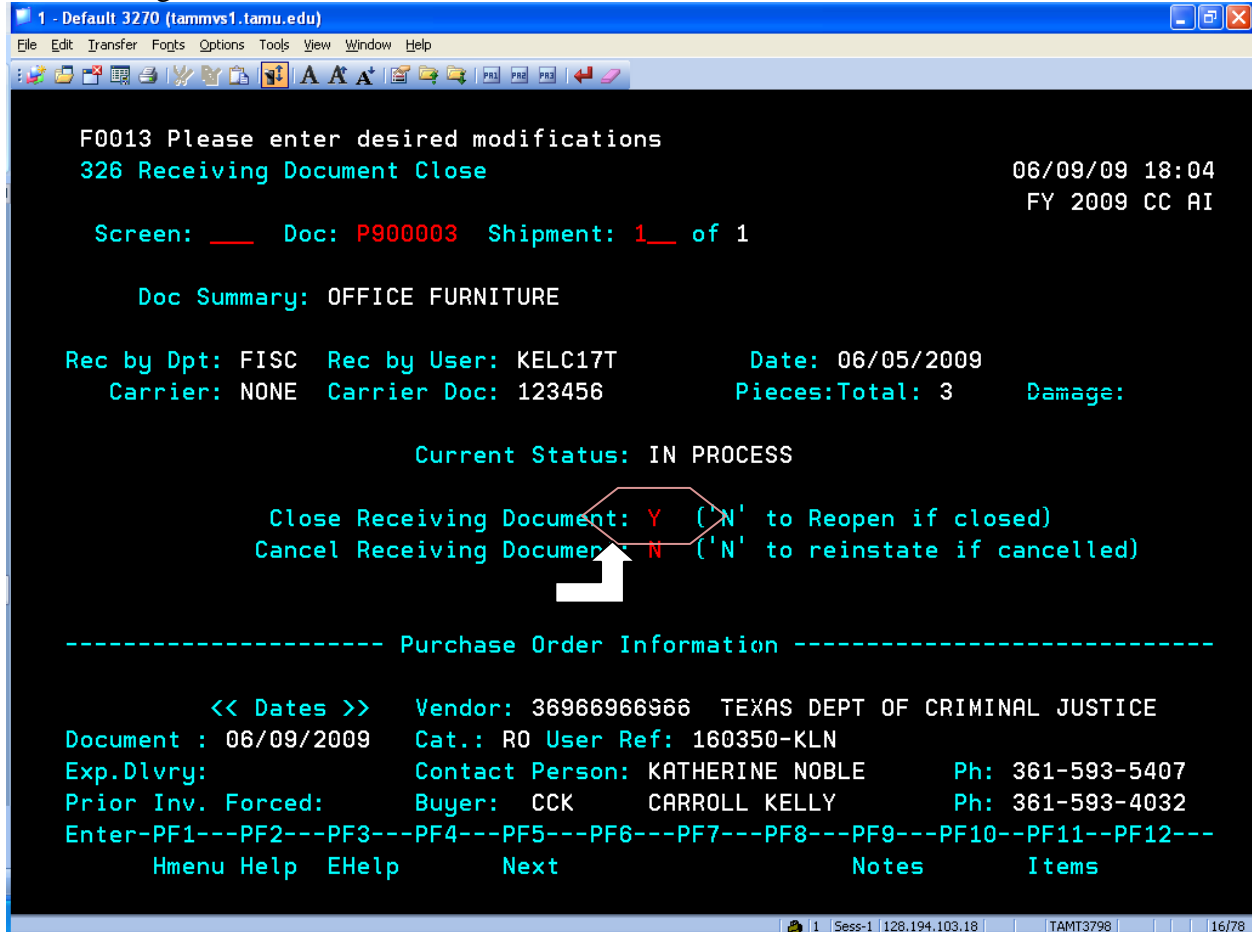


Complete the “current shipment” for each item you are receiving at this time-usually this will be all of the items.

Press enter after the last entry.

IF ALL ITEMS ARE TO BE RECEIVED EXACTLY AS THEY ARE LISTED ON THE LEFT OF THE SCREEN, PRESS **THE F-10 KEY** (only if all items are received on the same day/same time) TO RECORD ALL AT ONE TIME.
 F-10 KEY.

Press F5 to go to the next screen.



STEP 6:

Close the document by tabbing to the “Close Receiving Document –“field and typing a “Y”.

Press the ENTER key.

The status will change to “Closed”—see image below.

NOTES:

1. When you created the limited purchase order, if you put a “Y” on screen 240 in the “all items received” field, you CAN NOT DO RECEIVING ON screen 321.
2. If you get a Pink or yellow invoice approval sheet, document the receiving on Screen 321 and return the sheet to Purchasing telling us when you did the receiving.

1 - Default 3270 (tammvs1.tamu.edu)

File Edit Transfer Fonts Options Tools View Window Help

F3140 Document P900003-001 closed successfully
 326 Receiving Document Close 06/09/09 18:06
 FY 2009 CC AI

Screen: █ Doc: P900003 Shipment: 1 of 1

Doc Summary: OFFICE FURNITURE

Rec by Dpt: FISC Rec by User: KELC17T Date: 06/05/2009
 Carrier: NONE Carrier Doc: 123456 Pieces: Total: 3 Damage:

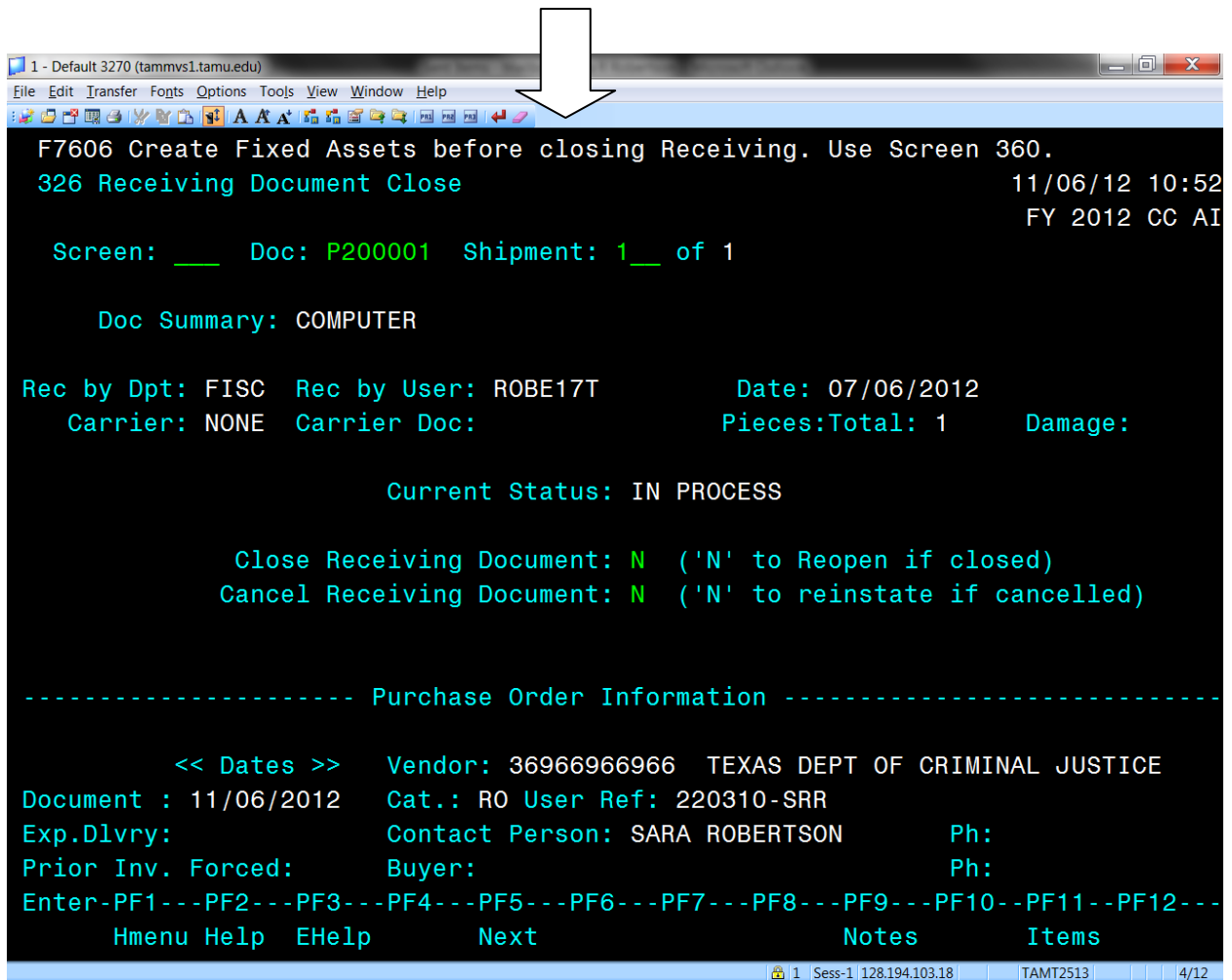
Current Status: **CLOSED**

Close Receiving Document: Y ('N' to Reopen if closed)
 Cancel Receiving Document: N ('N' to reinstate if cancelled)

----- Purchase Order Information -----

<< Dates >> Vendor: 36966966966 TEXAS DEPT OF CRIMINAL JUSTICE
 Document : 06/09/2009 Cat.: R0 User Ref: 160350-KLN
 Exp.Dlvry: Contact Person: KATHERINE NOBLE Ph: 361-593-5407
 Prior Inv. Forced: Buyer: CCK CARROLL KELLY Ph: 361-593-4032
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Hmenu Help EHelp Next Notes Items

1 Sess-1 128.194.103.18 TAMT3798 4/12



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1 - Default 3270 (tammvs1.tamu.edu)
File Edit Transfer Fonts Options Tools View Window Help
F7606 Create Fixed Assets before closing Receiving. Use Screen 360.
326 Receiving Document Close                               11/06/12 10:52
                                                           FY 2012 CC AI

Screen: ___ Doc: P200001 Shipment: 1__ of 1

Doc Summary: COMPUTER

Rec by Dpt: FISC Rec by User: ROBE17T Date: 07/06/2012
Carrier: NONE Carrier Doc: Pieces:Total: 1 Damage:

Current Status: IN PROCESS

Close Receiving Document: N ('N' to Reopen if closed)
Cancel Receiving Document: N ('N' to reinstate if cancelled)

----- Purchase Order Information -----

<< Dates >> Vendor: 36966966966 TEXAS DEPT OF CRIMINAL JUSTICE
Document : 11/06/2012 Cat.: R0 User Ref: 220310-SRR
Exp.Dlvry: Contact Person: SARA ROBERTSON Ph:
Prior Inv. Forced: Buyer: Ph:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Next Notes Items

1 Sess-1 128.194.103.18 TAMT2513 4/12

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IF THE ITEM IS CODED WITH A “CONTROLLED” OR “FIXED ASSET” OBJECT CODE (5775-5788; 8410-8455) YOU CANNOT CLOSE THE RECEIVING UNTIL YOU DO PRELIMINARY FIXED ASSETS (SCREENS 360-362)

Fixed Assets – Items over \$5000

Controlled—certain items over \$500 (Firearms, Computers, Printers, TVs, iPads, Cameras, Camcorders, Stereo Systems and Digital Projectors – not mounted)

THE END

