

Enter Receipts

What you need to know:

- a) The following Departments participate in this process and are tasked with the following responsibilities:
 - i) Central Stores is the owner of the FIC process.
 - ii) The rest of FACILITIES SERVICES and Utilities will be users and editors.

PROCEDURE

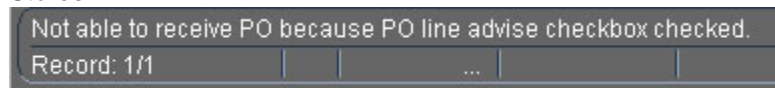
1. Open Receipts Form in FIC Forms/Receiving & RTV.

Receipt Form – Header Section

Part Number	Bin	Vendor Part No.	Description	UOP	Balance	Received All

- a. In the Header Section, fill in the following:
 - i) **Rec Number** – (read only) FAMIS will assign the Receipt Number.
 - ii) **Warehouse** - (read only) Defaults to the warehouse of user.
 - iii) **PO Number** - Type in PO Number to be received or click Ctrl+L to open the Purchase Order List form.
 - iv) **Blanket Release** (unlabeled / not used)
 - v) **Print Checkbox** – Defaults to checked. Uncheck this box unless you want to print a copy of the receipt when you close the form. Press tab to access the bin field of the first line item.
 - vi) **Entered** – (read only) Date of transaction; will populate after record saved.
 - vii) **By** - (read only) Name of user entering receipt; will populate after record saved.

Note: if you receive the following error message after entering the PO number, contact Central Stores.



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Receipt Form – Line Item(s) Section

Rec Number: **ASSIGN** PO Number: Warehouse: 10 Entered: By: Print?

Part Number	Bin	Vendor Part No.	Description	UOP	Balance	Received All
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Staging Request... IR by Staging Lo... IR by WO... RTV Details... OK Cancel

- b. In the Line Item left details section, fill in the following:
 - i) **Part Number** - (read only) Displays part number of line item.
 - ii) **Bin** - Displays bin number of part if appropriate.
 - iii) **Vendor Part No.** - (not used)
 - iv) **Description** - (read only) Displays description of part.
 - v) **UOP** - (read only) Unit of Purchase for part.
 - vi) **Balance** - (read only) Quantity remaining on order.
 - vii) **Received** - Enter quantity to be received.
 - viii) **All** - (not used) Checking this box will receive all items remaining on order.

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Receipt Form – Line Item(s) Section

Rec Number: **ASSIGN** Warehouse: 10 PO Number: Print ? Entered: By:

Part Number	Bin	Vendor Part No.	Description	UOP	Balance	Received All

Staging Request... IR by Staging Lo... IR by WO... RTV Details... OK Cancel

- c. In the Line Item right details section, fill in the following:
 - i) **Returned** - (not used)
 - ii) **Lot Number** - (not used)
 - iii) **Expiration Date** - (not used)
 - iv) **WO Number** – (read only) Display work order number on this line item.
 - v) **MD Number** - (not used)
 - vi) **Stage Qty** - (not used)
 - vii) **Stage Location** - (not used)
- d. Repeat above steps detailed in 4C until all line items are received.
- e. Click Ctrl+S to save record and load a blank Receipt form; clicking OK will save record and close form.
- f. If you checked print, when you close the form, FAMIS will open the Printing Receipt form.

Printing Receipt Form

Printing Receipt

Copies: 1

Print Cancel

- i) In the Printing Receipt form, enter the number of copies to print. Click the print button to proceed with printing. Click cancel to cancel the print request.