Training Topics

By the end of the session you should:

• Understand the requirements of Three-way matching to generate payment

• Know how to enter receiving for items purchased in FAMIS by E-Doc, L-Doc or Purchase Orders
Three-Way Match

- Purchase Agreement
- Invoice
- Receiving Report
Features of Online Receiving

• Entries are performed by end users

• End user is responsible to make sure information is entered timely and accurately

• Eliminates current Approval To Pay process

  ** timeframe for FAMIS Receiving Entry is 3 days
Features Continued

• Create the receiving document for all goods and services received
• Closing a receiving document completes the receiving entry and automatically initiates the payment for a three-way match
• Purchase document + Invoice + On-line Receiving = Vendor Payment
For Departmental Receiving transaction, the following screens are required:

- 321 Receiving Document Create
- 322 Receiving Item Create
- 326 Receiving Document Close
Required Information

- Valid purchase document number
- Quantity of goods or services received
Create a New Receiving Doc

- Advance to screen 321
- Type a valid reference number (PO/E-Doc/L-Doc)
- Enter the number of the shipment (ex. Shipment 1 of 5)
- Tab to the Add shipment field and enter “Y”
- Press enter (you should now see the order information)
Modify an Existing Document

• Enter the date received, carrier (or NONE if unknown) and the total number of all pieces received
• Add any other additional information
• Press Enter to Save typed information
• Use F5 to advance to screen 322 or enter the screen number and press enter
**F0003 Record has been successfully modified**

**322 Receiving Item Create**

**BRENHAM OFFICE SUPPLY SERVICE  11/22/11 11:12**

**FY 2012 CC PV**

<table>
<thead>
<tr>
<th>Item</th>
<th>UOM</th>
<th>Ordered</th>
<th>Other shps</th>
<th>Accepted</th>
<th>Total</th>
<th>Shipment</th>
<th>Qty</th>
<th>Current</th>
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<td>5.00</td>
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<tr>
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</tr>
</tbody>
</table>

**Qty Received:**

- 2.00 Accepted
- 2.00 Reject:

- 3.00 Accepted
- 3.00 Reject:

***End of Items List***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Next AcScr Bkwd Frwd RNote AcAll RDesc
Accepting Items Received

• Tab to the “Total Accepted” field and enter the number of items received
• If an item is backordered, leave the field blank
• Press Enter to save typed information
To Reject Items

• Use F5 to advance to screen 322 or enter the screen number and press enter

• Tab to the “Reject:” field and enter the number of items being rejected
F3140 Document L200001-001 closed successfully
326 Receiving Document Close

Screen: ___ Doc: L200001 Shipment: 1___ of 1

Doc Summary: OFFICE SUPPLIES

Rec by Dpt: FADM Rec by User: WATROST Date: 11/19/2011
Carrier: NONE Carrier Doc: Pieces:Total: 5 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: 17427503940 BRENHAM OFFICE SUPPLY SERVICE
Exp.Dlvry: Contact Person: 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
Closing the Receiving Document

• Use F5 to advance to screen 326 or type in screen 326 and enter the reference number (PO/E-Doc/L-Doc) in the ‘DOC’ field.
• Enter “Y” in the Close Receiving Document field and press enter.
• The document is now closed and the three-way match check is initiated.
Helpful Tips

- Receiving transactions are required for all purchases
- Carrier Field must be completed on Screen 321. A list of Carriers can be viewed when a “?” is typed in the carrier field
- Enterer must retain the Receiving Information preferably in the Departmental Monthly Account Review Binder.
- State and University guidelines still apply
Three-Way Match

Purchase Agreement

Invoice

Receiving Report
Questions, Comments, Concerns

FAMIS User Manual:
http://www.tamus.edu/offices/famis/usermanuals/

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