New FEPMIS Receipts

A Step by Step Guide For Use @
https://fam.nw cg.gov/fam-web/
After an SF-122 has been approved and the Property has been acquired, you will choose from the Menu List "Receipts". This will bring up the "Receipt Property List Tab" that shows the property available to be receipted. The Data in the Columns is self explanatory. Only 25 SF-122s show on the screen at one time. To choose from more available Order Numbers ready for receipt, Click "Next". Select the "Order #" that refers to the items you have acquired. This will bring up the items for receipting. The SF-122 information is shown in the Column Headers:
- The Order#;
- Source (FEPP or FFP);
- GSA Control#;
- The date the PMO approved the request;
- How many Lines are on the SF-122;
- Status (If Partially Received);
- If the Receipting process is over due.
The “Receipt Property Items Tab” will show all Line numbers on the selected SF-122. If a Line Item will never be received, leave the Quantity “0” and Click “Complete”.

Items below have already been Receipted and are ready to be Identified.
In "Comment Box" enter the reason Receipt Quantity is not what you were approved to acquire.

Click "Yes" to Submit or "No" to cancel and go back to the Receipt screen.

Was not available for pick up at DLAD.

Special Justification will show here if you entered a justification when you created the SF 122. You cannot add to this box in the Receipt module.

In "Comment Box" enter the reason Receipt Quantity is not what you were approved to acquire.

Click "Yes" to Submit or "No" to cancel and go back to the Receipt screen.
If you did not pick up the entire amount requested, you should enter the amount you received only. In this instance 1,000 were requested but only “500 were received.” This will leave the other 500 in queue and the SF-122 will show “Status - Partially Received” on the “Receipt Property List” until they complete the line item.

Do not Receipt any items until you have the item in your state’s custody. Once Received, you can’t UNDO the receipt.

<table>
<thead>
<tr>
<th>Line#</th>
<th>FSC</th>
<th>Description</th>
<th>Qty Requested</th>
<th>Qty Received</th>
<th>Qty</th>
<th>Unit Cost</th>
<th>Unit of Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>4010</td>
<td>CHAIN &amp; WIRE ROPE</td>
<td>1000</td>
<td>0</td>
<td>500</td>
<td>$1.50</td>
<td>FT</td>
</tr>
<tr>
<td>4</td>
<td>2320</td>
<td>TRUCKS AND...</td>
<td>3</td>
<td>0</td>
<td></td>
<td>$42,000</td>
<td>EA</td>
</tr>
<tr>
<td>5</td>
<td>6115</td>
<td>GENERATORS</td>
<td>2</td>
<td>0</td>
<td></td>
<td>$1,500</td>
<td>EA</td>
</tr>
</tbody>
</table>
Notice the “Qty Requested” of 1000 and a partial receipt of 500. The remaining quantity, can be received later or if the items will never be picked up then you will want to close this document, select “Complete” and follow the same procedures described on Slides 3 and 4.
You are ready to Identify Property when you have items appear in the section titled "Items to be Identified".
There are 4 different ways to Identify your property in the Receipts Module and it is important to understand what it is you are wanting to do before you identify the items. Look at each example and select the one that meets your needs and follow the directions following your selection. Examples are color coded and the slides are listed below.

• Example 1 – slides 10 & 11
• Example 2 – slides 12 – 15
• Example 3 – slides 16 – 19
• Example 4 – slides 20 - 22
Some General Rules for all examples of items being Identified:

1) The Qty to Identify cannot exceed the total Qty Receipted (note the error message).
2) The “quantity receipted” MUST EQUAL the “quantity to Identify” before the receipt of the line item will be complete.
3) To start over with the Identification Process, select the “Undo” button.
Example 1 – you have one piece of property and you are receiving it as one piece of property. Enter the “Quantity to identify” as 1 and the “Number of FEPMIS records” as 1, select the “Identify” button.

<table>
<thead>
<tr>
<th>Line#</th>
<th>FSC</th>
<th>Unit Cost</th>
<th>Description</th>
<th>Qty Received</th>
<th>Qty Identified</th>
<th>Original Unit of Issue</th>
<th>Qty to Identify</th>
<th>Number of FEPMIS Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7125</td>
<td>$1,400.00</td>
<td>CABINETS, HAZMAT</td>
<td>1</td>
<td>0</td>
<td>EA</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

There are no items available for receipt.
Example 1 continued - You are keeping this as 1 with a unit of issue as each, so you only have to select the “Identify Property” button. Continue to slide # 23 to see how to identify your property. End of example 1.
Example 2 (a) – Here you have 263 Feet of Metal Bars. You know that you will be issuing them to two separate locations so you need two different records. You must identify the whole quantity as 263 but you list the records that you need as 2 (you could make as many records as you need, in this example I am using 2 as the example). Then select the “Identify” button.
Example 2 continued (b) – Your identify property breakdown screen now looks like this, so you have divided the quantity by two and you have 2 records to “Identify Property” now. You can change the “Unit of Issue” if you want to or you can leave it the same, **DO NOT** select the Convert button. You can select the “Identify Property” button now if this is how you will want to issue your property; continue to Slide 23 to see how to Identify your Property or continue to the next page to see another option for this example.
Example 2 continued (c) – Your identify property breakdown screen divides the quantity by two, BUT you want to change the quantity for the amount you want each record to have, **DO NOT** select the Convert button, simply change the numbers in the “Quantity” for the 2 records before you select “Identify Property”. You can change the “Unit of Issue” if you want to or you can leave it the same. You can select the “Identify Property” button now; Continue to Slide 23 to see how to Identify your Property.
Results of Example 2 shows that the total items received equals the total requested quantity and the Total Unit Cost equals the approved Total Acquisition Cost. You can adjust the quantity for each of the records that you will identify as long as the total quantity received will equal the total approved quantity /total receipted quantity. Changing the unit of issue will not affect the Total Unit Cost or the Target Unit Cost.  

End of Example 2.

Select the “Submit” button once all lines are identified. If the results are not what you want, you could select “Back” and re-enter your “Quantity “or “Unit of Issue”. If the Previous Screen is not what you were trying to do, you can select the “Undo” button to return the line item to the “Identify Property Items” portion of the Module.
Example 3 (a) – In this example you have 264 feet of Metal bar and you want to issue all of it to the same location. In the “Quantity to Identify” you MUST enter the total “Quantity Requested” and enter a 1 in the “Number of FEPMIS Records”. Select the “Identify” button.

<table>
<thead>
<tr>
<th>Line#</th>
<th>Item Code</th>
<th>Description</th>
<th>Qty Received</th>
<th>Qty Identified</th>
<th>Original Unit of Issue</th>
<th>Qty to Identify</th>
<th>Number of FEPMIS Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9630</td>
<td>BARS AND RO</td>
<td>264</td>
<td>0</td>
<td>FT</td>
<td>264</td>
<td>1</td>
</tr>
</tbody>
</table>

Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Receipt Filter Screen | Receipt Item
Example 3 continued (b) – In this scenario you **MUST** list the “Quantity” as **1** and you **MUST** “Change the Unit of Issue” to Lot (or something that indicates a larger quantity than the original unit of issue). Select the “Convert” button.

<table>
<thead>
<tr>
<th>FSC</th>
<th>FEPP Type</th>
<th>Total Unit Cost</th>
<th>Original Unit Cost</th>
<th>Target Unit Cost</th>
<th>Quantity</th>
<th>Original Unit of Issue</th>
<th>Target Unit of Issue</th>
<th>Tracked</th>
<th>Identify Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>9630 - BARS AND RODS, NONFE...</td>
<td>BAR, METAL</td>
<td>$345.84</td>
<td>$1.31</td>
<td>$1.31</td>
<td>1</td>
<td>FT</td>
<td>LO - LOT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Example 3 continued (c) – Notice that by selecting the “Convert” button, the “Quantity” has changed to 1 and the “Unit of Issue” has changed to Lot. The Quantity of 264 has now been replaced in the system with the 1 Lot and is no longer visible with the original quantity, the Target Unit Cost is now also changed to the “Total Unit Cost”. This item no longer has a value as 264 each with a cost of $1.31 per foot, it can only be issued as a lot with a value of $345.84. Select the “Identify Property” button to continue. See directions on Identifying Property starting slide 23.
Results of Example 3 shows that the “Total Unit Cost” equals the “Target Unit Cost”. Since the two equal you will be able to Submit this line item identification for Approval. **End of Example 3.**

Select the “Submit” button once all lines are identified. If the results are not what you want, you could select “Back” and re-enter your “Quantity “or “Unit of Issue”. If the Previous Screen is not what you were trying to do, you can select the “Undo” button to return the line item to the “Identify Property Items” portion of the Module.
Example 4 (a) – In this scenario you have one tri-wall box of tools that you picked up as a lot. You want to identify how many tools you have in the tri-wall, when you count them you find that there are 31 tools in the box. You know that you will be issuing them to multiple locations but you do not want to have more than one record for the receipt, so you identify the whole quantity as 1 and you list the records that you need as 1. Then select the “Identify” button.
Example 4 (b) – You now have 31 tools in the “Quantity” and you changed the “Target Unit of Issue” to Each. Next you MUST select the “Convert” button to get your changes to take effect. Next select the “Identify” button. See instructions starting on slide 23 on how to identify your property.
Example 4 (b) – You now have 31 tools that you have identified that can only be assigned to one location. End of Example 4.

Select the “Submit” button once all lines are identified. If the results are not what you want, you could select “Back” and re-enter your “Quantity” or “Unit of Issue”. If the Previous Screen is not what you were trying to do, you can select the “Undo” button to return the line item to the “Identify Property Items” portion of the Module.
Once you have selected “Identify Property”, you will be in the “Receipt Filter Screen,” where you can change various fields if necessary.

1. If you want to identify low dollar value items with a property number, you must check the “Inventory: Tracked” box and assign it a property number, the item will stay on inventory as tracked.

2. All FEPP rolling stock and items that are over $5,000, are mandatory Tracked Federal items, the “Inventory Tracked” box will automatically be checked and cannot be unchecked.

3. All FFP is mandatory Tracked property, the “Inventory Tracked” box will automatically be checked and cannot be unchecked.

When all fields are correct and complete, “Submit”.

Use Dropdown Menu to change FSC and FEPP Type, if necessary. Add Additional Description if FEPP Type selected is Provide Description.

If you check the “Tracked Box” continue as with Tracked Property Identification. Slide 24.

Click Back Button to go back to Receipt Property Breakdown Page.
This is the screen where you would enter all of the property details for Tracked property. Select Submit when you have entered all the required information.

Remember – FEPP property that is over $5,000 or is rolling stock (no matter what the value, gets an property number that starts with AG000

If the Property is FEPP but it doesn’t meet the criteria above, do not assign an AG000 number, enter the State Property number.

FFP Property numbers start with DD followed by the 2 digit state abbreviation and then the last 8 numbers of Order Number.
The last step for "Non-Tracked Property" is to "Assign" the Property on the "Identify Item" Tab and "Submit" for approval. Depending on the Level this process is done; the item will follow the Approval Process Editor, (APE) set by the State.

Ultimately the Region will Approve or Reject. If Approved, the process is complete. If Rejected, it will go back to the State “Approve Receipts” Menu Item.

Select from Dropdown menus the Division, Subdivision and Station where this Property will be assigned.

You can enter the NSN/LSN above if known.

After Assigning, “Submit” to Receive another Item or “Back” to go back one step.
After Submitting the first Identified and Assigned Item, you will be taken back to the “Receipt Property breakdown” screen. Note the first item is greyed out because it has been completed.

You must “Identify Property” for each line item before you can submit the entire receipt.

Note !!!!
The Station, Camdenton Forestry, is identified as a Warehouse by the (W) at the end of the Station name. A Warehouse allows Non-inventory property to remain on record until it is assigned to a location that is not a Warehouse (W). If the Station is not a Warehouse, the records will show Assignment to the Station then the non-inventory property will drop off record and not be seen in the database any longer. It will show up in a COGNOS Report of Assigned items only.

After Assigning, “Submit” to go back and Receive another Item or “Back” to go back one step.
This screenshot shows two items are **grayed out** because they have been Identified and Assigned. The remaining three must be completed before submitting the Line Number for Approval. Note, “Submit” is grayed out because all items must be completed before submitting the Line Number.
Once all items have been completed and submitted, the line number no longer appears in "Items to be Identified." The remaining line numbers will remain in queue until received and identified.
Once all Line Numbers have been completed and Submitted, you will see this screen.

- It shows no more items available for receipt or Identification.
- At this point all Line Numbers on the SF-122 have been completed and sent for Approval.
- When all Line Items are approved by the FS, the SF 122 is Complete.