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1.0 Part Management

EXERCISE 1 – MATERIAL CATALOG

In this exercise you will learn to access the FAMIS Material Catalog, find a part and view information regarding materials.

Step 1: Access the Material Catalog Form

- Start the Material Catalog Form using the FAMIS Navigator.

![FAMIS Material Catalog Form – Figure 1.](image)

Step 2: Search for a Part by Description

- Press the Enter Query button on the Toolbar. (Magnifying Glass with a Yellow Question Mark)
- Type part of the description in the Description column, using wildcards.
- Press the Execute Query button on the Toolbar.

Step 3: View a Part

- Select the Part of your choice by clicking on it with your mouse.
- Note the quantity on hand, etc. to the right of the description.
• Note the expanded description information at the bottom of the form.
• Press the View button.
• Review additional information regarding the part.
• Close the Part Master window.

**Step 4: Find a Part by Category**

• Press on the By Category tab.

![FAMIS Material Catalog Form – Figure 2.](image)

• Select the Category of your choice by using your mouse to “drill down” in the window at the left side of the form.
• Select the Part of your choice on the right side of the form and review using the techniques you just learned.

**Step 5: Find a Part by Manufacturer**

• Press the By Manufacturer tab.
• Enter a Manufacturer Code (Use List of Values) **AND/OR**
• Enter a Manufacturer Part Number.
• Press the Find Button.
Step 6: Find a Part by Vendor

- Press the *By Vendor* tab.
- Enter a Vendor Code (Use List of Values) **AND/OR**
- Enter a Vendor Part Number.
- Press the *Find* Button.
- Close the **Material Catalog**.
EXERCISE 2 - PART FORM

In this Exercise you will learn how to find an existing Part and create a new Part Record for your Warehouse by entering the new record and by duplicating an existing record.

Step 1: Find an Existing Part

- Access the Part form using the FAMIS Navigator.
- Press the Enter Query button on the Toolbar.
- Query an existing Part record using the techniques you have learned.

![FAMIS Part Form – Figure 3.](image)

Step 2: Simple Query

- Enter Query Mode

  ![Magnifying Glass with Yellow Question Mark]

  **NOTE:** The quickest way to place the cursor in the field is by using the mouse. You can also use the Tab key to move one field at a time until the cursor is in the specified field.

- Fields that may be queried will be displayed in BLUE at this time.
- Enter the Part Number provided by your instructor, in the Part Number field.
- Execute Query
Queries resulting in multiple records will be displayed one record at a time.

Navigate resulting records using the Toolbar.

**Step 3: Complex Query**
A complex Query is performed in the same manner. However, instead of one field being queried there would be at least two fields being queried.

- **Enter Query Mode**

  ![Magnifying Glass with Yellow Question Mark]

  NOTE: The quickest way to place the cursor in the field is by using the mouse. You can also use the Tab key to move one field at a time until the cursor is in the specified field.

- Fields that may be queried will be displayed in BLUE at this time.
- Enter ‘STOCK’ in the **Commodity** field. *(Use the List of Values if needed.)*
- Enter ‘ACTIVE’ in the **Status** field. *(Use the List of Values if needed.)*
- **Execute Query**

  ![Green Traffic Light]

  Queries resulting in multiple records will be displayed one record at a time.

  Navigate resulting records using the Toolbar.

**Step 4: Repeat Query Criteria**

- **Repeat Query**

  ![Magnifying Glass with Yellow Question Mark- twice]

  Enter new or additional query criteria.

- **Execute Query**

  ![Green Traffic Light]

**Step 5: Query Using Wild Cards**

- The percent sign (%) is used to replace multiple missing characters (e.g. Find all Part Descriptions that contain the word *BATTERY* by using ‘%BATTERY%’ in the Query).
- The underscore (_) is used to replace a single missing character (e.g. Find the vendor name of *WHYTE* or *WHITE* by using ‘WH_TE’ in the Query).

- **Enter Query Mode**

  ![Magnifying Glass with Yellow Question Mark]
NOTE: The quickest way to place the cursor in the field is by using the mouse. You can also use the Tab key to move one field at a time until the cursor is in the specified field.

- Fields that may be queried will be displayed in BLUE at this time.
- Enter the first few letters of your last name in the Requestor field followed by a % sign (as a wild card).
- **Execute Query**
  
  (Green Traffic Light)

  - Note the number displayed at the bottom left corner of your screen. (Record 1/?!) As your Instructor what this message means.
  - Queries resulting in multiple records will be displayed one record at a time.
  - Navigate resulting records using the Toolbar.
**Step 6: Count Hits**

- **Repeat Query**
  
  *(Magnifying Glass with Yellow Question Mark - twice)*

- Note that the information entered in the previous Step is entered for you

- **Count Hits**
  
  *(Magnifying Glass with Summation Sign)*

- Note the message displayed at the bottom of your screen that indicates how many records will be retrieved.

- **Execute Query**
  
  *(Green Traffic Light)*

**Step 7: Enter a New Stock Part**

You have just received an air filter you want to stock as a part. You have never had this filter in stock before. None of the other warehouses have ever stocked this filter either. You need to establish a new part record.

- Press the Insert button on the Toolbar.
- A blank Part form will be displayed. If not, please ask the instructor for assistance.
- Enter a Part Number with your initials as the prefix followed by ‘-001’ (e.g. TSE-001).
  
  What is the Part Number you used? ________________________________
- Use the Tab key to navigate to the Part Short Description field. Enter AIR FILTER in the short description.
- Enter Category (Use List of Values.)
- Enter Commodity
- Enter Unit of Measure
- Tab to accept the Unit of Purchase.
- Check the MSDS box if appropriate.
- Enter Status
- Enter Type – “STOCK”
- Shelf Life will not be used.
- Shelf Life Days will not be used.
- Enter Long Description
**Tip:** A field has a List of Values available if `<List>` is displayed in the message line across the bottom of the screen when the cursor is placed in the field.

**Tip:** The List of Values can be accessed by using:

- The Down Arrow Icon next to the field (where this is available).
- The F9 function key.
- The Menu Bar option of:

- Enter Warehouse specific details for your new part as:
  - Set the Reorder Point to 15.
  - Set the EOQ to 12.
  - No Markup will be entered.

**NOTE:** There is an Order of Precedence applied to Part Markups. If a Markup is entered on the Part form, it will be used by FAMIS. If there is no Markup on the Part, a Commodity Markup will be used if present. If, and only if, there are no Markups applied in the Inventory Control Module a Markup may be applied to materials at the work order level using the Billing form. **It is important to realize that a Markup of ‘0%’ is not the same as a null or blank value.** For example, if the value ‘0’ is entered on the Part form, the Part will be marked up ‘0%’ regardless of the Billing Type used.

- The *Multi Warehouses* button will not be used.

- Save the new Part record by selecting the Save/Commit Icon from the Tool Bar.

**Step 8: Define the BIN Location for the Part**

FAMIS allows a part to have a specific BIN location in addition to the Warehouse location.

- Access the BIN page by selecting the BINS Button.
- The *BINS* form will be displayed and any BIN information that has already been established for this part will be displayed as well as the quantity on hand of this particular part at each BIN location.
- Enter in a new BIN location for this part.
- Close the *BINS* form.

**Step 9: Identify Some Vendors for Part**

You may want to list some common Vendors for this Part to facilitate the procurement of this part.

- Access the Vendors page via the Vendor Button.
- Enter a Vendor ID for the first Vendor. (Use the Vendor you created earlier.)
- Tab to the next field. The Vendor description is automatically displayed.
• Enter the Vendor Part Number. This typically reflects the Part Number used when ordering from a specific Vendor.

• Enter a value in the Rank field. The Rank provides a means of establishing a preference in which Vendor should be used first and will determine the Vendor when automated Requisitions are created.

• The Last Ordered field is display only. If this part had been ordered from this Vendor in the past, the order date would be displayed.

• Close the Suppliers window (which you accessed via the Vendor button).

**Step 10: Identify Some Manufacturers for Part**

You may want to list some common manufacturers of the part record you entered, even though you will not be buying directly from the manufacturers.

• Access the Manufacturers page via the Mfrs Button.

• Enter a Manufacturer record

• Close the Manufacturer window.

**Step 11: Change a Part**

At times it will be important to be able to modify a part record.

• **Execute Query** by selecting the Query icon.

• Navigate through the records found by using the record navigation Icons on the Tool Bar until you display the record to modify.

• Advance to the **Next Record** by selecting the Next Record icon, which will allow you to sequentially review the records found by the query.

• Navigate to the **Previous Record** by selecting the Previous Record icon, which will allow you to sequentially review the records you have already reviewed.

• Advance to the **Last Record** by selecting the Last Record icon, which will allow you to review the last record retrieved from the query.

• Advance to the **First Record** by selecting the First Record icon, which will allow you to review the first record retrieved from the query.

• Move the cursor to the Safety Stock Level field and enter the quantity of parts to remain on hand for a safe supply, not required.

• Tab to the Lead Time to establish the number of days required ordering and receiving a part, not required.

**Step 12: Review Part Details**

At times it will be important to know what has recently transpired for the part. FAMIS tracks dates of when FAMIS transactions occurred.

• Record Dates
• Access the Record Dates panel of the Part form by selecting the *Dates* button.
• Close the Record Dates panel by selecting the OK button.
• Reservations
  • Access the Reservations panel of the Part form by selecting the *Reservations* button.
EXERCISE 3 - PART ADJUSTMENTS

In this Exercise you will learn how to adjust the Quantity on Hand and the Unit Price of a part.

Step 1: Adjust the Quantity On Hand

Now that you have established a part, you will want to set up the current quantity on hand. This type of adjustment is typically only done when you create a new part. Subsequently, the quantity will automatically change based on Receipt and Issue activity. You may, however, have a periodic need to correct on-hand quantities using this form. You have 10 of your new part currently on hand. Use the Quantity Adjustment form to adjust the quantity on hand from 0 to 10.

- Access the Quantity Adjustment form.

![FAMIS Quantity Adjustment Form – Figure 4.](image)

- The cursor should be in the Part Number field. Enter your Stock Part Number. Use the List of Values if needed. Navigate to the next field with the Tab key.
- Enter the Bin:
  - Press the Location button to invoke a List of Values.
  - Select the appropriate Bin.
  - Confirm the Bin location of the adjustment by selecting the OK button on the Bin panel.
- The Adjustment Date will default to the current date.
- Adj. Type will default based on the configuration. Enter the Adjustment Type of CYCLECOUNT.
• Enter a Quantity of 10.
• Navigate to the Comment field and enter a comment on why the quantity on hand is being adjusted.
• Save the new part adjustment record by selecting the Save/Commit Icon (Diskette) from the Tool Bar.

**Step 2: Adjust the Average Unit Price**

In Step 1 above, you adjusted the quantity on hand. Now you will want to adjust the average unit price to reflect the true value of the parts. Use the Price Adjustment form to adjust the average unit price for your new part from 0 to $19.57

• Access the Price Adjustment form.

![Price Adjustment Form – Figure 5.](image)

• Adj. Type will default based on the Configuration. Enter the Adjustment Type of PRICE ADJ.
• Set the Price to 19.57. You don’t need to enter the dollar sign (nor the decimal places if an even dollar amount). Your entry will be displayed as $19.57 by FAMIS automatically.
• Ensure the quantity of the Price Adjustment is NOT ZERO (0).
• Close the Price Adjustment form.

**Step 3: View the Affect of the Adjustments**

In Step 1 and 2 above, you adjusted the quantity on hand and unit cost of your new part. The affect of these adjustments will be available from the Part form.

• Access the Part form (it should have been minimized in an earlier Exercise).
• Query the part record you did the adjustments on by using the Query techniques you have already learned.
  
  What is the part number you used? _______________
  What is the Quantity on Hand now? _______________
  What is the Unit Price now? _______________

• Close the Part form.
2.0 Issues and Returns

**EXERCISE 4 – STOCK PART ISSUES**

In this Exercise you will review how to issue parts from the stockroom and charge them to a Work Order, return unused materials, and view the issue history for a Part.

*Step 1: Enter a Maintenance Issue*

A Maintenance Issue is used to issue materials to a Work Order. Maintenance Issues are for materials issued to individuals with an Employee record in FAMIS.

- Access the *Maintenance Issue* form.

*FAMIS Maintenance Issue Form - Figure 6.*

- You are in data entry mode when you access this form.
- The Issue No (number) will be assigned automatically when you save the Issue record.
- The Warehouse defaults to your warehouse.

*Note:* You can only issue parts from your own warehouse.

- Enter the Employee ID of the person the part or materials will be issued to in the Issued To field. Use the List of Values if needed.
- The Issue Date will default to the current date. You can change the date if needed. Remember that the date format is DD-MMM-YYYY.
Note: The Entered and By fields will be filled in automatically by FAMIS when the record is saved.

- Enter the WO Number for the Work Order the parts will be issued to. Use the List of Values if needed.

Note: You can issue parts to Work Orders or Standing Work Orders.

- If the Work Order specified is for a specific piece of equipment (e.g. the equipment number is referenced on the Work Order in the Equipment field). The Equipment (number) field will be automatically filled in as well as the equipment’s nomenclature (common name) to the right of the Equipment field.

- The words “Work Order Part List”, “Issue Request”, and “No Lists Available” (the default) appear in a pull down list above the Parts line item section. One of the other two options will appear automatically when a Work Order is specified that has already had an Issue Request created, or has a Parts List associated with it.

- Navigate to the Parts Issued section of the form.

- Enter a Part Number.

- Tab to the next field (LOC). FAMIS may prompt you to specify what location (bin) the issued materials are being taken from. Select the appropriate location.

- You are now positioned in the Quantity field. Enter the quantity for the part to be issued.

- Navigate to the next Part number field and repeat these steps until a location and quantity has been specified for each part to be issued.

  Note: You cannot issue more than the quantity on hand of a part (e.g. if the quantity on hand on the part record is 0, you will not be able to issue the part).

- Select the OK or Save and Print Button to save the Issue.

- Write down the Issue Number ________________

**Step 2: Issue Parts Requested on an ISSUE REQUEST**

A Maintenance Issue is used to issue requested stock materials to a Work Order.

- Access the Maintenance Issue form.

- The Issue No (number) will be assigned automatically when you save the Issue record.

- The Warehouse defaults to your warehouse.

  Note: You can only issue parts from your own warehouse.

- Enter the Employee ID of the person the part or materials will be issued to in the Issued To field. Use the List of Values if needed.

- The Issue Date will default to the current date. You can change the date if needed. Remember that the date format is DD-MMM-YYYY.

- Enter the WO Number for the Work Order the parts will be issued to.

- If the Work Order specified is for a specific piece of equipment (e.g. the equipment number is referenced on the Work Order in the Equipment field). The Equipment number is referenced on the Work Order in the Equipment field).
(number) field will be automatically filled in as well as the equipment's nomenclature (common name) to the right of the Equipment field.

- The words “Issue Request”, will appear in the pull down list above the Parts line item section.

**Note:** *If there is more than one active Issue Request for the work order entered, an additional window will automatically appear, allowing you to select the Issue Request you wish to issue.*

---

**FAMIS Maintenance Issue Form - Figure 7.**

- Navigate to the Parts Issued section of the form.
- The part number and requested quantity will appear for all parts on the issue request.
- Enter the quantity for the part to be issued in the **Issue Qty** field for each line.
  
  **Tip:** *If a line is not to be issued, simply enter a zero in that line.*

- Select the **OK** or **Save and Print** Button to save the Issue.

- Write down the Issue Number ________________

**Step 3: Return Issued Parts to Inventory**

- Press the **Enter Query** button on the Toolbar.
- Enter the Issue number for the Maintenance Issue you just completed.
• Press the *Execute Query* button.

• The original Issue will be displayed as shown below.

![FAMIS Maintenance Issue Form - Figure 8.](image)

- If any Parts have already been returned against this issue, it will be reflected in the Returned Column.

- Enter the quantity to be returned in the Returning Column.

- Select the *OK* or *Save and Print* Button to save the Return.

- The return transaction will be saved under the same Issue number as the original Issue, but will receive a new transaction date.

  **Tip:** *You will not always know the Issue Number for the materials you wish to return. In these cases, you can find the transaction from the Issue History as you will learn in another exercise.*

### Step 4: Part Issue History

- Access the Part Issue History form via Parts Form and select the *History* button. (You must have a part displayed for the *History* button to be active.)

- The Maintenance Issues and Supply Issues will be reflected when you select the *ISSUE HISTORY* button.
3.0 Purchasing

**EXERCISE 5 – PRINT THE STOCK REORDER SUMMARY REPORT**

In this exercise you will learn how to run and print the Stock Reorder Summary Report.

**Step 1: Access the Part Reorder Summary Report**

- Select the Part Reorder Summary Report from the FAMIS Navigator.
- If you are using FAMIS Web Deployed, you will be prompted to login to the Reports Server. Use the same Username/Password/Database used to start FAMIS.
- The report parameter screen will be displayed, as shown in the figure below:

```
Parameter Value Input Form
Enter the parameter values

Commodity        Warehouse

Destype          Orientation
    Cache         Landscape
```

**FAMIS Part Reorder Summary Report Parameter Form - Figure 9.**

- Specify a Commodity for the report.

  OR

- Specify a Warehouse for the report.

  **NOTE:** Oracle Report Parameter Forms are case sensitive, i.e., Commodity or Warehouse names must be entered using UPPERCASE letters or the report will not return the correct information.

- The default Destype is Cache, which will allow the report to be viewed on the screen. Other Destype values, such as Printer or Preview, can be selected by the user.
• The default Orientation is selected according to the report layout. The user can select a different Orientation, but it is not recommended.

• Select the Submit Query Button.

• The Report Progress Box will be displayed.

• The report output will be displayed to the screen once the report has been generated by FAMIS.

• The scroll bars (bottom and right side of report display form) can be used to view an entire page of the report on the screen.

• The Page Buttons (Prev, Next, First, Last) at the bottom of the screen can be used to view subsequent report pages. If the Page Buttons are grayed out, the length of the report is only one page.

• The report can be printed after being viewed by pressing the PRINT button.

• To close the report, select the CLOSE button.
EXERCISE 6 – GENERATE PURCHASE REQUISITIONS

In This Exercise you will learn how to find Parts that need to be reordered and to create automated reorder Requisitions.

Step 1: Find parts to Order

- Access the Generate Purchase Requisitions form using the FAMIS Navigator as shown below:

  ![FAMIS Generate Purchase Requisitions Form - Figure 10.](image)

- FAMIS provides the option of finding the parts to reorder by using the Warehouse, Vendor, part Commodities or finding all parts that need to be reordered, regardless of the Warehouse, Vendor or Commodity.
- Query the parts that need to be reordered by selecting the Find Parts To Order Button.

  NOTE: Make sure that you reference the Vendor ID that you created in the earlier exercise.

Step 2: Generate Requisitions

- A list of all of the parts that FAMIS thinks should be reordered (based on the quantity on hand, the reorder point, part reservations, and PREQ/PO on order status for the part record).
- Remove the Check Box selection for all the records on the screen except yours.
• Let FAMIS automatically generate a Purchase Requisition for the parts remaining on the list by selecting the *Generate Requisitions* Button.

• FAMIS will display the PREQ Number that was assigned when the process has completed.

**NOTE:** *Any part that is associated with a valid Purchase Agreement will automatically generate a purchase order, bypassing the purchase requisition phase.*

What is the PREQ Number assigned by FAMIS? ______________________

Close the *Generate Purchase Requisitions* Form.
EXERCISE 7 – VENDORS

In this exercise you will learn to access the Vendor Form, search for a Vendor, and enter a new Vendor record.

Step 1: Find a Vendor

- Access the *Vendor* Form using the FAMIS Navigator. The Vendor Form will open as shown in the figure below:

![FAMIS Vendor Form - Figure 11.](image)

When the Vendor Form is opened, you are in **Data Entry Mode**. You must enter Query Mode to search for an existing Vendor record.

Step 2: Simple Query

- **Enter Query Mode**

  ![Magnifying Glass with Yellow Question Mark](image)

  *(Magnifying Glass with Yellow Question Mark)*

  **NOTE:** The quickest way to place the cursor in the field is by using the mouse. You can also use the Tab key to move one field at a time until the cursor is in the specified field.

- Fields that may be queried will be displayed in BLUE at this time.
• Use the List of Values Button to the right of the Payment Term Field to select a Payment Term to use in your query.

• **Execute Query**
  
  ![Green Traffic Light]

• Queries resulting in multiple records will be displayed one record at a time.

• Navigate resulting records using the Toolbar.

  **NOTE:** If not records were found matching the Payment Term you selected, FAMIS will display a message at the bottom of your screen indicating “Query caused no records to be retrieved.” Select a different Payment Term and execute the query again.

**Step 3: Complex Query**

A complex Query is performed in the same manner. However, instead of one field being queried there would be at least two fields being queried.

• **Enter Query Mode**
  
  ![Magnifying Glass with Yellow Question Mark]

  **NOTE:** The quickest way to place the cursor in the field is by using the mouse. You can also use the Tab key to move one field at a time until the cursor is in the specified field.

• Fields that may be queried will be displayed in BLUE at this time.

• Enter search criteria in two or more fields.

• **Execute Query**
  
  ![Green Traffic Light]

• Queries resulting in multiple records will be displayed one record at a time.

• Navigate resulting records using the Toolbar.

**Step 4: Repeat Query Criteria**

• **Repeat Query**
  
  ![Magnifying Glass with Yellow Question Mark- twice]

• Enter new or additional query criteria.

• **Execute Query**
  
  ![Green Traffic Light]

**Step 5: Query Using Wild Cards**

• The percent sign (%) is used to replace multiple missing characters (e.g. Find all Descriptions that contain the word GRAINGER by using ‘%GRAINGER%’ in the Query).
The underscore (_) is used to replace a single missing character (e.g. Find the last name of WHYTE or WHITE by using ‘WH_TE’ in the Query).

**Enter Query Mode**

*NOTE:* The quickest way to place the cursor in the field is by using the mouse. You can also use the Tab key to move one field at a time until the cursor is in the specified field.

- Fields that may be queried will be displayed in BLUE at this time.
- Use the cursor to navigate to the Vendor name field (to the right of the Vendor Number field).
- Enter a portion of the Vendor’s Name with a % sign in front of and following the text entered. (The % sign is used as a Wild Card.)

**Execute Query**

- Note the number displayed at the bottom left corner of your screen. (Record 1/?) As your Instructor what this message means.
- Queries resulting in multiple records will be displayed one record at a time.
- Navigate resulting records using the Toolbar.

**Step 6: Count Hits**

- Repeat Query

*NOTE:* The quickest way to place the cursor in the field is by using the mouse. You can also use the Tab key to move one field at a time until the cursor is in the specified field.

- Note that the information entered in the previous Step is entered for you

- Count Hits

*NOTE:* The quickest way to place the cursor in the field is by using the mouse. You can also use the Tab key to move one field at a time until the cursor is in the specified field.

- Note the message displayed at the bottom of your screen that indicates how many records will be retrieved.

- Execute Query

*NOTE:* The quickest way to place the cursor in the field is by using the mouse. You can also use the Tab key to move one field at a time until the cursor is in the specified field.

- Close the Vendor Form.
EXERCISE 8 – VENDOR WORKBENCH

In this exercise you will learn to access the Vendor Workbench, search for a Vendor, enter a new Vendor record, and view information about a Vendor.

Step 1: Access the Vendor Workbench Form

- Access the Vendor Workbench Form using the FAMIS Navigator.
- To view a list of all Vendors, execute a query without entering any query criteria. (Press the F8 Key or select Query > Execute Query from the Menu Bar.)
- The Vendor Workbench will display a list of all Vendors sorted by Vendor No., as shown in the figure below:

![FAMIS Vendor Workbench Form - Figure 12.](image)

**NOTE:** You can also query for specific vendors by entering a Commodity Code and/or PO Number and pressing the Find Button.

Step 2: Find a Vendor

You may also enter search for a specific Vendor by name, utilizing the following steps:
- Enter Query mode.
- Use the mouse to navigate to the Vendor Name field.
• Using the % sign (wild card) enter a portion of the Vendor Name in the Name field.
• Execute the Query. (*Ask your instructor for assistance, if needed.*)

**Step 3: View a Vendor Record**

• Highlight the Vendor of your choice.
• Press the *View* Button.
• The *Vendor* Form will be displayed for the selected Vendor.

  **TIP:** You may also double-click the Vendor record you wish to view and the *Vendor* Form will be displayed for the selected Vendor.

• Close the *Vendor* Form.

**Step 4: Add a New Vendor Record**

• Press the *Add Vendor* button.
• Enter new Vendor information using the techniques you just learned.
• Close the *Vendor* Form.

**Step 5: View the Parts List for Selected Vendor**

• Highlight the Vendor of your choice.
• Press the *Parts* Button.
• Review information regarding Parts associated with this Vendor.
• Close the *Parts Supplied* Window.

**Step 6: View the Commodity List for Selected Vendor**

• Highlight the Vendor of your choice.
• Press the *Commodity* Button.
• View Commodity Codes associated with the selected Vendor.
• Close the *Vendor Commodities* Window.
• Close the *Vendor Workbench* Form.
EXERCISE 9 – CREATE A PO FOR STOCK PARTS

In this exercise you will learn how to create a Purchase Order for Stock Parts.

A Purchase Order may be created using an existing Purchase Requisition, or may be entered directly without referencing a PREQ. For this exercise, no PREQ will be referenced.

Step 1: Access the Purchase Order Form

• Access the Purchase Order Form using the FAMIS Navigator as shown below:

FAMIS Purchase Order Form - Figure 13.

• When you access the Purchase Order Form you are in data entry mode. You are ready to enter a new Purchase Order.

• This form has buttons on the right margin to access other forms related to the Purchase Order Form.
Step 2: Create a New Purchase Order for Stock Parts

- Enter the PO Number, or tab out of the PO Number field if the PO Number is to be assigned by FAMIS. FAMIS will automatically assign a Purchase Order number when the record is saved.
- Leave the PA Number field blank for this exercise.
- Enter the Vendor Number
- The Vendor Site will default based on the Vendor. Do not change.
- The PO Type will default to INVENTORY. Do not change.
- The PO Status will default to OPEN. Do not change.
- Leave the Freight Terms and Vendor Terms fields blank.
- Enter your Employee ID in the Buyer field.
- A Drop Ship Code may be used if the Stock materials are to be delivered to a location other than the Warehouse. Using a Drop Ship Code will require that a Work Order Number be assigned to each Line Item. When a receipt is processed for the PO, the Stock parts will be issued directly to the associated Work Order.
- Leave the Ship Via field blank for this exercise.
- Leave the PREQ field blank for this exercise.
- A Requestor must be entered on all PO’s. (Use List of Values.)
  NOTE: Enter your Employee ID as the Requestor for this Exercise.
- Add lines to the PO by selecting the Lines Tab. The Line Detail Form will open as shown below:
FAMIS Purchase Order Line Detail Form - Figure 14.

- Leave the PREQ Number Field blank.
- Note that the Work Order Number Field is grayed out. Orders for Stock Parts are not associated with a Work Order.
- The Warehouse will default to the user’s default Warehouse.
- Enter the Part Number being purchased. (Use the List of Values, if needed.)

  NOTE: FAMIS will auto-populate the Commodity, Vendor Part Number, Description and Unit of Purchase based on the Part Number entered.

- Change the Unit of Purchase, if needed.
- Enter the quantity to be ordered.
- Change the Unit Price, if needed.
- Press the F6 Key to add more lines, if needed.
- Press the OK button when all lines have been added.
- Return to the General tab.
- Change the Status to “PLACED”.

What is your Purchase Order Number? ________________
EXERCISE 10 – FIND ORDERS USING FROM THE PART FORM

In this exercise you will learn how to use the Part Form to find Purchases associated with a specific Part.

Step 1: Query an Existing Part

- Access the Part Form through the FAMIS Navigator.
- Using the techniques you have already learned, query a Part record.

Step 2: Review Orders Information

- Press the Orders Button.
- FAMIS will display a list all Active Purchase Requisitions and Purchase Orders associated with the Work Order you queried, as shown below:
- To include Completed Orders in the list select the All Orders Radio Button.

FAMIS Work Order Orders Tab Form – Figure 15.

- To view details about a specific Requisition or Order, select a record and press the View Button.
• Close the Orders Form.
• Close the Part Form.
4.0 Receiving and Returns to Vendor

EXERCISE 11 – RECEIPT FORM

In this Exercise you will learn how to receive FAMIS Parts into the Inventory System.

Receipts are processed for Inventory Type POs. If the part on the line being received is a Stock type part, the part on hand quantity will be updated accordingly. If the part on the line being received is a Direct, or Non-Stock type part, the work order will be charged upon receipt.

Step 1: Access the Receipt Form

- Access the Receipt Form.

FAMIS Receipt Form – Figure 16.

Step 2: Receive the Stock Parts You Ordered

- The Rec Number (Receipt Number) is automatically assigned by FAMIS when the Receipt record is saved.
- Enter the FAMIS PO Number provided by your Instructor.
- Enter a Release Number if the receipt is for a Blanket PO Release.

Note: FAMIS will not allow you to enter a PO Number for a closed Purchase Order, or one that is not yet Placed.
• The Print Checkbox will automatically be checked. This is an indication that your wish to print a Receipt report when the Receipt is saved.

• Navigate to the first line item by using your Tab Key.

• The Bin location will default on the form if there is one location available. Otherwise, a list of Bin locations will appear when you tab to the Bin field. Select the appropriate Bin location.

• Tab to the Balance field and indicate that you are receiving the total quantity ordered.

  NOTE: You may also check the “All” Checkbox to indicate that all items for the Purchase Order Line Item have been purchased and received.

• If all items are not received, FAMIS will automatically change the PO Status to PARTIAL if items are received against a PO, but the order is not complete.

• If at some time only a partial order is received, the quantity received can be entered in the Received field as a value less than the quantity ordered (balance).
EXERCISE 12 – RETURN TO VENDOR

In this Exercise you will learn how Return Parts to a Vendor after they have been Received in FAMIS.

Step 1: Access the Returns Form

- Access the Returns Form.

FAMIS Receipt Form – Figure 17.

Step 2: Return Parts that have been Received

- Enter the PO Number the parts were ordered on.
- Enter a Release Number if the parts were ordered on a Blanket PO Release.
- The Vendor will be filled in automatically based on the PO.
- Enter the Action Code. (Use List of Values.)
  
  NOTE: The Action Code selected will determine whether the PO Line and possibly the PO will be reopened or closed.

- Enter the Buyer arranging the Return.
- Enter the RMA Number if appropriate.
- Enter the Employee to whom the goods are assigned.
- The Return Date will default to the current date, overwrite if necessary.
• Enter a Return Reason. (Use List of Values.)

• Enter a Restocking Charge if appropriate.

• Enter Shipping Information if appropriate.

• Part Number – List of Values will display Parts ordered on this PO. Select the Part to be returned.

• Tab to the Returning Column and enter the quantity to be returned.

• Press the Comments button if you wish to enter comments regarding this return.

**NOTE:** If the Part being returned is STOCK, the on-hand will be decremented by the quantity returned. If the Part being returned is DIRECT or NON-STOCK, a new Maintenance Issue will be created with a negative issue quantity, crediting the original Work Order.

**NOTE:** If an Action Code associated with REOPEN PO was used, you can re-receive the Parts at the appropriate time using the same techniques you learned earlier.
5.0 Physical Inventory

EXERCISE 13 – LOCK PARTS

In this Exercise you will learn how to Lock Parts for Physical Inventory.

When Parts are locked, no one will be allowed to Issue or Receive the subject Part.

Step 1: Access the Physical Inventory Workbench

- Access the Physical Inventory Form.

![FAMIS Physical Inventory Form – Figure 18.](image)

Step 2: Select Parts to Lock

- Use the drop down list at the top of the form to select the Folder you need. Folders (Views) are used to filter part records for various reasons. Your FAMIS Administrator can help you create a view showing only the parts you wish to work with.

- Select the parts you need to lock using a combination of the checkboxes on the left side of the form, the Check All, and Uncheck All buttons.
Step 3: Lock Parts for Inventory

- Press the Lock button to lock all selected parts

**NOTE:** A checkmark will appear in the Phy. Inv. Column for every part that has been locked for inventory.
EXERCISE 14 – PRINT INVENTORY COUNT SHEETS

In this exercise you will learn how to run and print the Count Sheet Report.

Step 1: Access the Physical Inventory Count Sheet Report

- Select the Physical Inventory Count Sheet Report from the FAMIS Navigator.
- If you are using FAMIS Web Deployed, you will be prompted to login to the Reports Server. Use the same Username/Password/Database used to start FAMIS.
- The report parameter screen will be displayed, as shown in the figure below:

  **FAMIS Part Reorder Summary Report Parameter Form - Figure 19.**

  - Specify a ‘Y’ in the Physical Inv (Y/N) field to print the parts that you locked.
  - Enter a ‘Y’ or ‘N’ to include or exclude the current quantity on hand from the count sheets.

  **NOTE:** Oracle Report Parameter Forms are case sensitive, i.e., Commodity or Warehouse names must be entered using UPPERCASE letters or the report will not return the correct information.

  - The default Destype is **Cache**, which will allow the report to be viewed on the screen. Other Destype values, such as Printer or Preview, can be selected by the user.
• The default Orientation is selected according to the report layout. The user can select a different Orientation, but it is not recommended.

• Select the Submit Query Button.

• The Report Progress Box will be displayed.

• The report output will be displayed to the screen once the report has been generated by FAMIS.

• The scroll bars (bottom and right side of report display form) can be used to view an entire page of the report on the screen.

• The Page Buttons (Prev, Next, First, Last) at the bottom of the screen can be used to view subsequent report pages. If the Page Buttons are grayed out, the length of the report is only one page.

• The report can be printed after being viewed by pressing the PRINT button.

• To close the report, select the CLOSE button.
EXERCISE 15 – ADJUST PARTS
In this Exercise you will learn how to enter Inventory Counts and update on hand counts for Physical Inventory.

Step 1: Access the Physical Inventory Workbench
- Access the Physical Inventory Form.

TIP: For ease of entry, make sure the workbench is sorted in the same order as your count sheets.

Step 2: Update Quantity On-Hand
- Enter the Qty. Counted
- Press the Adjust button

FAMIS Physical Inventory Form – Figure 20.
- Select the appropriate Adjustment Type
- Press the OK button