

# **New FEPMIS** **Receipts**

A Step by Step Guide For Use @  
<https://fam.nwccg.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 screenshot shows the 'FAMWEB Home' page with a navigation menu on the left and a main content area. The main content area displays the 'FEPMIS: Receipt Property Items List' for 'User ID: WREEVES1'. The page has several tabs: 'Receipt Property List' (selected), 'Receipt Property Items', 'Receipt Property Breakdown', 'Receipt Filter Screen', and 'Receipt Item'. A table of items is shown with columns for Order#, Source, GSA Control#, Approval Date, Lines, Status, and Overdue. A navigation bar above the table includes 'Previous', '1-25 of 35', and 'Next 10'. Red arrows from the text above point to the 'Receipt Property List' tab, the 'Next 10' button, and the 'Order#' column header.

Order#	Source	GSA Control#	Approval Date	Lines	Status	Overdue
<a href="#">1236WW13078MO01</a>	FEPP	031920130	Mar 19, 2013	6	Partially Receipted	Yes
<a href="#">1236WW13078MO02</a>	FEPP	031920131	Mar 19, 2013	1		Yes
<a href="#">1236WW13082MO01</a>	FEPP	990248167	Apr 3, 2013	3		
<a href="#">1236WW13099MO02</a>	FEPP	990248409	Apr 9, 2013	1		
<a href="#">1236WW13099MO02A</a>	FEPP	990248409	Apr 9, 2013	1		
<a href="#">2YF024-2356-6532</a>	FFP		Feb 5, 2013	1		Yes
<a href="#">2YF024-2356-6550</a>	FFP		Feb 5, 2013	1		Yes
<a href="#">2YF024-2364-7942</a>	FFP		Feb 5, 2013	1		Yes
<a href="#">2YF024-3002-8340</a>	FFP		Feb 5, 2013	1		Yes
<a href="#">2YF024-3011-0765</a>	FFP		Feb 5, 2013	1		Yes
<a href="#">2YF024-3011-0766</a>	FFP		Feb 5, 2013	1		Yes
<a href="#">2YF024-3011-0767</a>	FFP		Feb 5, 2013	1		Yes
<a href="#">2YF024-3011-0770</a>	FFP		Feb 5, 2013	1		Yes
<a href="#">2YF024-3011-0771</a>	FFP		Feb 5, 2013	1		Yes
<a href="#">2YF024-3011-0772</a>	FFP		Feb 5, 2013	1		Yes
<a href="#">2YF024-3011-0773</a>	FFP		Feb 5, 2013	1		Yes
<a href="#">2YF024-3011-0804</a>	FFP		Feb 5, 2013	1		Yes
<a href="#">2YF024-3011-0807</a>	FFP		Feb 5, 2013	1		Yes
<a href="#">2YF024-3011-0808</a>	FFP		Feb 5, 2013	1		Yes

- 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 Receipted);
  - 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”**.



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FPMIS: Receipt Property Items User ID: WREEVES1

Receipt Property List **Receipt Property Items** Receipt Property Breakdown Receipt Filter Screen Receipt Item

Application Status Messages:  receipt and identification notifications

Items to be Receipted  
 Order#: 1236WW13078MO01

	Line#	FSC	Description	Qty Requested	Qty Received	Qty	Unit Cost	Unit of Issue
<input type="button" value="Complete"/>	3	4010	- CHAIN & WIRE ROPE 2w chain	1000	0	<input type="text" value="0"/>	\$1.50	FT

receipt all items with values in the Qty field

**Items below have already been Receipted and are ready to be Identified.**

Items to be Identified

Line#	FSC	Unit Cost	Description	Qty Received	Qty Identified	Original Unit of Issue	Qty to Identify	Number of FPMIS Records	
4	2320 - TRUCKS AND...	\$42,000.00	DUMP	3	0	EA	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="Identify"/> <input type="button" value="Undo"/>
5	6115 - GENERATORS...	\$1,500.00	trailer mounted w...	2	0	EA	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="Identify"/> <input type="button" value="Undo"/>



The quantity received is zero or less than the quantity requested. Provide an explanation below and click 'Yes' to continue or 'No' to return to the previous page and make no changes.

Instructions on the Left.

When you Receipt Quantity zero for a Line Item you see it here.

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.

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Quantity Requested 1000  
Quantity Received 0

Special Justification  
for trucks to use to tow

Comment(100 max chars)  
Was not available for pick up at DLAD.

Yes  submit this item for approval  
 No  do not complete this item

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.

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FEPMIS: Receipt Property Items User ID: WREEVES1

Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Receipt Filter Screen | Receipt Item

**Application Status Messages:**  receipt and identification notifications

**Items to be Receipted**  
Order#: 1236WW13078MO01

	Line#	FSC	Description	Qty Requested	Qty Received	Qty	Unit Cost	Unit of Issue
Complete	3	4010	CHAIN & WIRE ROPE 2w chain	1000	0	<input type="text" value="500"/>	\$1.50	FT

receipt all items with values in the Qty field

**Items to be Identified**

Line#	FSC	Unit Cost	Description	Qty Received	Qty Identified	Original Unit of Issue	Qty to Identify	Number of FEPMIS Records	
4	2320 - TRUCKS AND...	\$42,000.00	DUMP	3	0	EA	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="Identify"/> <input type="button" value="Undo"/>
5	6115 - GENERATORS...	\$1,500.00	trailer mounted w...	2	0	EA	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="Identify"/> <input type="button" value="Undo"/>

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



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.

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**FEPMIS: Receipt Property Items** User ID: WREEVES1

Receipt Property List | **Receipt Property Items** | Receipt Property Breakdown | Receipt Filter Screen | Receipt Item

**Application Status Messages:**  receipt and identification notifications

**Items to be Received**  
Order#: 1236WW13078MO01

	Line#	FSC	Description	Qty Requested	Qty Received	Qty	Unit Cost	Unit of Issue
<input type="button" value="Complete"/>	3	4010	CHAIN & WIRE ROPE 2w chain	1000	500	<input type="text" value="0"/>	\$1.50	FT

receipt all items with values in the Qty field

**Items to be Identified**

Line#	FSC	Unit Cost	Description	Qty Received	Qty Identified	Original Unit of Issue	Qty to Identify	Number of FEPMIS Records	
4	2320 - TRUCKS AND...	\$42,000.00	DUMP	3	0	EA	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="Identify"/> <input type="button" value="Undo"/>
5	6115 - GENERATORS...	\$1,500.00	trailer mounted w...	2	0	EA	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="Identify"/> <input type="button" value="Undo"/>


You are ready to Identify Property when you have items appear in the section titled "Items to be Identified".

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FEPMIS: Receipt Property Items User ID: WREEVES1

Receipt Property List **Receipt Property Items** Receipt Property Breakdown Receipt Filter Screen Receipt Item

**Application Status Messages:**  receipt and identification notifications

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**Items to be Received**  
Order#: 1236WW13078MO01

There are no items available for receipt

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**Items to be Identified**

Line#	FSC	Unit Cost	Description	Qty Received	Qty Identified	Original Unit of Issue	Qty to Identify	Number of FEPMIS Records	
3	4010 - CHAIN & WI...	\$1.50	2w chain	1000	0	FT	<input type="text" value="1000"/>	<input type="text" value="5"/>	Identify Undo
4	2320 - TRUCKS AND...	\$42,000.00	DUMP	3	0	EA	<input type="text" value="0"/>	<input type="text" value="0"/>	Identify Undo
5	6115 - GENERATORS...	\$1,500.00	trailer mounted w...	2	0	EA	<input type="text" value="0"/>	<input type="text" value="0"/>	Identify Undo
6	3930 -	\$4,000.00	TRACTOR,	1	0	EA	<input type="text" value="0"/>	<input type="text" value="0"/>	Identify Undo

Internet 100%

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 Received (note the error message).
- 2) The “quantity received” 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.

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**FEPMIS: Receipt Property Items** User ID: WREEVES1

Receipt Property List | **Receipt Property Items** | Receipt Property Breakdown | Receipt Filter Screen | Receipt Item

**Application Status Messages:**  receipt and identification notifications

- Only 1000 item(s) are available for identification on this line when the Unit Of Issue(loi) is unchanged

**Items to be Received**  
Order#: 1236WW13078MO01

There are no items available for receipt

**Items to be Identified**

Line#	FSC	Unit Cost	Description	Qty Received	Qty Identified	Original Unit of Issue	Qty to Identify	Number of FEPMIS Records	
3	4010 - CHAIN & WL...	\$1.50	2w chain	1000	0	FT	2000	5	Identify Undo
4	2320 - TRUCKS AND...	\$42,000.00	DUMP	3	0	EA	0	0	Identify Undo
	6115 -		trailer mounted						Identify Undo

**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.



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FEPMIS: Receipt Property Items User ID: DCstate

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Application Status Messages:  receipt and identification notifications

Items to be Received  
Order#: 1243N712271DC04

There are no items available for receipt

Items to be Identified

Line#	FSC	Unit Cost	Description	Qty Received	Qty Identified	Original Unit of Issue	Qty to Identify	Number of FEPMIS Records	
1	7125 - CABINETS, ...	\$1,400.00	HAZMAT - CABINETS...	1	0	EA	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="button" value="Identify"/> <input type="button" value="Undo"/>

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**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.**



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FEPMIS: Receipt Property Breakdown User ID: DCstate

Receipt Property List | Receipt Property Items | **Receipt Property Breakdown** | Receipt Filter Screen | Receipt Item

Total unit cost of items being identified (items X Unit Cost) \$1,400.00

FSC	FEPP Type	Total Unit Cost	Original Unit Cost	Target Unit Cost	Quantity	Original Unit of Issue	Target Unit of Issue	Tracked	
7125 - CABINETS, LOCKERS, B...	HAZMAT - CABINETS, LOCKERS	\$1,400.00	\$1,400.00	\$1,400.00	1 <input type="button" value="Convert"/>	EA	EA - EACH		<input type="button" value="Identify Property"/>

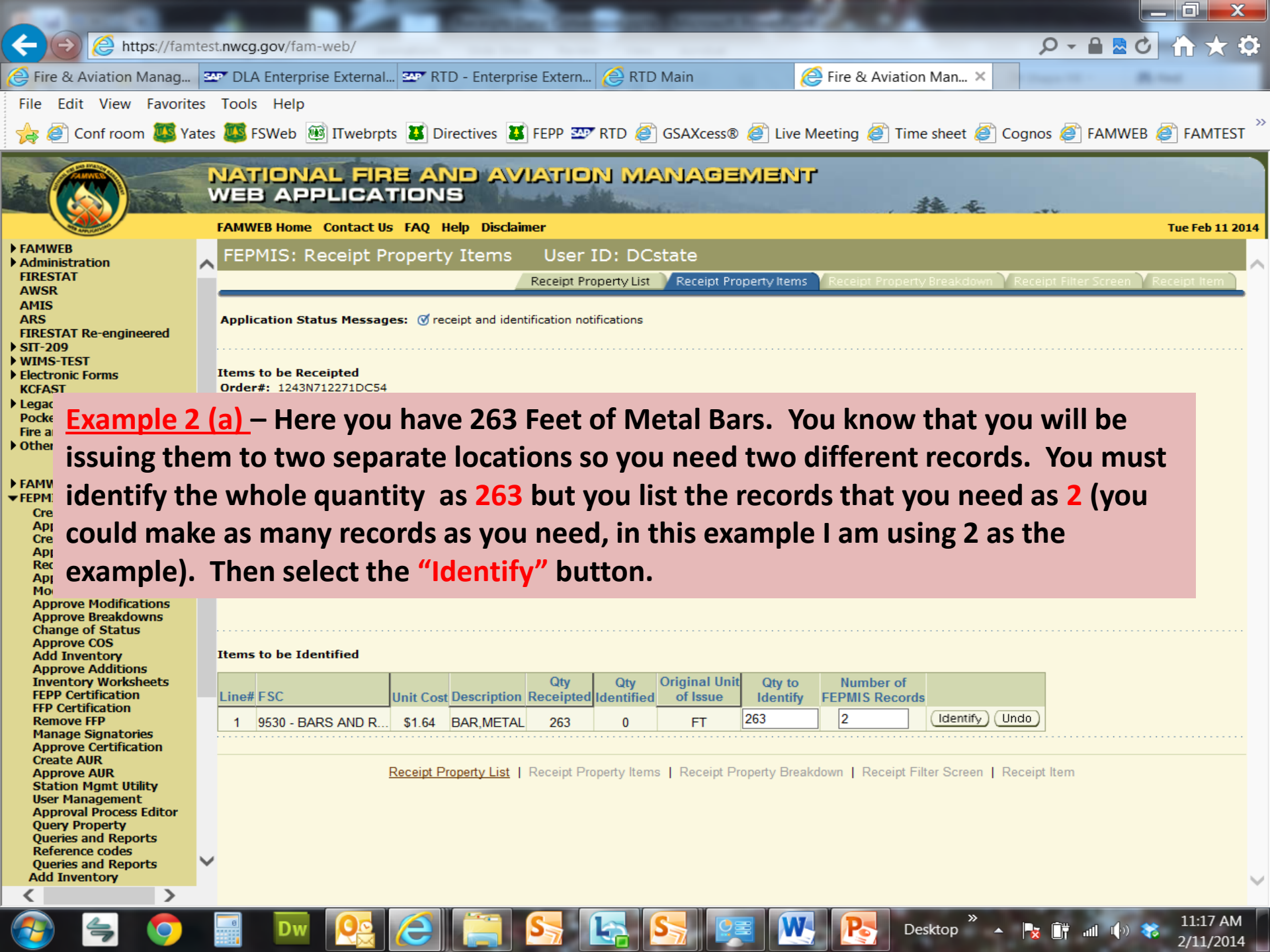
all property must be identified before submission for approval

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FEPMIS: Receipt Property Items User ID: DCstate

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Application Status Messages:  receipt and identification notifications

Items to be Received  
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**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.

### Items to be Identified

Line#	FSC	Unit Cost	Description	Qty Received	Qty Identified	Original Unit of Issue	Qty to Identify	Number of FEPMIS Records	
1	9530 - BARS AND R...	\$1.64	BAR.METAL	263	0	FT	263	2	Identify Undo

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**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.

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FEPMS: Receipt Property Breakdown User ID: DCstate

Receipt Property List | Receipt Property Items | **Receipt Property Breakdown** | Receipt Filter Screen | Receipt Item

Total unit cost of items being identified (items X Unit Cost) \$431.32

FSC	FEPP Type	Total Unit Cost	Original Unit Cost	Target Unit Cost	Quantity	Original Unit of Issue	Target Unit of Issue	Tracked	
9530 - BARS AND RODS, NONFE...	BAR,METAL	\$214.84	\$1.64	\$1.64	131 <input type="button" value="Convert"/>	FT	FT - FOOT		<input type="button" value="Identify Property"/>
9530 - BARS AND RODS, NONFE...	BAR,METAL	\$216.48	\$1.64	\$1.64	132 <input type="button" value="Convert"/>	FT	FT - FOOT		<input type="button" value="Identify Property"/>

all property must be identified before submission for approval

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**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.

FEPMIS: Receipt Property Breakdown User ID: DCstate

Receipt Property List | Receipt Property Items | **Receipt Property Breakdown** | Receipt Filter Screen | Receipt Item

Total unit cost of items being identified (items X Unit Cost) \$431.32

FSC	FEPP Type	Total Unit Cost	Original Unit Cost	Target Unit Cost	Quantity	Original Unit of Issue	Target Unit of Issue	Tracked	
9530 - BARS AND RODS, NONFE...	BAR,METAL	\$214.84	\$1.64	\$1.64	100 <input type="button" value="Convert"/>	FT	FT - FOOT		<input type="button" value="Identify Property"/>
9530 - BARS AND RODS, NONFE...	BAR,METAL	\$216.48	\$1.64	\$1.64	163 <input type="button" value="Convert"/>	FT	FT - FOOT		<input type="button" value="Identify Property"/>

all property must be identified before submission for approval

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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.**

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  - Add Inventory

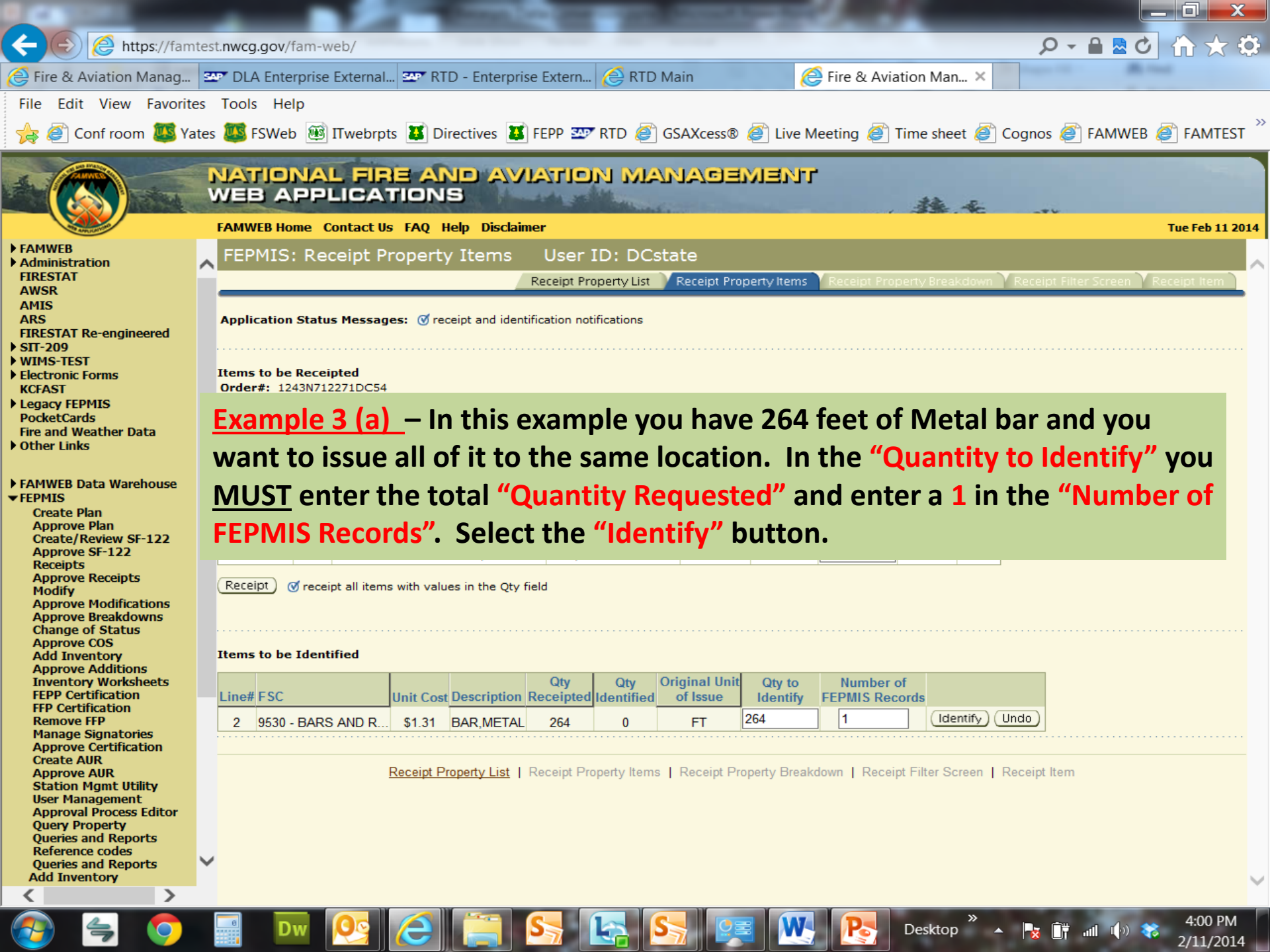
FEPMIS: Receipt Property Breakdown User ID: DCstate

Receipt Property List | Receipt Property Items | **Receipt Property Breakdown** | Receipt Filter Screen | Receipt Item

Total unit cost of items being identified (items X Unit Cost) \$431.32

FSC	FEPP Type	Total Unit Cost	Original Unit Cost	Target Unit Cost	Quantity	Original Unit of Issue	Target Unit of Issue	Tracked	
9530 - BARS AND RODS, NONFE...	BAR,METAL	\$164.00	\$1.64	\$1.64	100 <input type="button" value="Convert"/>	FT	FT - FOOT	N	<input type="button" value="Identify Property"/>
9530 - BARS AND RODS, NONFE...	BAR,METAL	\$267.32	\$1.64	\$1.64	163 <input type="button" value="Convert"/>	FT	FT - FOOT	N	<input type="button" value="Identify Property"/>

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.



# NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS

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FEPMIS: Receipt Property Items User ID: DCstate

Receipt Property List Receipt Property Items Receipt Property Breakdown Receipt Filter Screen Receipt Item

Application Status Messages:  receipt and identification notifications

Items to be Received  
Order#: 1243N712271DC54

**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.

Receipt  receipt all items with values in the Qty field

Items to be Identified

Line#	FSC	Unit Cost	Description	Qty Received	Qty Identified	Original Unit of Issue	Qty to Identify	Number of FEPMIS Records
2	9530 - BARS AND R...	\$1.31	BAR.METAL	264	0	FT	264	1

Identify Undo

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.



## NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS

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FEPMS: Receipt Property Breakdown User ID: DCstate

Receipt Property List | Receipt Property Items | **Receipt Property Breakdown** | Receipt Filter Screen | Receipt Item

Total unit cost of items being identified (items X Unit Cost) \$345.84

FSC	FEPP Type	Total Unit Cost	Original Unit Cost	Target Unit Cost	Quantity	Original Unit of Issue	Target Unit of Issue	Tracked	
9530 - BARS AND RODS, NONFE...	BAR,METAL	\$345.84	\$1.31	\$1.31	1 <input type="button" value="Convert"/>	FT	LO - LOT		<input type="button" value="Identify Property"/>

all property must be identified before submission for approval

[Receipt Property List](#) | [Receipt Property Items](#) | [Receipt Property Breakdown](#) | [Receipt Filter Screen](#) | [Receipt Item](#)

**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.

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  - Add Inventory

Total unit cost of items being identified (items X Unit Cost) \$345.84

FSC	FEPP Type	Total Unit Cost	Original Unit Cost	Target Unit Cost	Quantity	Original Unit of Issue	Target Unit of Issue	Tracked	
9530 - BARS AND RODS, NONFE...	BAR,METAL	\$345.84	\$1.31	\$345.84	1 <input type="button" value="Convert"/>	FT	LO - LOT		<input type="button" value="Identify Property"/>

all property must be identified before submission for approval

[Receipt Property List](#) | [Receipt Property Items](#) | [Receipt Property Breakdown](#) | [Receipt Filter Screen](#) | [Receipt Item](#)



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.**



## NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS

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FEPMIS: Receipt Property Breakdown User ID: DCstate

Receipt Property List Receipt Property Items Receipt Property Breakdown Receipt Filter Screen Receipt Item

Total unit cost of items being identified (items X Unit Cost) \$345.84

FSC	FEPP Type	Total Unit Cost	Original Unit Cost	Target Unit Cost	Quantity	Original Unit of Issue	Target Unit of Issue	Tracked	
9530 - BARS AND RODS, NONFE...	BAR,METAL	\$345.84	\$1.31	\$345.84	1	FT	LO - LOT	N	Identify Property

Submit Back

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.

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## NATIONAL FIRE AND AVIATION MANAGEMENT

**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.

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- ▶ FAMWEB Data Warehouse
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  - Approve Certification
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  - Query Property
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  - Add Inventory

There are no items available for receipt

Items to be Identified

Line#	FSC	Unit Cost	Description	Qty Received	Qty Identified	Original Unit of Issue	Qty to Identify	Number of FEPMIS Records	
1	5120 - HAND TOOLS...	\$808.56	TRIWALL 41	1	0	LT	<input type="text" value="1"/>	<input type="text" value="1"/>	Identify Undo

[Receipt Property List](#) | [Receipt Property Items](#) | [Receipt Property Breakdown](#) | [Receipt Filter Screen](#) | [Receipt Item](#)

**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.



## NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS

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FEPMIS: Receipt Property Breakdown User ID: DCstate

[Receipt Property List](#) | 
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Total unit cost of items being identified (items X Unit Cost) \$808.56

FSC	FEPP Type	Total Unit Cost	Original Unit Cost	Target Unit Cost	Quantity	Original Unit of Issue	Target Unit of Issue	Tracked	
5120 - HAND TOOLS, NONEDGED...	TRIWALL 41	\$808.56	\$808.56	\$26.08	31	LT	EA - EACH		<input type="button" value="Identify Property"/>

all property must be identified before submission for approval

[Receipt Property List](#) | 
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**Example 4 (b)** – You now have 31 tools that you have identified that can only be assigned to one location. **End of Example 4.**



# NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS

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FEPMIS: Receipt Property Breakdown User ID: DCstate

Receipt Property List Receipt Property Items Receipt Property Breakdown Receipt Filter Screen Receipt Item

Total unit cost of items being identified (items X Unit Cost) \$808.56

FSC	FEPP Type	Total Unit Cost	Original Unit Cost	Target Unit Cost	Quantity	Original Unit of Issue	Target Unit of Issue	Tracked	
5120 - HAND TOOLS, NONEDGED...	TRIWALL 41	\$808.56	\$808.56	\$26.08	31	LT	EA - EACH	N	Identify Property

Submit  all property m  
Back

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.

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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".

**NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS**

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FEPMIS: Receipt Filter Screen User ID: WREEVES1

Receipt Property List | Receipt Property Items | Receipt Property Breakdown | **Receipt Filter Screen** | Receipt Item

FSC: \* 4010 - CHAIN & WIRE ROPE

FEPP Type: \* PROVIDE DESCRIPTION

Additional Description: \* 1 roll, 200 ft of 2w chain

Unit of Issue: RO - ROLL

Quantity: 1

Item Cost: \$300.00

Inventory: Tracked

identify the property attributes

Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Receipt Filter Screen | Receipt Item

Internet 100%

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.

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  - FFP Certification
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- Log Off (AWSR, AMIS, ARS, FIRESTAT, SIT, 209)
- This site is maintained by: National Interagency Fire Center, National Information Systems Group, 3825 S. Washington Ave., Boise, ID 83705, Phone: 800-221-5971, 202-225-6000, Fax: 800-225-1244, Internet: nifc@nifc.dhs.gov

FEPMIS: Identify Tracked Property User ID: DCstate

Receipt Property List Receipt Property Items Receipt Property Breakdown Receipt Filter Screen Identify Item

Order#: 1243N712271DC01  
 Source: FEPP  
 GSA Control#: 990206882  
 Line #: 1  
 Insurance Expiration Date:

Property #:

Status:   
 DTID: 707408-0160-01243  
 FSC: 6115 - GENERATORS & GENERATOR SETS, ELECTRICAL  
 FEPP Type: PROVIDE DESCRIPTION  
 Additional Description: GENERATORS AND GENERATOR SETS, ELECTRICAL

State Property#:   
 State: DC  
 Division:   
 Subdivision:   
 Station:

Physical Storage Location:

Part#:

Make / Manufacturer: KETUCKY MFG CO  
 Model: VTA28G1  
 Model Year: 1909  enter 0 if Model Year is unknown/unavailable  
 Color:   
 Body Style:   
 Gradient:   
 Drive-Type:   
 Tonnage:   
 Serial#: NA  
 Unit of Issue: BACH  
 Condition:   
 DMIL: A- NON-MIL DEMILITARIZATION NOT REQUIRED  
 NSN/LSN: 6115

Comment 1 (100 max):

Comment 2 (100 max):

Comment 3 (100 max):

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.

Submit  submit property for approval

Back

- 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.

**NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS**

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FEPMIS: Identify Not Tracked Property User ID: WREEVES1

Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Receipt Filter Screen | **Identify Item**

Property Type: FEPP  
 FSC: 4010 - CHAIN & WIRE ROPE  
 FEPP Type: PROVIDE DESCRIPTION  
 Additional Description: 1 Roll, 200 Ft 2w chain  
 Unit of Issue: ROLL  
 Quantity: 1  
 Unit Cost: \$300.00  
 State: MO  
 Division: \* RFEC  
 Subdivision: \* RFEC  
 Station: \* RFEC WAREHOUSE FD#05399 (W)  
 NSN/LSN: 4010 - - -

submit for approval

**You can enter the NSN/LSN above if known.**

**After Assigning, “Submit” to Receive another Item or “Back” to go back one step.**

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

- 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.

Fire & Aviation Management Homepage

**NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS**

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FEPMIS: Receipt Property Breakdown User ID: WREEVES1

Receipt Property List | Receipt Property Items | **Receipt Property Breakdown** | Receipt Filter Screen | Receipt Item

Total unit cost of items being identified (items X Unit Cost) \$1,500.00

FSC	FEPP Type	Total Unit Cost	Original Unit Cost	Target Unit Cost	Quantity	Original Unit of Issue	Target Unit of Issue	Tracked	
4010 - CHAIN & WIRE ROPE	1 Roll, 200 Ft 2w chain	\$300.00	\$1.50	\$300.00	1 <input type="button" value="Convert"/>	FT	RO - ROLL	N	<input type="button" value="Identify Property"/>
4010 - CHAIN & WIRE ROPE	2w chain	\$300.00	\$1.50	\$300.00	1 <input type="button" value="Convert"/>	FT	RO - ROLL		<input type="button" value="Identify Property"/>
4010 - CHAIN & WIRE ROPE	2w chain	\$300.00	\$1.50	\$300.00	1 <input type="button" value="Convert"/>	FT	RO - ROLL		<input type="button" value="Identify Property"/>
4010 - CHAIN & WIRE ROPE	2w chain	\$300.00	\$1.50	\$300.00	1 <input type="button" value="Convert"/>	FT	RO - ROLL		<input type="button" value="Identify Property"/>
4010 - CHAIN & WIRE ROPE	2w chain	\$300.00	\$1.50	\$300.00	1 <input type="button" value="Convert"/>	FT	RO - ROLL		<input type="button" value="Identify Property"/>

all property must be identified before submission for approval

**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.

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AWSR  
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FEPP Certification  
FFP Certification  
Approve Certification  
Create AUR  
Approve AUR  
Station Mgmt Utility

FEPMIS: Identify Not Tracked Property User ID: WREEVES1

Receipt Property List Receipt Property Items Receipt Property Breakdown Receipt Filter Screen Identify Item

Property Type: FEPP  
FSC: 4010 - CHAIN & WIRE ROPE  
FEPP Type: PROVIDE DESCRIPTION  
Additional Description: 2w chain  
Unit of Issue: ROLL  
Quantity: 1  
Unit Cost: \$300.00  
State: MO  
Division: \* CENTRAL  
Subdivision: \* CAMDENTON WORK TEAM  
Station: \* CAMDENTON FORESTRY - FD#01500 (W)  
NSN/LSN: 4010 - - -

Submit  submit for approval  
Back

After Assigning, "Submit" to go back and Receive another Item or "Back" to go back one step.

Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Receipt Filter Screen | Identify Item



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.



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FEPMIS: Receipt Property Breakdown User ID: WREEVES1

Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Receipt Filter Screen | Receipt Item

Total unit cost of items being identified (items X Unit Cost) \$1,500.00

FSC	FEPP Type	Total Unit Cost	Original Unit Cost	Target Unit Cost	Quantity	Original Unit of Issue	Target Unit of Issue	Tracked	
4010 - CHAIN & WIRE ROPE	1 Roll, 200 Ft 2w chain	\$300.00	\$1.50	\$300.00	1 <input type="button" value="Convert"/>	FT	RO - ROLL	N	<input type="button" value="Identify Property"/>
4010 - CHAIN & WIRE ROPE	2w chain	\$300.00	\$1.50	\$300.00	1 <input type="button" value="Convert"/>	FT	RO - ROLL	N	<input type="button" value="Identify Property"/>
4010 - CHAIN & WIRE ROPE	2w chain	\$300.00	\$1.50	\$300.00	1 <input type="button" value="Convert"/>	FT	RO - ROLL		<input type="button" value="Identify Property"/>
4010 - CHAIN & WIRE ROPE	2w chain	\$300.00	\$1.50	\$300.00	1 <input type="button" value="Convert"/>	FT	RO - ROLL		<input type="button" value="Identify Property"/>
4010 - CHAIN & WIRE ROPE	2w chain	\$300.00	\$1.50	\$300.00	1 <input type="button" value="Convert"/>	FT	RO - ROLL		<input type="button" value="Identify Property"/>

all property must be identified before submission for approval



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.



# NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS

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      - Station Mgmt Utility

FEPMIS: Receipt Property Items User ID: WREEVES1

Receipt Property List Receipt Property Items Receipt Property Breakdown Receipt Filter Screen Receipt Item

Application Status Messages:  receipt and identification notifications

### Items to be Received

Order#: 1236WW13078MO01

There are no items available for receipt

### Items to be Identified

Line#	FSC	Unit Cost	Description	Qty Received	Qty Identified	Original Unit of Issue	Qty to Identify	Number of FEPMIS Records	
4	2320 - TRUCKS AND...	\$42,000.00	DUMP	3	0	EA	0	0	Identify Undo
5	6115 - GENERATORS...	\$1,500.00	trailer mounted w...	2	0	EA	0	0	Identify Undo
6	3930 - WAREHOUSE ...	\$4,999.99	TRACTOR, WAREHOUSE	1	0	EA	0	0	Identify Undo
	5120 - HAND		hammers saws						Identify Undo



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        - Approve Plan
        - Create/Review SF-122
        - Approve SF-122 Receipts
        - Approve Receipts
        - Modify
        - Approve Modifications
        - Approve Breakdowns
        - Change of Status
        - Approve COS
        - Add Inventory
        - Approve Additions
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        - FFP Certification
        - Approve Certification
        - Create AUR
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        - Station Mgmt Utility

FEPMIS: Receipt Property Items User ID: WREEVES1

Receipt Property List | **Receipt Property Items** | Receipt Property Breakdown | Receipt Filter Screen | Receipt Item

Application Status Messages:  receipt and identification notifications

### Items to be Received

Order#: 1236WW13099MO02

There are no items available for receipt

### Items to be Identified

There are no items available for identification

[Receipt Property List](#) | [Receipt Property Items](#) | [Receipt Property Breakdown](#)

- 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.