



State of Minnesota

SWIFT 
Statewide Integrated Financial Tools

Course Code AM1 - Part 1

Asset Management (Part 1)

Purchasing an Asset

User Guide

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State of Minnesota

SWIFT
Statewide Integrated Financial Tools

AM1-Part 1 – Purchasing an Asset

To jump to an area within the User Guide, click on the topic in the Table of Contents.

Table of Contents

COURSE OVERVIEW	1
<i>Asset Life Cycle.....</i>	<i>1</i>
<i>Types of Assets.....</i>	<i>2</i>
<i>Asset Profile IDs.....</i>	<i>3</i>
<i>Asset Categories vs. PO Categories</i>	<i>3</i>
<i>Purchase Orders Created with MN.IT Vendor ID.....</i>	<i>3</i>
LESSON 1: CREATING ASSETS THROUGH THE PURCHASING INTEGRATION	5
<i>Lesson Overview.....</i>	<i>5</i>
PURCHASING ASSETS	6
<i>Topic Overview</i>	<i>6</i>
<i>Process Steps.....</i>	<i>7</i>
RECEIVING ASSETS DECISION PROCESS	15
<i>Topic Overview</i>	<i>15</i>
<i>Process Steps.....</i>	<i>16</i>
RECEIVING A SINGLE ASSET WITH ONE FUNDING SOURCE.....	20
<i>Topic Overview</i>	<i>20</i>
<i>Process Steps.....</i>	<i>21</i>
RECEIVING A SINGLE ASSET WITH SPLIT FUNDING.....	31
<i>Topic Overview</i>	<i>31</i>
<i>Process Steps.....</i>	<i>32</i>
RECEIVING ASSETS WITH MULTIPLE QUANTITIES.....	43
<i>Topic Overview</i>	<i>43</i>
<i>Process Steps.....</i>	<i>44</i>
RECEIVING ASSETS WITH MULTIPLE QUANTITIES AND SPLIT FUNDING.....	55
<i>Topic Overview</i>	<i>55</i>
<i>Process Steps.....</i>	<i>56</i>



Lesson Summary 67

LESSON 2: RUNNING SWIFT QUERIES FOR ASSET PURCHASING 68

Lesson Overview..... 68

RUNNING SWIFT QUERIES FOR ASSET PURCHASING 69

Topic Overview 69

Process Steps..... 71

COURSE SUMMARY 74

KEY ASSET MANAGEMENT (AM1) TERMS 75

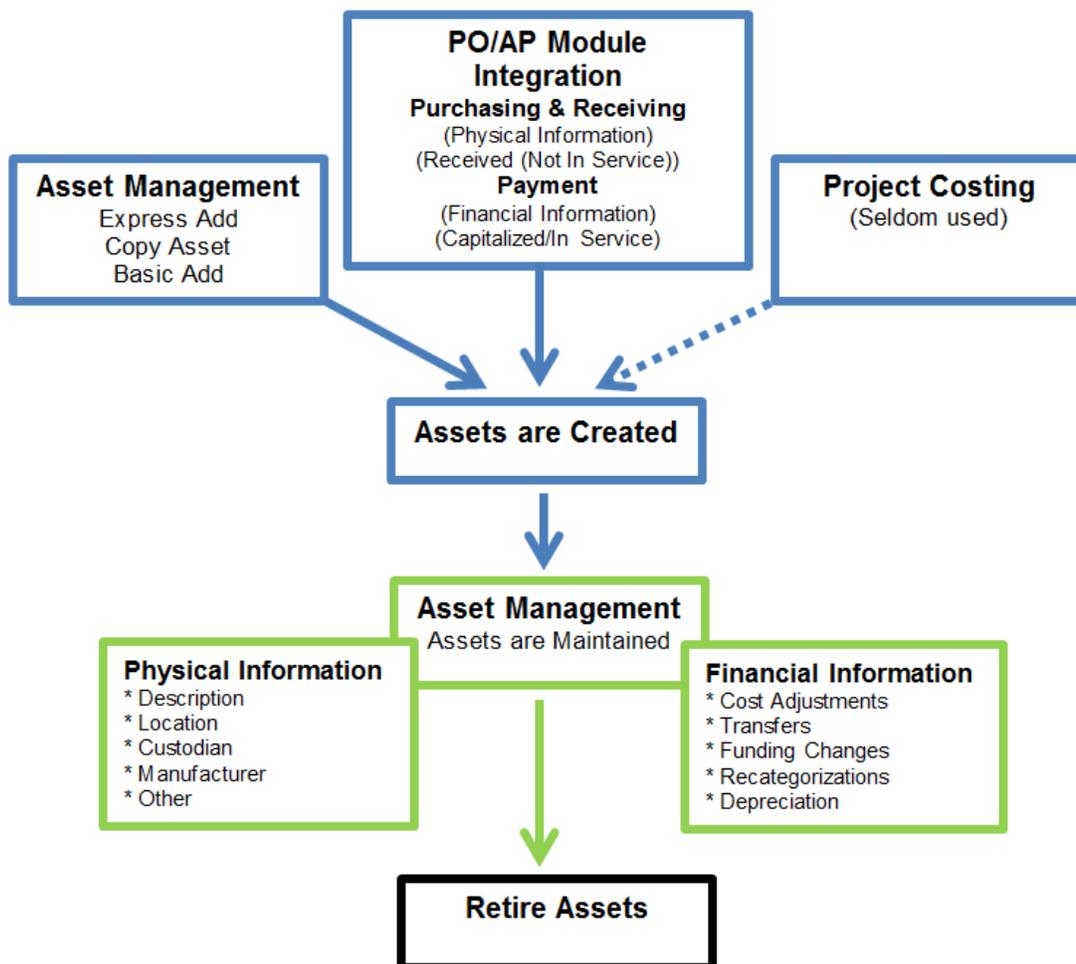
Purchasing an Asset (AM1- Part 1)

Course Overview

The Purchasing an Asset user guide (AM1-Part 1) covers the steps necessary to generate assets in the Asset Management Module (AM) from information entered during the Purchasing, Receiving, and Vouchering processes (the Purchasing Integration process).

The Asset Management (AM1-Part 2) User Guide covers how assets are created and maintained in the Asset Management Module (AM). Assets can also be entered manually in AM. After assets are created, they are maintained in AM throughout their life cycle. Physical Information, such as Location, Custodian, or Tag Numbers, can be added or changed. Financial Information, such as adjustments to costs, funding, or depreciation, is also entered in the Asset Management Module. Eventually, the asset will be retired.

Asset Life Cycle



Before learning how to purchase assets, you'll need to understand some key concepts and terms which are summarized in the following overview.

Types of Assets

An important consideration when purchasing an item is to determine whether the item qualifies as an asset, and if so, what type of asset. You will need to consider such things as the cost of the asset, whether the asset has acquisition costs that will be depreciated over the useful life of the asset, and if it is a capital asset that must be reported in the Comprehensive Annual Financial Report (CAFR). The below table describes the three overall types of assets, along with some general guidelines.

Type of Asset	Costs	Cost	Depreciable	CAFR
CAFR Capital Asset	Depreciated over Useful Life (Life of more than 2 years)	Over \$30,000 for most assets Over \$300,000 for Buildings All Land For specific values, see the Chapter 1 - Financial Management Reporting link below.	Most depreciate	Yes
Non-CAFR Capital Asset (NCP)	Depreciated over Useful Life	Less than \$30,000 but greater than agency threshold for Sensitive Items	Most depreciate	No
Sensitive (SEN)	Expensed with no depreciation	Less than agency policy threshold (typically \$5,000). Includes items that your agency wants to track such as firearms, computers, printer, cell phones, cameras, and TV's	Do not depreciate	No

Two resources are available to provide assistance:

- Department of Administration's "State of Minnesota Property Management Policy and User Guide" http://www.mn.gov/admin/images/Surplus_PropertyManagementGuide_Complete.pdf.
- Minnesota Management & Budget Statewide Operating Policies 0106-01 through 0106-09 at <http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-1/0106-01-capital-asset-reporting-policy.pdf>. These policies provide guidance on the requirements for the State of Minnesota's CAFR activity in accordance with Generally Accepted Accounting Principles (GAAP).

Asset Profile IDs

After you determine the overall type of asset the item is, you'll need to enter the related *Profile ID* when the asset is created in SWIFT. If you are creating the asset through the Purchasing Integration process, the *Profile ID* is entered on the PO distribution line, along with the AM Business Unit.

Profile ID's determine default values in the Asset Management Module, such as the asset's:

- Asset Type
- Asset Category
- Useful Life
- Depreciation Method

For example, the *Profile ID* "EQUIP05" is used for capital assets that should have an *Asset Type* of "Equipment", an *Asset Category* of "EQUIP", a *Useful Life* of 5 years (60 months), and a depreciation method of "Straight Line (SL)". (The SWIFT query "M_AM_GBL_ASSET_PROFILE" provides a list of Asset Management *Profile IDs*, along with the corresponding Asset Category and Type. Refer to Lesson 2: Running SWIFT Queries for Asset Purchasing for more information.)

Profile ID's for Sensitive, Non-Capital, and Donated Assets begin with a naming convention. Examples are shown below:

Type of Asset	Profile ID Starts With	Example
Non-CAFR	NCP	NCP_EQP04: Non-Capital Equipment – 4 Yrs
Donated	DON	DON_EQUIP: Donated Equipment
Sensitive	SEN	SEN_EQUIP: Sensitive Asset – Equipment
CAFR Capital asset	(no prefix)	EQUIP05, capital equipment with a useful life of 5 years.

Asset Categories vs. PO Categories

The Asset Management Module has a field called a "Category". Asset Categories are not the same as Purchase Order Category codes. The PO Category code is entered on the Purchase Order Line and describes your purchase.

Important! Some PO Category Codes will default values into the *Profile ID* and *AM Business Unit* fields automatically. You will need to review the information and possibly change or remove it. (The SWIFT query "M_CG_GBL_CATEGORIES_ASSETS" provides a list of PO Category codes which are associated with Asset Management *Profile IDs*. Refer to the "[Running SWIFT Queries for Asset Purchasing](#)" topic for more information.)

Note: Some agencies enter *Item Numbers*, rather than *PO Category Codes*. Item Numbers are linked to default *Category Codes* which can be linked to default *Profile ID*'s.

Purchase Orders Created with MN.IT Vendor ID

Purchase orders created with the MN.IT vendor ID will not create assets. For purchase orders to the MN.IT vendor, SWIFT will not default the asset *Profile ID* related to the PO Category code. This will help ensure that assets are not double counted in SWIFT. Without this modification, agencies could create assets when they issue a purchase order to MN.IT and MN.IT would duplicate the asset when creating the order to the vendor.



After completing this course, you should be able to:

- Purchase Assets
- Determine Correct Receiving Process for Assets
- Receive a Single Asset with One Funding Source
- Receive a Single Asset with Split Funding
- Receive Assets with Multiple Quantities
- Receive Assets with Multiple Quantities and Split Funding
- Run SWIFT Queries for Asset Purchasing

Lesson 1: Creating Assets through the Purchasing Integration

Lesson Overview

Assets can be generated from information entered during the Purchasing, Receiving, and Vouchering processes. This is referred to as the “Asset Integration from Purchasing” process.

This lesson provides instructions for creating purchase orders and receipts that will generate assets in the Asset Management Module.

If you want your Purchase Order to generate an asset in the Asset Management Module, you must enter an *Asset Profile ID* and the *AM Business Unit* on the **Asset Information** tab of the PO Distribution Line. The *Profile ID* tells SWIFT that this purchase is an asset that should be processed into the Asset Management Module. *Profile IDs* also determine values in the Asset Management Module, such as the asset’s Asset Type, Asset Category, Useful Life and Depreciation Method. The Purchasing Assets topic covers the key entries that must be made on the Purchase Order for assets.

You will also need to follow the correct receiving process for the asset, depending on the quantity and number of funding sources on the PO Distribution Line(s). The remaining topics in this lesson are devoted to the receiving processes.

After completing this lesson, you should be able to:

- Purchase Assets
- Determine Correct Receiving Process for Assets
- Receive a Single Asset with One Funding Source
- Receive a Single Asset with Split Funding
- Receive Assets with Multiple Quantities
- Receive Assets with Multiple Quantities and Split Funding

Purchasing Assets

Topic Overview

This topic covers the steps that are required to enter a Purchase Order that will generate an asset in the Asset Management Module. This topic is not designed to provide detailed Purchase Orders entry instructions. For detailed purchasing instructions, refer to the [Purchasing Reference Guides](#) page of the Minnesota Management & Budget web site.

An Asset will be created in the Asset Management module for a PO line when values exist in the Asset *Profile ID* and *AM Unit* (Asset Management Business Unit) fields on the **Asset Information** tab of the PO Distribution Line.

In many cases, the Asset *Profile ID* and *AM Unit* will default because of the PO *Category Code* used for the transaction. Users will need to review the *Profile ID* field to verify that the correct *Profile ID* is assigned to the transaction. If you don't want an asset created, you'll need to remove the asset information (the *AM Unit* and *Asset Profile ID*).

After completing this topic, you should be able to:

- Purchase an Asset

Process Steps

Purchase an Asset

This topic provides specific instructions that will help you create a Purchase Order that will generate an asset in the Asset Management Module. This topic is not designed to provide detailed Purchase Orders entry instructions. For detailed purchasing instructions, refer to the [Purchasing Reference Guides](#) page of the Minnesota Management & Budget web site.

Steps to complete:

- Step 1: Determine Description, PO Category Code, Account Code, and Asset Profile ID to use for each PO Line
- Step 2: Enter the PO Line with Correct PO Category and Description
- Step 3: Verify/Enter the Asset Information on the Distribution page
- Step 4: Complete the PO as you would normally

Step 1: Determine Description, PO Category Code, Account Code, and Asset Profile ID to use for each PO Line

When you create a Purchase Order (PO) for an asset, it is important to enter the correct *PO Category Code*, *Account Code*, and *Asset Profile ID*. The PO line *Description* becomes the description for the asset. The table below describes how these PO fields relate to the asset that will be created in the Asset Management Module.

Field Name	How the Field Relates to Asset Purchasing
PO Line Description	The first 30 characters of the <i>Description</i> field on the PO line becomes the Asset description in the Asset Management Module. The Description can be edited in the Asset Management Module at a later time, if necessary.
Profile ID	<p>The <i>Profile ID</i> tells SWIFT that this purchase is an asset that should be processed into the Asset Management Module. If a <i>Profile ID</i> is defaulted or entered for the PO line, an asset will be created.</p> <p><i>Profile IDs</i> determine values in the Asset Management Module, such as the <i>Asset Type</i>, <i>Asset Category</i>, <i>Useful Life</i>, <i>Depreciation Method / Status</i>, and <i>Salvage Value</i>. For example, the <i>Profile ID</i> "EQUIP05" is used for capital assets that should have an <i>Asset Type</i> of "Equipment", an <i>Asset Category</i> of "EQUIP", a <i>Useful Life</i> of 5 years (60 months), and a depreciation method of "Straight Line (SL)".</p> <p><i>Profile IDs</i> for Sensitive, Non-Capital, and Donated Assets begin with the following naming convention:</p> <ul style="list-style-type: none"> • Sensitive: "SEN" (SEN_EQUIP – Sensitive Asset – Equipment) • Non-Capital: "NCP" (NCP_EQP04 – Non-Capital Equipment – 4 Yrs) • Donated: "DON" (DON_EQUIP – Donated Equipment)

Field Name	How the Field Relates to Asset Purchasing
Category Code (PO)	The PO <i>Category Code</i> describes your purchase. Some <i>Category Codes</i> relate to a default <i>Profile ID</i> that will be entered automatically. You will need to review the defaulted <i>Profile ID</i> and possibly change or remove it. Note: Some agencies enter <i>Item Numbers</i> , rather than <i>Category Codes</i> . <i>Item Numbers</i> are linked to default <i>Category Codes</i> which can be linked to default <i>Profile IDs</i> .
Account Code	The default <i>Account Code</i> related to the <i>Category Code</i> you select may need to be changed for the asset you are purchasing. For example, if you are purchasing equipment that costs over \$30,000, you may need to change the default <i>Account Code</i> from “471606 Equipment- Non Capital” to “470606 Equipment-Capital”.

To determine the correct information to enter, you may need to contact your Asset Coordinator. You can also view queries available in the SWIFT Query Viewer. The queries listed below display available codes and defaults and can be downloaded into Microsoft Excel format. Refer to the [“Running SWIFT Queries for Asset Purchasing”](#) topic for additional information.

Query Name	Description/Use
M_PO_GBL_CATEGORY_DEFAULTS	List of all PO <i>Category Codes</i> , along with associated <i>Profile ID</i> ’s (if any), default <i>Account Codes</i> , and <i>Descriptions</i> .
M_CG_GBL_CATEGORIES_ASSETS (Categories with Asset Profile)	List of PO <i>Category Codes</i> which are associated with Asset Management <i>Profile ID</i> ’s.
M_AM_GBL_ASSET_PROFILE	Lists current Asset <i>Profile ID</i> ’s, along with corresponding Asset <i>Category</i> and <i>Asset Type</i> .

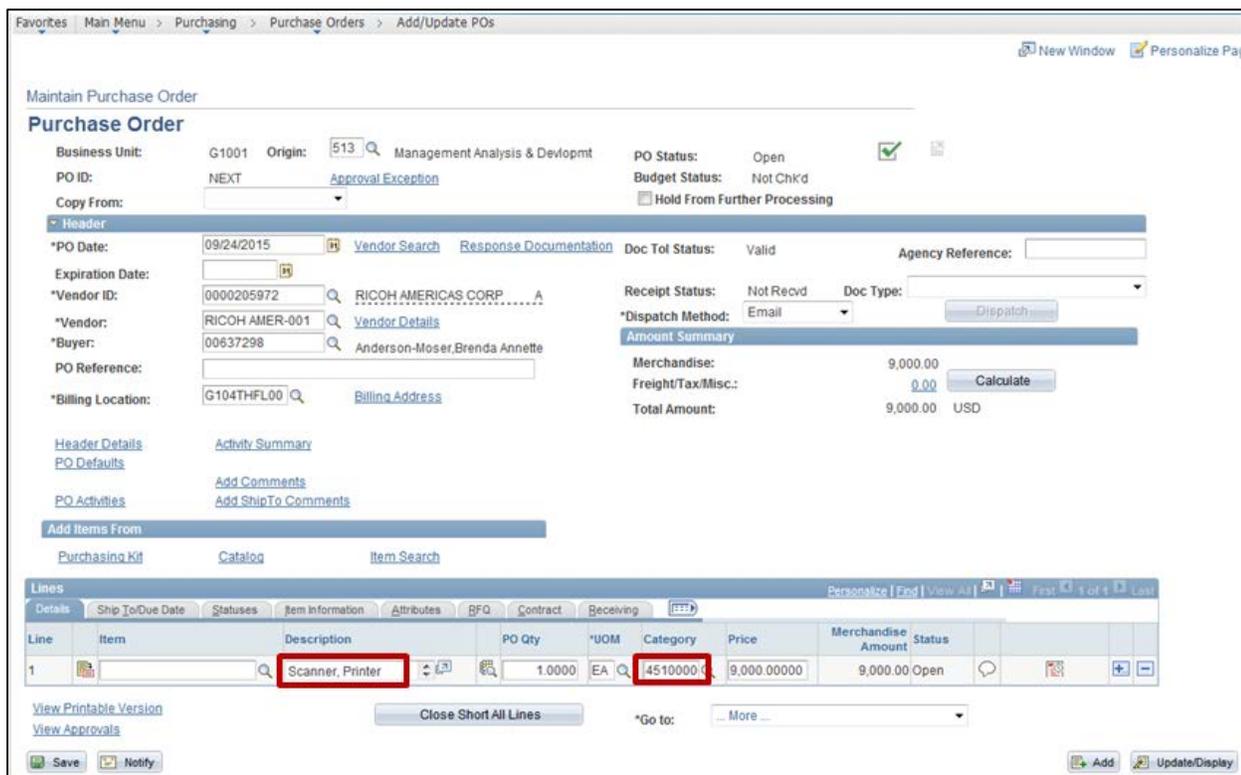
1. For this topic example, we will use the *Category Code* “45100000” for printing and publishing equipment. The purchase price is \$9,000, below the Capital Equipment threshold of \$30,000, so we will accept the default *Account Code* “471606” and the default *Profile ID* “NCP_EQP05” for non-capital equipment with a useful life of five years.
2. If we were purchasing printing and publishing equipment that costs \$30,000 or more, we would change the *Account Code* to “470606” for capital equipment, and we would change the *Profile ID* to “EQUIP05” for capital equipment with a useful life of five years.

Ex.	PO Category Code	Available Account Codes	Profile ID
1.	45100000 - Printing and publishing equip	Default: 471606 - Equipment-Non Capital	Default: NCP_EQP05 - Non-Capital Equipment - 5 Yrs
2.	45100000	470606 - Equipment-Capital	Change default to “EQUIP05”
	45100000	413001 - Supplies, Materials, And Parts	Remove default because supplies are not an asset.
	45100000	414004 - Equipment Rental	Remove default because rentals are not an asset.

Step 2: Enter the PO Line with Correct PO Category and Description

When you create a Purchase Order (PO) for an asset, you will enter the PO as you would normally, but be aware that the first 30 characters of the PO Line *Description* becomes the Asset *Description* and the PO *Category Code* you select may or may not bring in a default Asset *Profile ID*.

1. **Navigation Links:** Purchasing, Purchase Orders, Add/Update PO.
2. Complete the **Add a New Value** tab as you would normally. The *Maintain Purchase Order* page displays.



3. Complete the *Maintain Purchase Order* page as you would normally, making sure to enter the correct coding for each PO Line that should generate an asset as described below:

Field Name	Field Description
PO Line Description	The first 30 characters of the <i>Description</i> field on the PO line becomes the asset <i>Description</i> in the Asset Management Module. The <i>Description</i> for the Asset can be edited in the Asset Management Module after the asset is created.



Field Name	Field Description
Category Code (PO)	Select the PO <i>Category Code</i> that describes the purchase as you would normally. The <i>Category Code</i> may or may not relate to a default <i>Profile ID</i> that you will verify in the next step. Note: Some agencies enter <i>Item</i> numbers, rather than <i>Category Codes</i> . <i>Item</i> numbers are linked to <i>Category Codes</i> which can be linked to default <i>Profile IDs</i> .

4. WARNING! The *Receiving Required* field on **Receiving** Tab should be set to “Required” (the default). You should use the receiving process to create an asset in the Asset Management module.

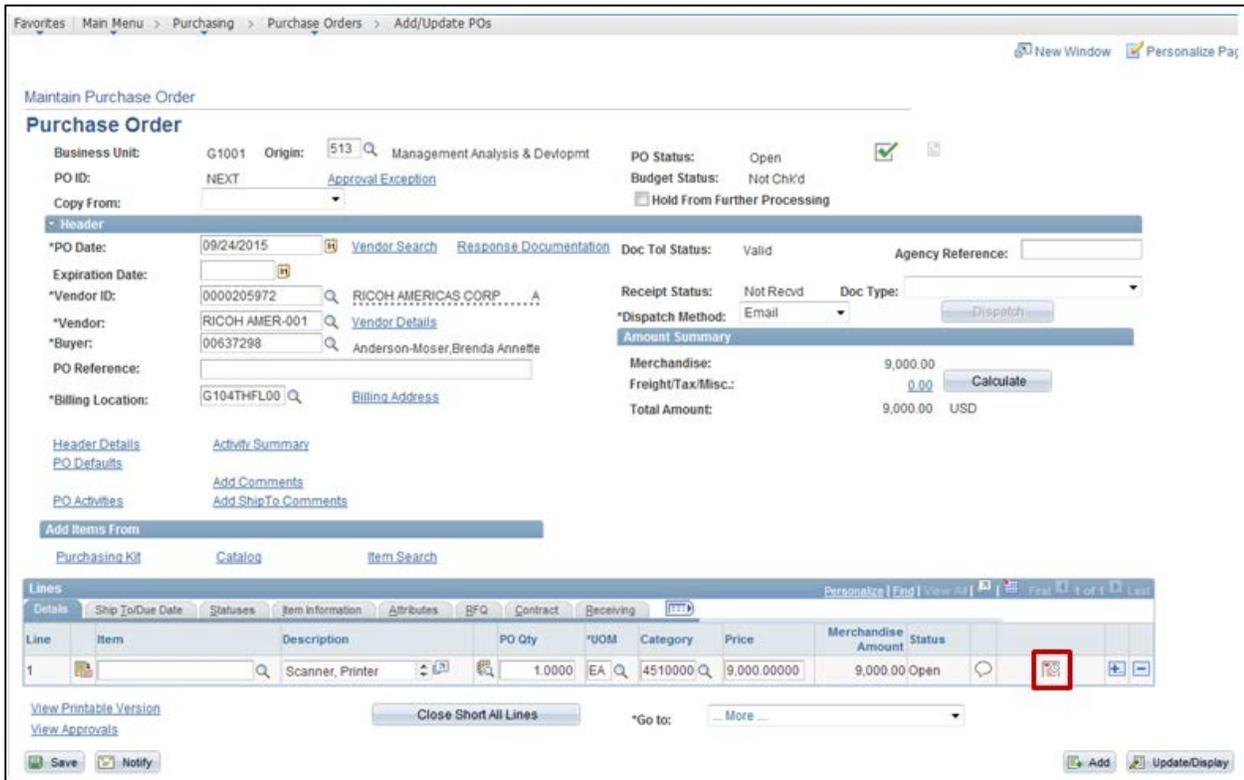
The screenshot shows the 'Maintain Purchase Order' interface. The 'Purchase Order' header includes fields for Business Unit (G1001), Origin (513), PO ID (NEXT), and PO Status (Open). The 'Header' section contains fields for PO Date (09/21/2015), Vendor (RICOH AMERICAS CORP), and Buyer (Anderson-Moser, Brenda Annette). The 'Amount Summary' shows Merchandise (0.00), Freight/Tax/Misc. (0.00), and Total Amount (0.00 USD). The 'Lines' table at the bottom has a red box around the '*Receiving Required' dropdown menu, which is currently set to 'Required'.

Line	Item	Description	*Receiving Required	Inspection Required	Inspect ID	Close Short
1		Scanner, Printer	Required			

Step 3: Verify/Enter the Asset Information on the Distribution page

You'll need to review the *Account Code* and the asset information for each distribution of the PO line.

1. For each PO Line, click on the **Schedule** () icon in the Line **Details** tab.



Purchase Order

Business Unit: G1001 Origin: 513 Management Analysis & Developmt PO Status: Open
 PO ID: NEXT Approval Exception Budget Status: Not Chk'd
 Copy From: [Dropdown] Hold From Further Processing

Header

*PO Date: 09/24/2015 Vendor Search Response Documentation Doc Tol Status: Valid Agency Reference: [Field]
 Expiration Date: [Field]
 *Vendor ID: 0000205972 RICOH AMERICAS CORP A Receipt Status: Not Recvd Doc Type: [Dropdown]
 *Vendor: RICOH AMER-001 Vendor Details *Dispatch Method: Email Dispatch
 *Buyer: 00637298 Anderson-Moser, Brenda Annette
 PO Reference: [Field]
 *Billing Location: G104THFL00 Billing Address

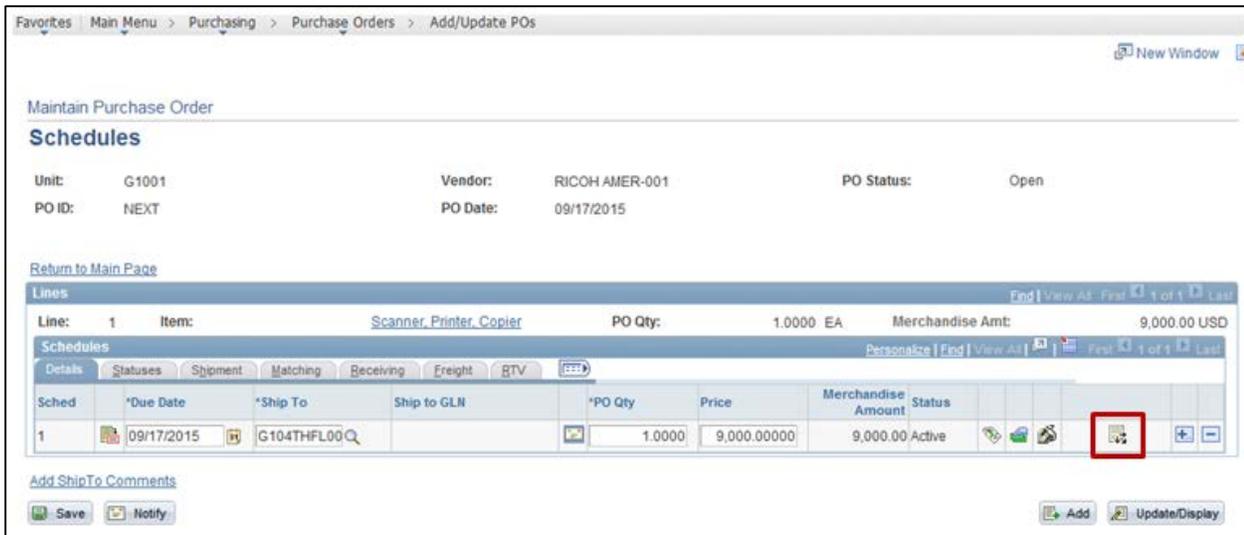
Amount Summary

Merchandise: 9,000.00
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 9,000.00 USD

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status	
1		Scanner, Printer	1.0000	EA	4510000	9,000.00000	9,000.00	Open	

2. On the *Schedules* page, click on the **ChartFields** () icon on Schedules **Detail** tab. The *Distributions for Schedule 1* page displays.



Schedules

Unit: G1001 Vendor: RICOH AMER-001 PO Status: Open
 PO ID: NEXT PO Date: 09/17/2015

Lines

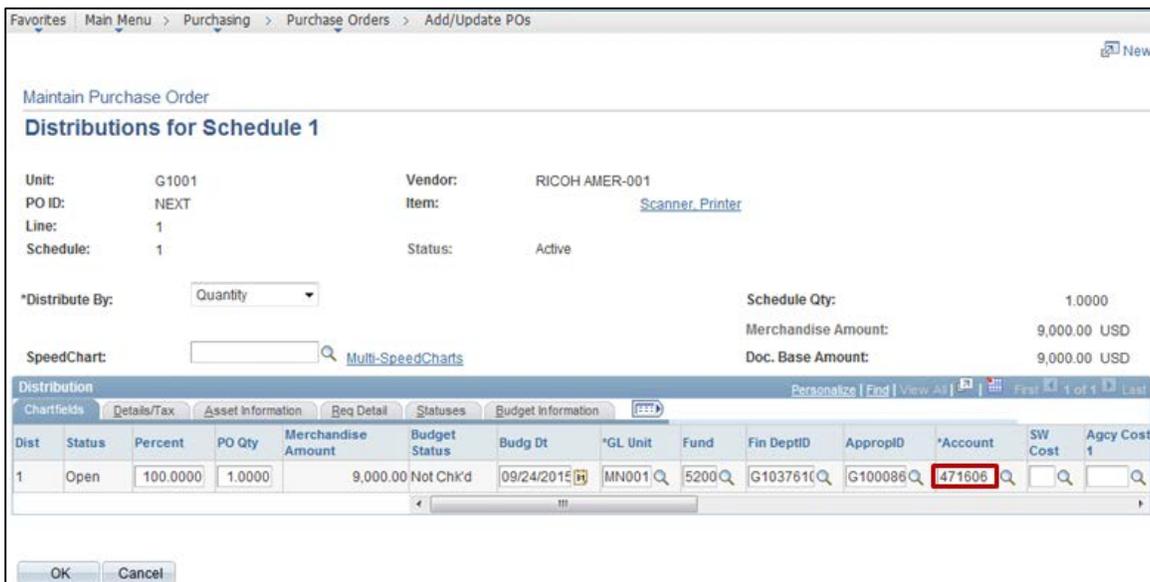
Line	Item	Description	PO Qty	*UOM	Price	Merchandise Amt	Status
1	Scanner, Printer, Copier		1.0000	EA	9,000.00000	9,000.00	Active

Schedules

Sched	*Due Date	*Ship To	Ship to GLN	*PO Qty	Price	Merchandise Amount	Status
1	09/17/2015	G104THFL00		1.0000	9,000.00000	9,000.00	Active

- Enter the ChartFields as you would normally, making sure to verify the default *Account Code* and change, if necessary.

Field Name	Field Description
Account Code	Verify that the default <i>Account Code</i> is correct for the asset. Change the code, if necessary. For example, if you are purchasing equipment that costs over \$30,000, you may need to change the default <i>Account Code</i> from "471606 Equipment-Non Capital" to "470606 Equipment-Capital".

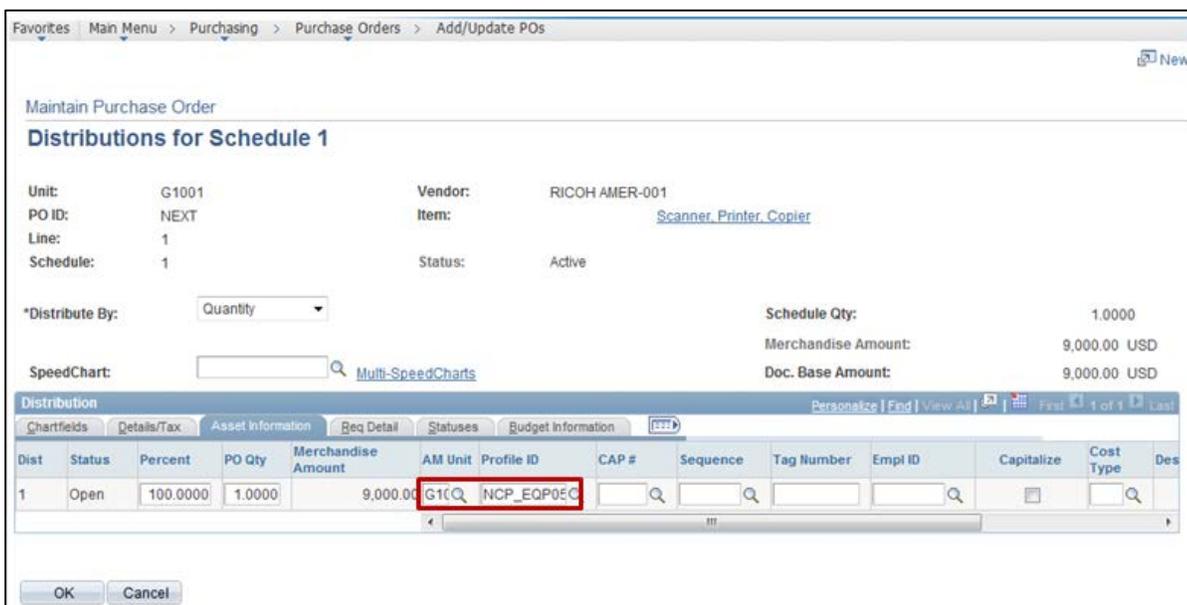


Unit: G1001 Vendor: RICOH AMER-001
 PO ID: NEXT Item: Scanner, Printer
 Line: 1
 Schedule: 1 Status: Active

*Distribute By: Quantity Schedule Qty: 1.0000
 Merchandise Amount: 9,000.00 USD
 Doc. Base Amount: 9,000.00 USD

Dist	Status	Percent	PO Qty	Merchandise Amount	Budget Status	Budg Dt	*GL Unit	Fund	Fin DeptID	AppropID	*Account	SW Cost	Agcy Cost
1	Open	100.0000	1.0000	9,000.00	Not Chk'd	09/24/2015	MN001	5200	G103761C	G100086	471606		

- Click on the **Asset Information** tab.

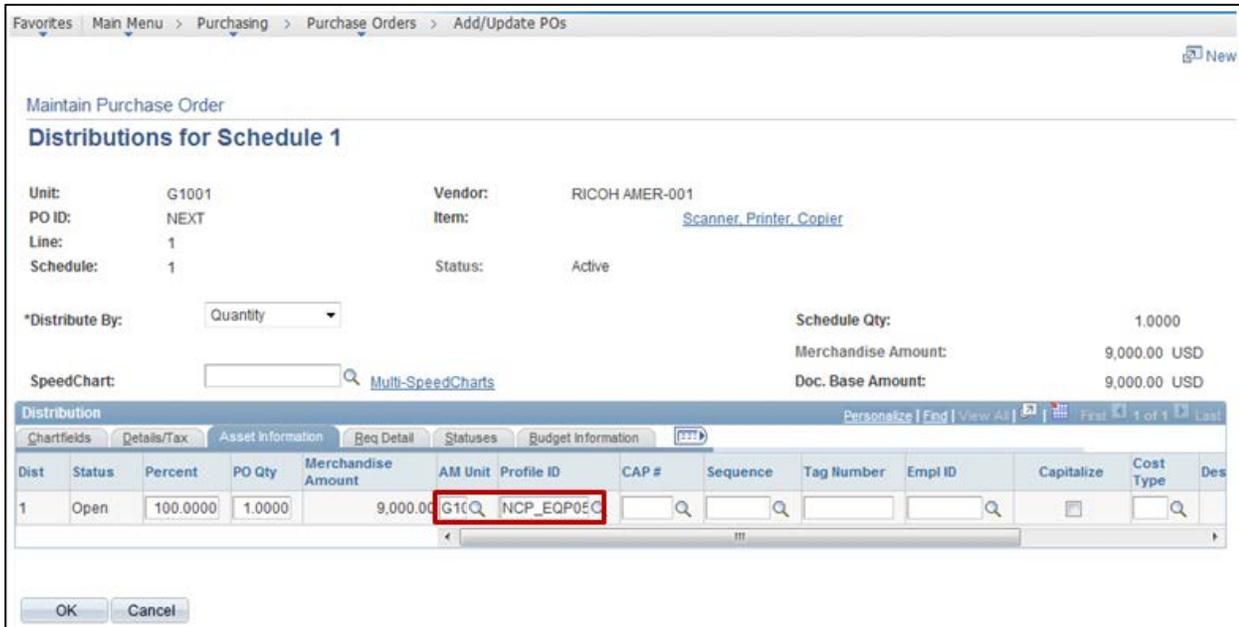


Unit: G1001 Vendor: RICOH AMER-001
 PO ID: NEXT Item: Scanner, Printer, Copier
 Line: 1
 Schedule: 1 Status: Active

*Distribute By: Quantity Schedule Qty: 1.0000
 Merchandise Amount: 9,000.00 USD
 Doc. Base Amount: 9,000.00 USD

Dist	Status	Percent	PO Qty	Merchandise Amount	AM Unit	Profile ID	CAP #	Sequence	Tag Number	Empl ID	Capitalize	Cost Type	Des
1	Open	100.0000	1.0000	9,000.00	G1C	NCP_EQP0EC							

5. For each Distribution, verify and update the asset information, if necessary, as described below.



The screenshot shows the 'Maintain Purchase Order' screen for 'Distributions for Schedule 1'. The AM Unit field in the distribution table is highlighted with a red box. The distribution table contains the following data:

Dist	Status	Percent	PO Qty	Merchandise Amount	AM Unit	Profile ID	CAP #	Sequence	Tag Number	Empl ID	Capitalize	Cost Type	Des
1	Open	100.0000	1.0000	9,000.00	G100	NCP_EQP05							

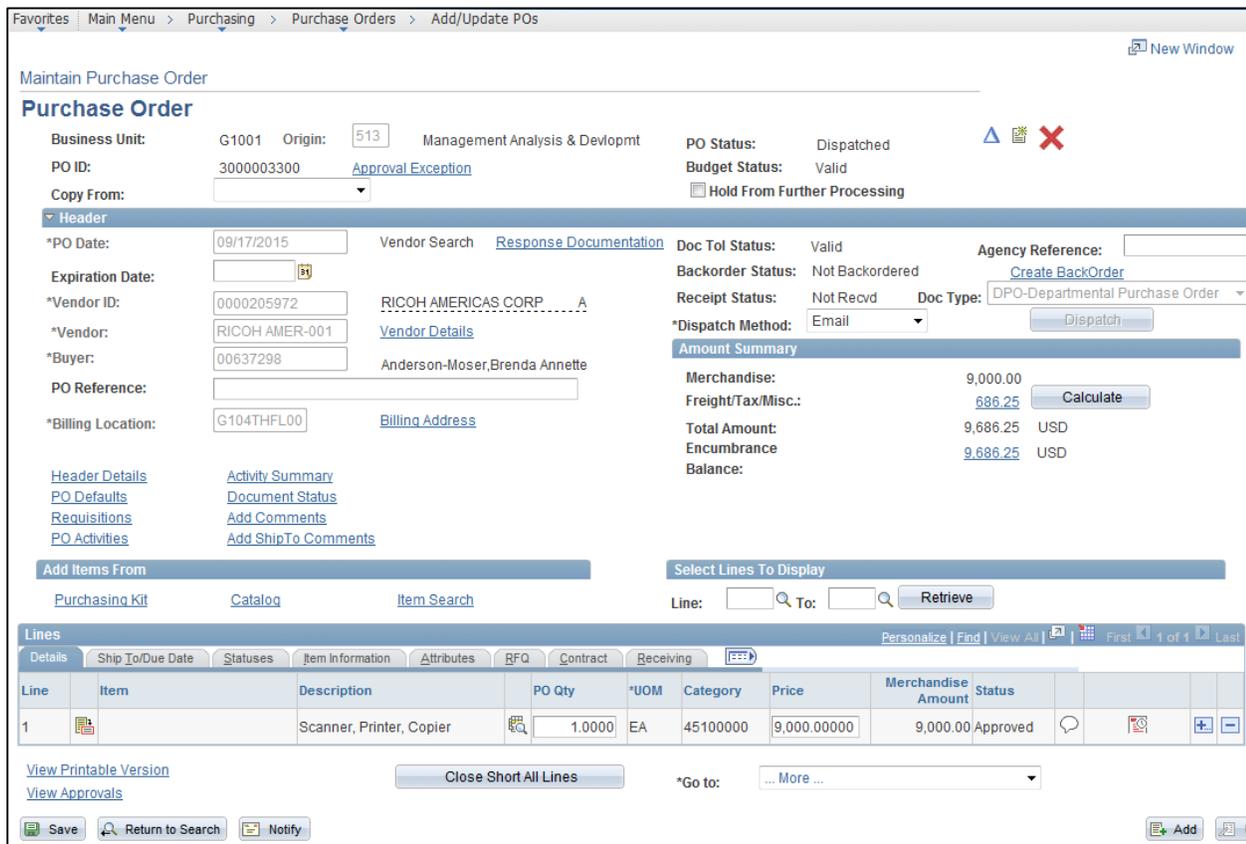
Field Name	Field Description
AM Unit	<p>The <i>AM Unit</i> will be entered automatically if the <i>PO Category Code</i> you selected related to a default <i>Profile ID</i>.</p> <ul style="list-style-type: none"> If you need to add a <i>Profile ID</i>, enter the <i>AM Unit</i> first. This is the same as the <i>Business Unit</i>. If the PO Line should not generate an asset, remove the <i>AM Unit</i> and the <i>Profile ID</i> information.
Asset Profile ID	<p>The <i>Asset Profile ID</i> identifies the purchase as an asset that should be generated into the Asset Management Module. <i>Profile IDs</i> also determine values in the Asset Management Module, such as the asset's <i>Asset Type</i>, <i>Asset Category</i>, <i>Useful Life</i> and <i>Depreciation Method</i>.</p> <ul style="list-style-type: none"> A default <i>Profile ID</i> may be defaulted automatically based on the <i>PO Category Code</i> you selected. If the <i>Profile ID</i> is incorrect, change it. For example, if you are purchasing equipment that has a useful life of five years, you may need to change the <i>Profile ID</i> from "NCP_EQP10: Non-capital Equipment – 10 Yrs" to "NCP_EQP05: Non-capital Equipment – 5 Yrs". If you need to add a <i>Profile ID</i>, you'll need to enter that <i>AM Unit</i> first. If the PO Line should not generate an asset, remove the <i>AM Unit</i> and the <i>Profile ID</i> information.
Cap #	State of Minnesota does not use.
Sequence	State of Minnesota does not use.

Field Name	Field Description
Tag Number	Optionally, enter a <i>Tag Number</i> if your agency uses asset tags. Check with your Asset Coordinator for your agency's policy. <i>Tag Numbers</i> must be unique within a <i>Business Unit</i> . This information can also be entered later using the <i>Basic Add</i> page. The field length is 12 characters.
Empl ID	Optionally, click on the Lookup icon and select an <i>Employee ID</i> of the custodian for this asset. This information can also be entered later using the <i>Basic Add</i> page.

Step 4: Complete the Purchase Order as you would normally.

Submit the Purchase Order for approval, Budget Check, and Dispatch the Purchase Order as you would normally.

The Asset record will be created in the Asset Management Module after the purchase has been received. Refer to the [“Receiving Assets Decision Process”](#) topic for additional information on the Receiving Process that should be used.



Maintain Purchase Order

Purchase Order

Business Unit: G1001 Origin: 513 Management Analysis & Developmt PO Status: Dispatched
 PO ID: 3000003300 Approval Exception Budget Status: Valid
 Copy From: [Dropdown] Hold From Further Processing

Header

*PO Date: 09/17/2015 Vendor Search Response Documentation Doc Tol Status: Valid Agency Reference: [Field]
 Expiration Date: [Field] Backorder Status: Not Backordered Create BackOrder
 *Vendor ID: 0000205972 RICOH AMERICAS CORP. A Receipt Status: Not Recvd Doc Type: DPO-Departmental Purchase Order
 *Vendor: RICOH AMER-001 Vendor Details *Dispatch Method: Email Dispatch
 *Buyer: 00637298 Anderson-Moser, Brenda Annette
 PO Reference: [Field]
 *Billing Location: G104THFL00 Billing Address

Amount Summary

Merchandise:	9,000.00	
Freight/Tax/Misc.:	686.25	Calculate
Total Amount:	9,686.25	USD
Encumbrance	9,686.25	USD
Balance:		

Add Items From | **Select Lines To Display**

Purchasing Kit | Catalog | Item Search | Line: [Field] To: [Field] Retrieve

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Scanner, Printer, Copier	1.0000	EA	45100000	9,000.00000	9,000.00	Approved

View Printable Version | Close Short All Lines | *Go to: ... More ...

Save | Return to Search | Notify | Add

Having completed this topic, you should now be able to:

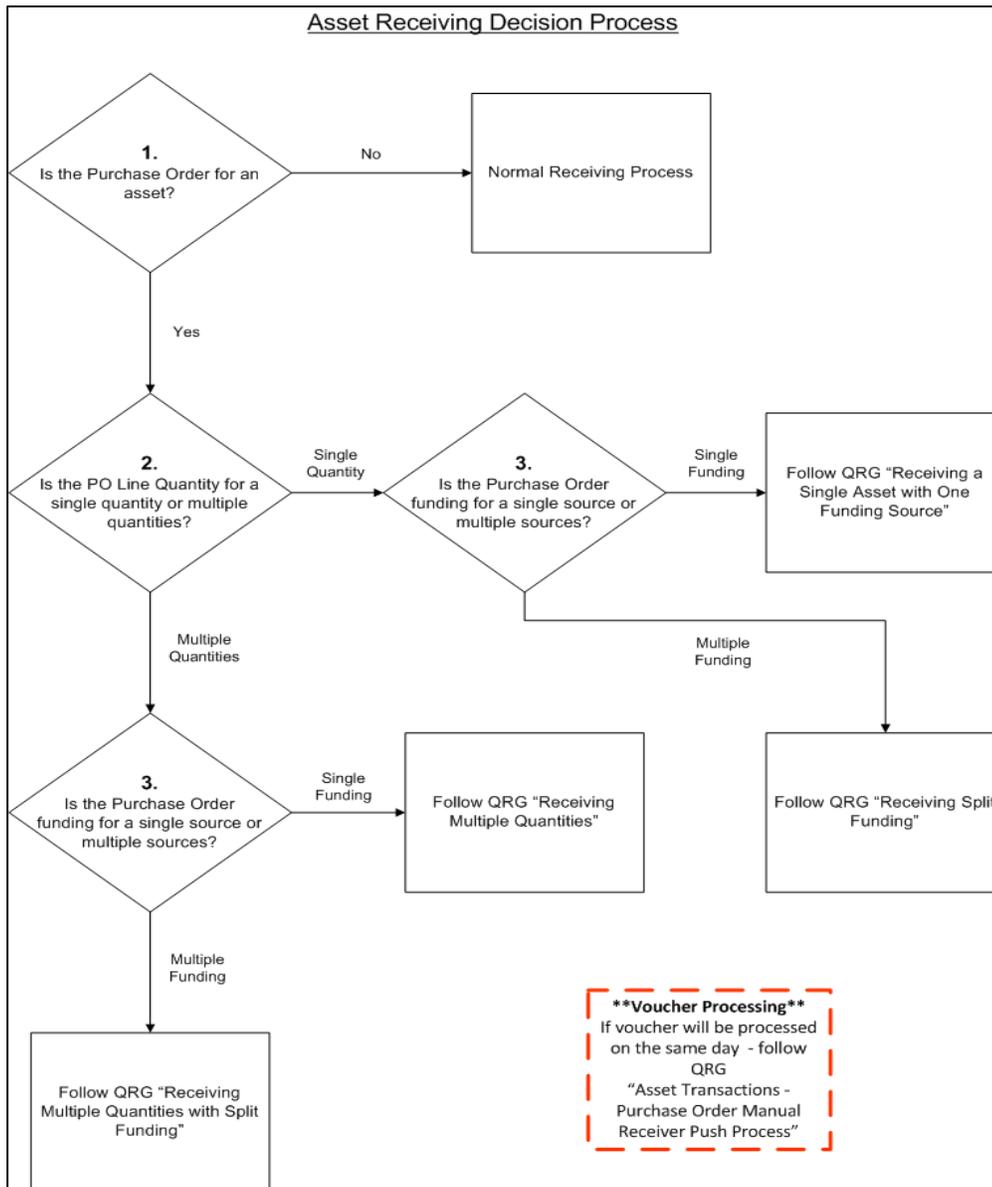
- Purchase an Asset

Receiving Assets Decision Process

Topic Overview

This topic walks you through the decision-making process to determine which asset receiving process you must follow, based on the Purchase Order Line quantity and funding sources. Using the correct receiving process helps generate accurate asset records in the Asset Management module.

The chart below depicts the decision process described in this topic.



After completing this topic, you should be able to:

- Determine Correct Receiving Process for Assets

Process Steps

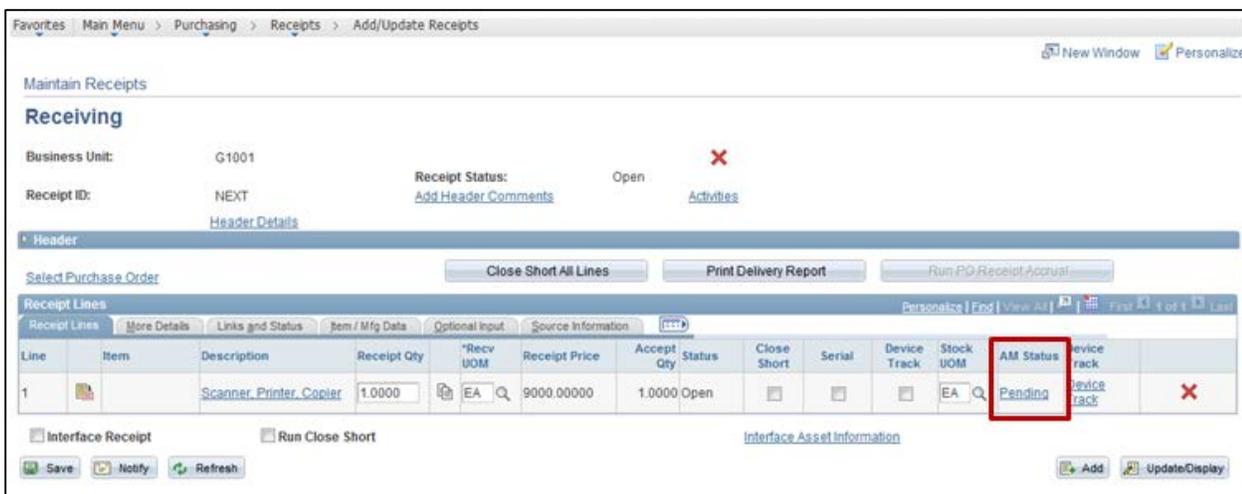
This topic covers working through the decision process to determine the correct receiving process to use to receive an asset.

Steps to complete:

- Step 1: Is the Purchase Order (PO) for an asset?
- Step 2: Is the PO Line Quantity for a Single Quantity or Multiple Quantities?
- Step 3: Is the PO Line Funding for a Single Source or Multiple Sources?
- Step 4: Proceed to the Applicable Receiving Process Topic

Step 1: Is the Purchase Order (PO) for an asset?

- If the Purchase Order is for an asset, the *Maintain Receipts* page includes a column called “AM Status.” Proceed to **Step 2** of the decision process to determine the applicable asset receiving process.
- If the Purchase Order is not for an asset, there is no “AM Status” column. Follow the standard receiving process for the purchase.



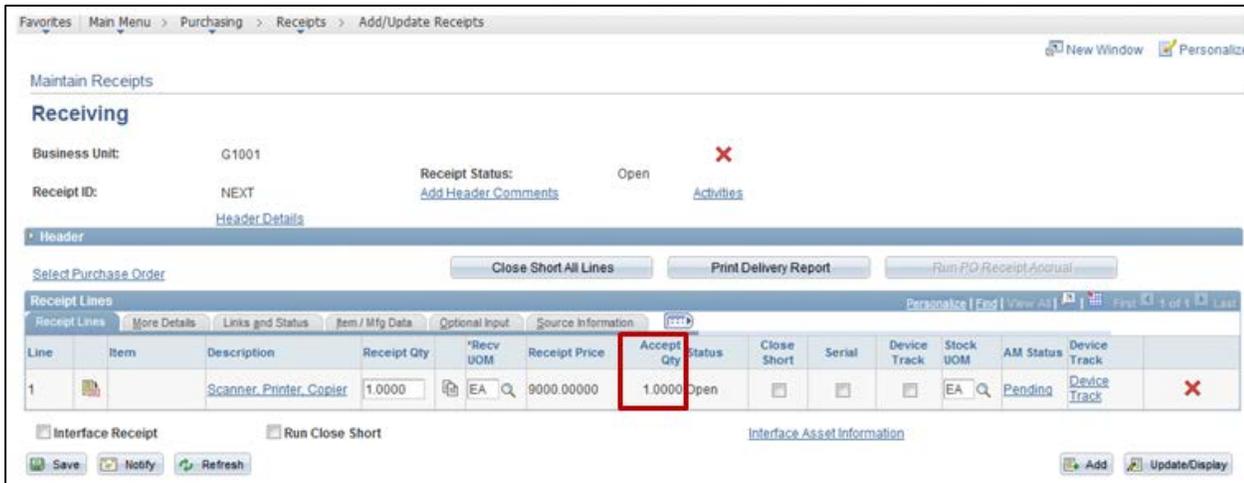
Business Unit: G1001
 Receipt ID: NEXT
 Receipt Status: Open

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status	Device track
1		Scanner, Printer, Copier	1.0000	EA	9000.00000	1.0000	Open	<input type="checkbox"/>		<input type="checkbox"/>	EA	Pending	<input type="checkbox"/>

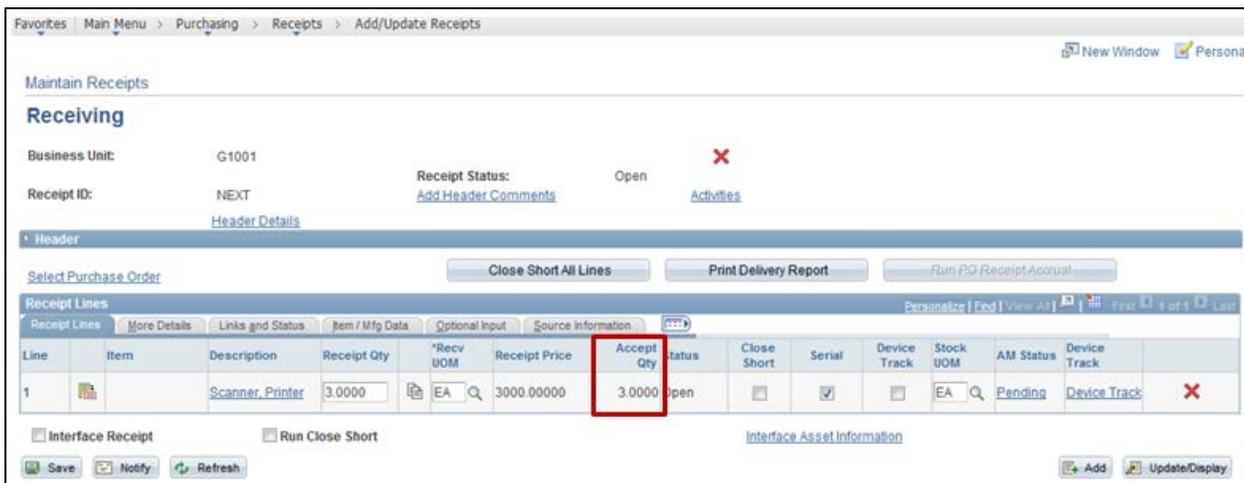
Step 2: Is the PO Line Quantity for a Single Quantity or Multiple Quantities?

This question concerns the PO *Quantity* of each Line on the Purchase Order. For example, if the Purchase Order is for five computers, and there are five lines, each with a quantity of “1,” then this is a single PO Line Quantity. If there is only one PO Line with a Quantity of “5,” then this is a multiple PO Line Quantity.

Purchase Orders with a single quantity per line have just a single quantity in the *Accept Qty* field on the *Maintain Receipts* page.



Purchase Orders with multiple quantities on the PO Line have a value greater than 1 in the *Accept Qty* field.

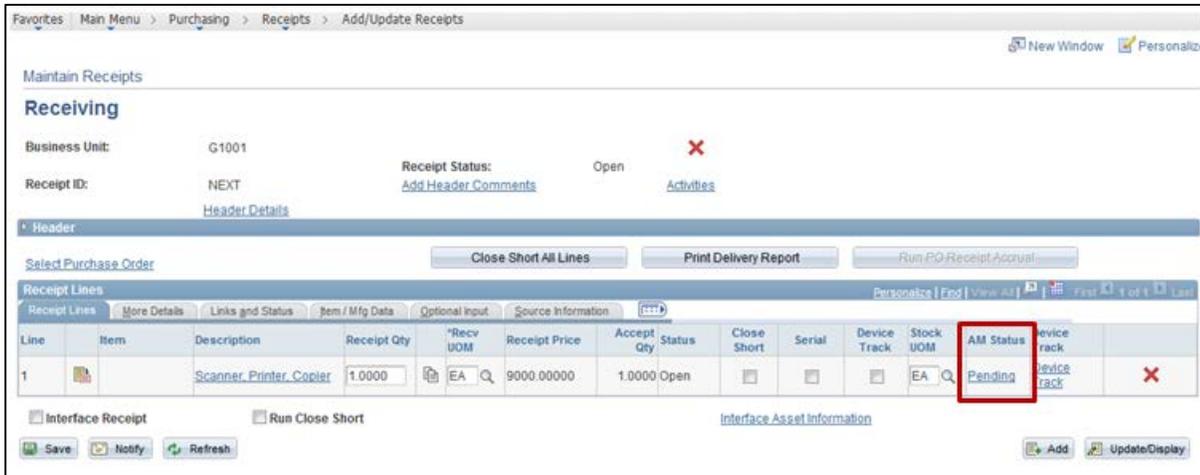


Step 3: Is the PO Line Funding for a Single Source or Multiple Sources?

After determining the PO Line Quantity, the next consideration is the funding. The funding for the item may come from a single source or from multiple sources.

Funding is entered on the Purchase Order on the *Distributions for the Schedule* page for each PO Line. The funding sources appear on the *Asset Management Information* page in receiving.

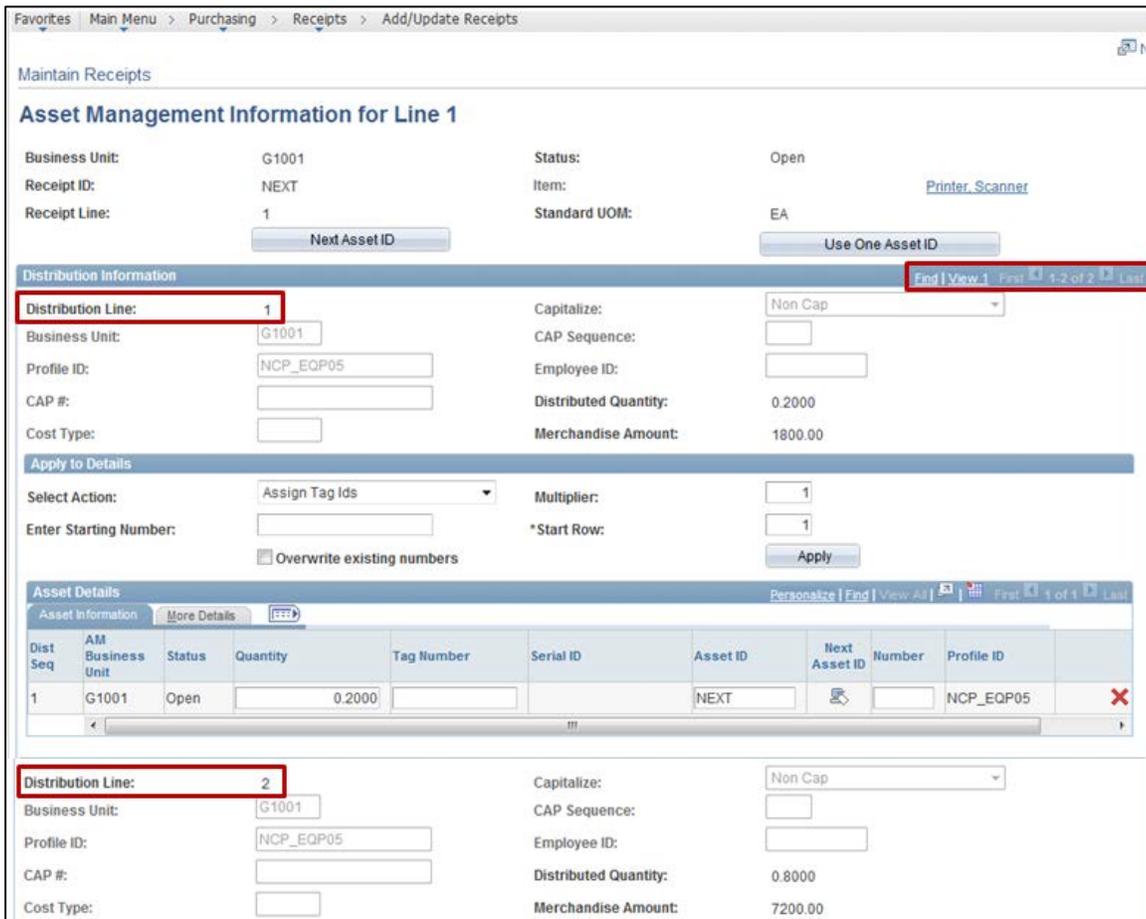
1. To access the *Asset Management Information* page of the receipt, click the *Pending* link in the **AM Status** column.



Business Unit: G1001
 Receipt ID: NEXT
 Receipt Status: Open

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status	Device rack
1		Scanner, Printer, Copier	1.0000	EA	9000.00000	1.0000	Open				EA	Pending	Device rack

2. Click **View All** to display all distribution lines for the PO Line. This will be necessary during the receiving process to edit the SWIFT-assigned *Asset IDs*. In this example, there are two funding sources.



Business Unit: G1001
 Receipt ID: NEXT
 Receipt Line: 1

Item: Printer_Scanner
 Standard UOM: EA

Next Asset ID Use One Asset ID

Distribution Information: Find | View All | 1-2 of 2 | Last

Distribution Line: 1

Business Unit: G1001
 Profile ID: NCP_EQP05
 CAP #:
 Cost Type:
 Capitalize: Non Cap
 CAP Sequence:
 Employee ID:
 Distributed Quantity: 0.2000
 Merchandise Amount: 1800.00

Apply to Details: Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers Apply

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	G1001	Open	0.2000			NEXT			NCP_EQP05

Distribution Line: 2

Business Unit: G1001
 Profile ID: NCP_EQP05
 CAP #:
 Cost Type:
 Capitalize: Non Cap
 CAP Sequence:
 Employee ID:
 Distributed Quantity: 0.8000
 Merchandise Amount: 7200.00

Step 4: Proceed to the Applicable Receiving Process Topic

After answering all three questions about this Purchase Order, you will be able to select the correct receiving process to follow from the topics listed below.

Note: Please be aware that you may have different circumstances for different lines on a single Purchase Order. For example, the first PO line may be for a single quantity and a single funding source, while the second PO Line may be for a single quantity and multiple funding sources. Each process is slightly different, so it is important to verify the status of each line before proceeding with the receipt.

Receiving Scenario	Receiving Process to Follow
Item is NOT an asset	Use the normal receiving process.
Single quantity, single funding source	Refer to the " Receiving a Single Asset with One Funding Source " topic.
Single quantity, multiple funding sources	Refer to the " Receiving a Single Asset with Split Funding " topic.
Multiple quantities, single funding source	Refer to the " Receiving Assets with Multiple Quantities " topic.
Multiple quantities, multiple funding sources	Refer to the " Receiving Multiple Quantities with Split Funding " topic.

Having completed this topic, you should now be able to:

- Determine Correct Receiving Process



Receiving a Single Asset with One Funding Source

Topic Overview

This topic describes how to receive a single asset with one funding source.

Note: Please be aware that you may have different circumstances for different lines on a single Purchase Order. For example, the first PO line may be for a single quantity and a single funding source, while the second PO Line may be for a single quantity and multiple funding sources. Each process is slightly different, so it is important to verify the status of each line before proceeding with the receipt.

For more information on the asset receiving decision process and how to determine which process to follow, please refer to the [“Receiving Assets Decision Process”](#) topic.

After completing this topic, you should be able to:

- Receive a Single Asset with One Funding Source

Process Steps

Receive a Single Asset with One Funding Source

This topic covers the steps necessary to receive a single asset with one funding source.

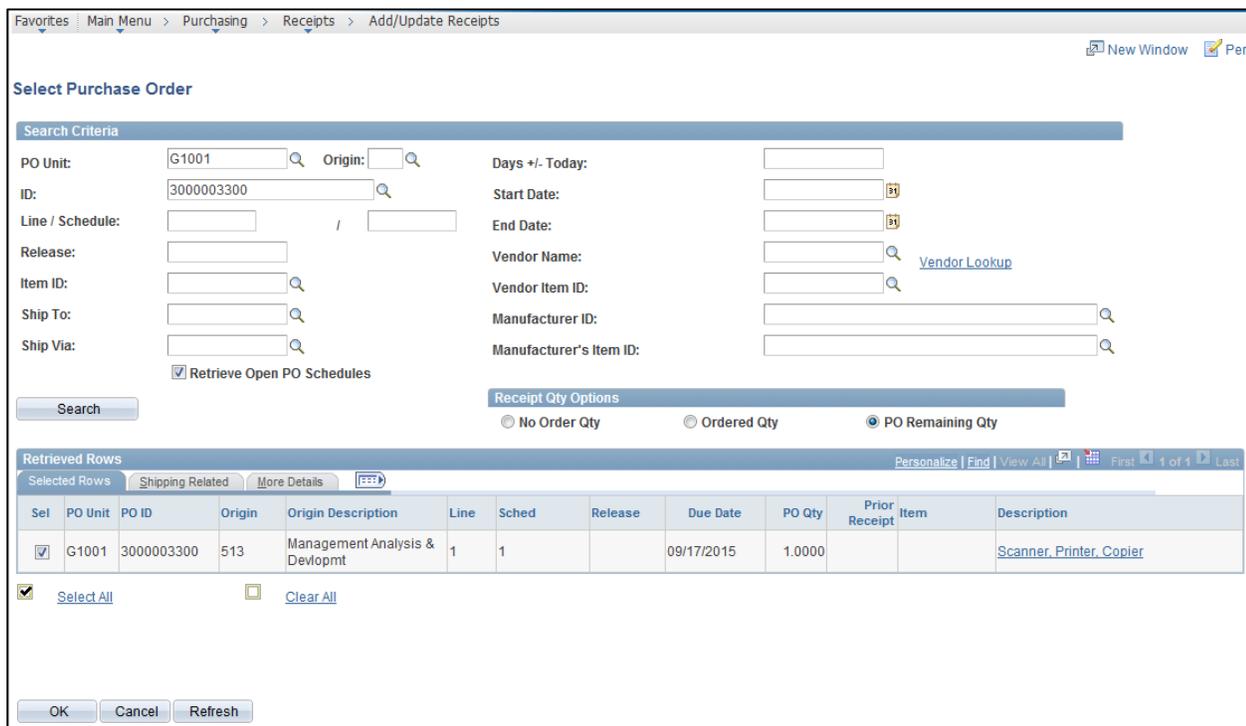
Steps to complete:

- Step 1: Click on the AM Status “Pending” Link on the Maintain Receipts page
- Step 2: Click on the Next Asset ID button on the Asset Management Information page
- Step 3: Optionally, Enter Tag Numbers on the Asset Management Information page
- Step 4: Verify Location and Optionally Enter Additional Asset Information on Details tab
- Step 5: Optionally, Interface Receipt if Payment Expected Same Day

Step 1: Click on the AM Status “Pending” Link on the Maintain Receipts page

Begin the receiving process as you would normally. On the *Maintain Receipts* page, you will click on the “Pending” link in the **AM Status** column.

1. **Navigation Links:** Purchasing, Receipts, Add/Update Receipts.
2. Complete the *Receiving* page to begin your receipt as you would normally.
3. At the *Select Purchase Order* page, enter criteria to locate and select the Purchase Order to be received. Click the **OK** button. The *Maintain Receipts* page displays.



Select Purchase Order

Search Criteria

PO Unit: G1001 Origin: 513 Days +/- Today: []

ID: 3000003300 Start Date: []

Line / Schedule: [] / [] End Date: []

Release: [] Vendor Name: [] [Vendor Lookup](#)

Item ID: [] Vendor Item ID: []

Ship To: [] Manufacturer ID: []

Ship Via: [] Manufacturer's Item ID: []

Retrieve Open PO Schedules

Search

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

Retrieved Rows

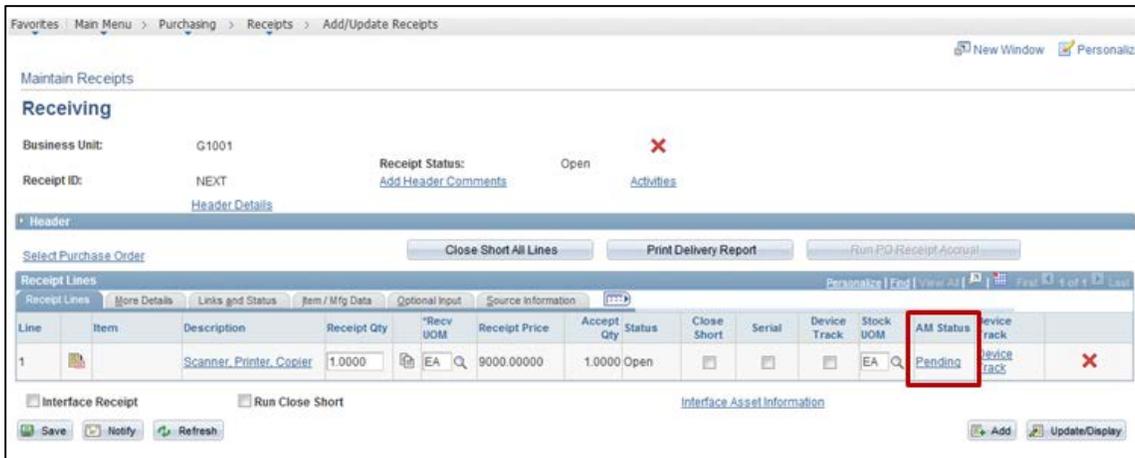
Selected Rows	Shipping Related	More Details										
Sel	PO Unit	PO ID	Origin	Origin Description	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	G1001	3000003300	513	Management Analysis & Developmt	1	1		09/17/2015	1.0000			Scanner, Printer, Copier

[Select All](#) [Clear All](#)

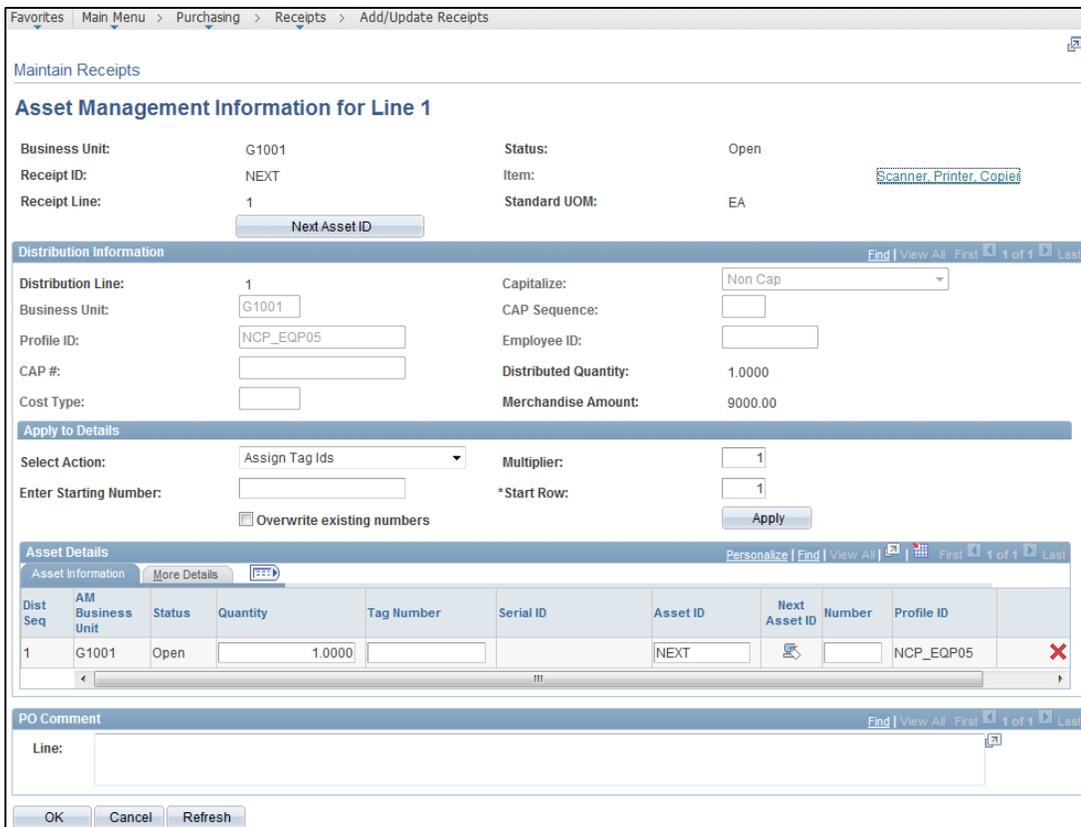
OK Cancel Refresh

If the receipt is for an asset, there will be a **“Pending”** link in the **AM Status** column in the **Receipt Lines** detail for the line you are receiving.

Important! If the purchase order line should not create an asset in the Asset Management Module, the correction must be made on the Purchaser Order. The *Profile ID* and *AM Unit* fields on the PO line must be removed from the **Asset Information** tab of the *Distribution* page.



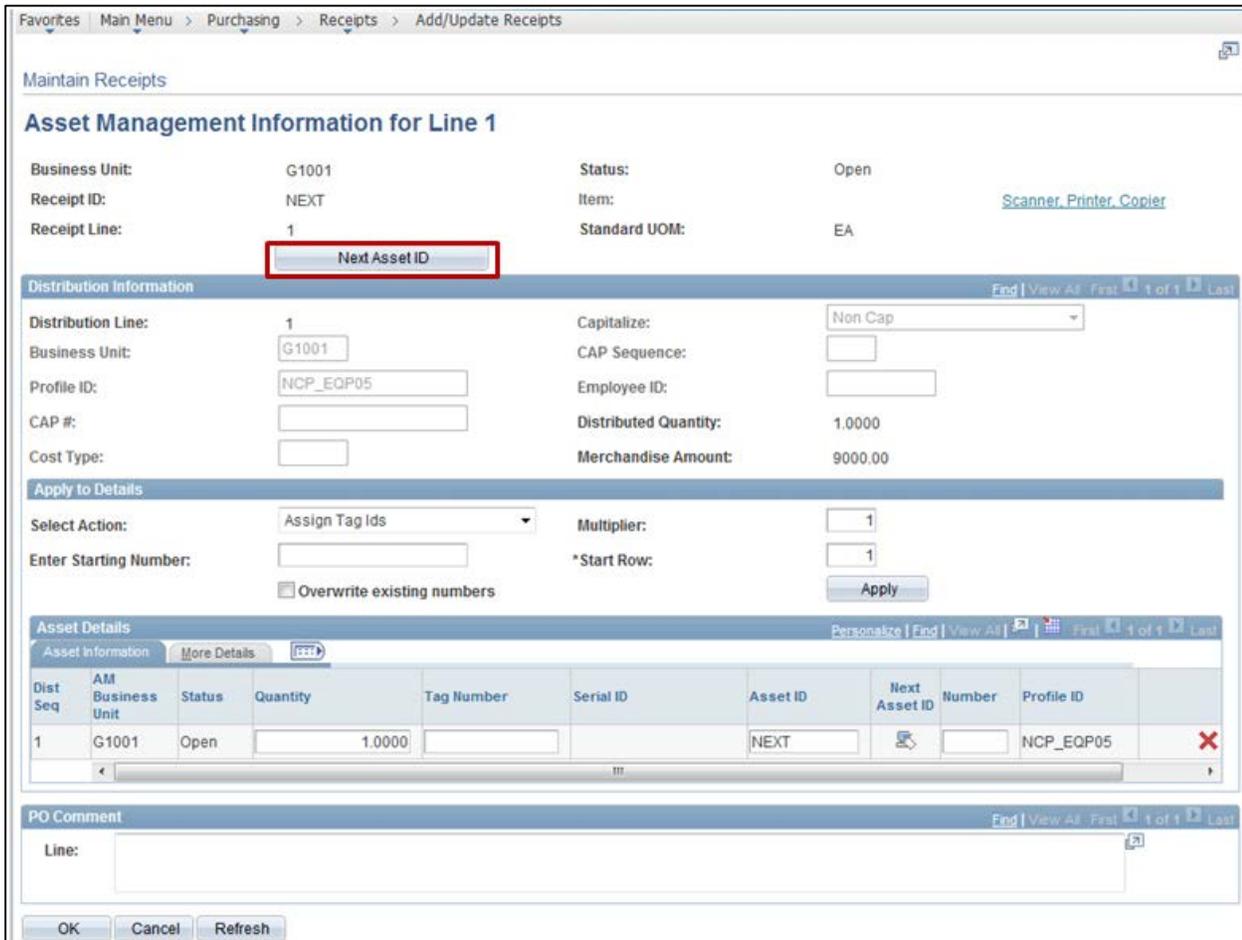
4. Click the **Pending** link for the PO line you want to receive. The *Asset Management Information* page displays showing the asset details that will be received.



Step 2: Click on the Next Asset ID button on the Asset Management Information page

Next, you'll need to tell SWIFT to assign the next available *Asset ID* number to the asset.

1. On the *Asset Management Information* page, click on the **Next Asset ID** button to have SWIFT assign the next available *Asset ID* number in your Business Unit.



Asset Management Information for Line 1

Business Unit: G1001 Status: Open
 Receipt ID: NEXT Item: [Scanner, Printer, Copier](#)
 Receipt Line: 1 Standard UOM: EA

Next Asset ID

Distribution Information

Distribution Line: 1 Capitalize: Non Cap
 Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 1.0000
 Cost Type: Merchandise Amount: 9000.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers **Apply**

Asset Details

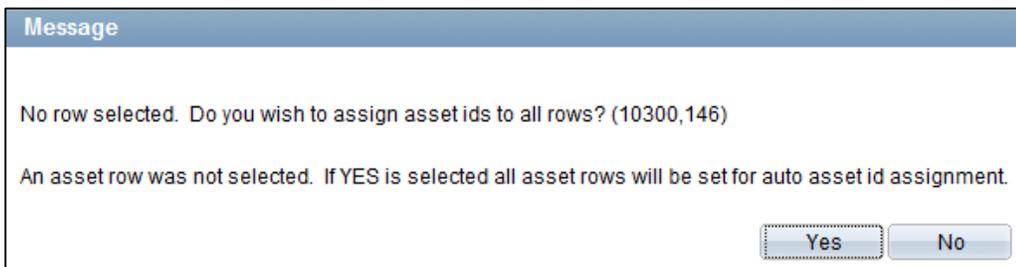
Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	G1001	Open	1.0000			NEXT			NCP_EQP05

PO Comment

Line:

OK Cancel Refresh

2. A **Message** displays asking if you want to assign the *Asset ID* to all of the rows. Click the **Yes** button since there is only one row.



Message

No row selected. Do you wish to assign asset ids to all rows? (10300,146)

An asset row was not selected. If YES is selected all asset rows will be set for auto asset id assignment.

Yes **No**

- Another **Message** displays asking if you want to accept “AUTO-ASSIGN” for the temporary value of the *Asset ID* field. This value will be replaced with the next available *Asset ID* value when you save the receipt. Click the **OK** button.

Message

Asset row(s) set for auto asset id assignment. (10300,147)

A value of "AUTO-ASSIGN" has been temporarily assigned as asset id value. At receipt Save time the value of "AUTO-ASSIGN" will be replaced with the next available asset id value.

The *Asset ID* field now contains “AUTO-ASSIGN”.

Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

Maintain Receipts

Asset Management Information for Line 1

Business Unit: G1001 Status: Open
 Receipt ID: NEXT Item: [Scanner, Printer, Copier](#)
 Receipt Line: 1 Standard UOM: EA

Distribution Information Find | View All | First | 1 of 1 | Last

Distribution Line: 1 Capitalize: Non Cap
 Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 1.0000
 Cost Type: Merchandise Amount: 9000.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers

Asset Details Personalize | Find | View All | First | 1 of 1 | Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	G1001	Open	1.0000	<input type="text"/>	<input type="text"/>	AUTO-ASSIGN	<input type="button" value="↻"/>	<input type="text"/>	NCP_EQP05

PO Comment Find | View All | First | 1 of 1 | Last

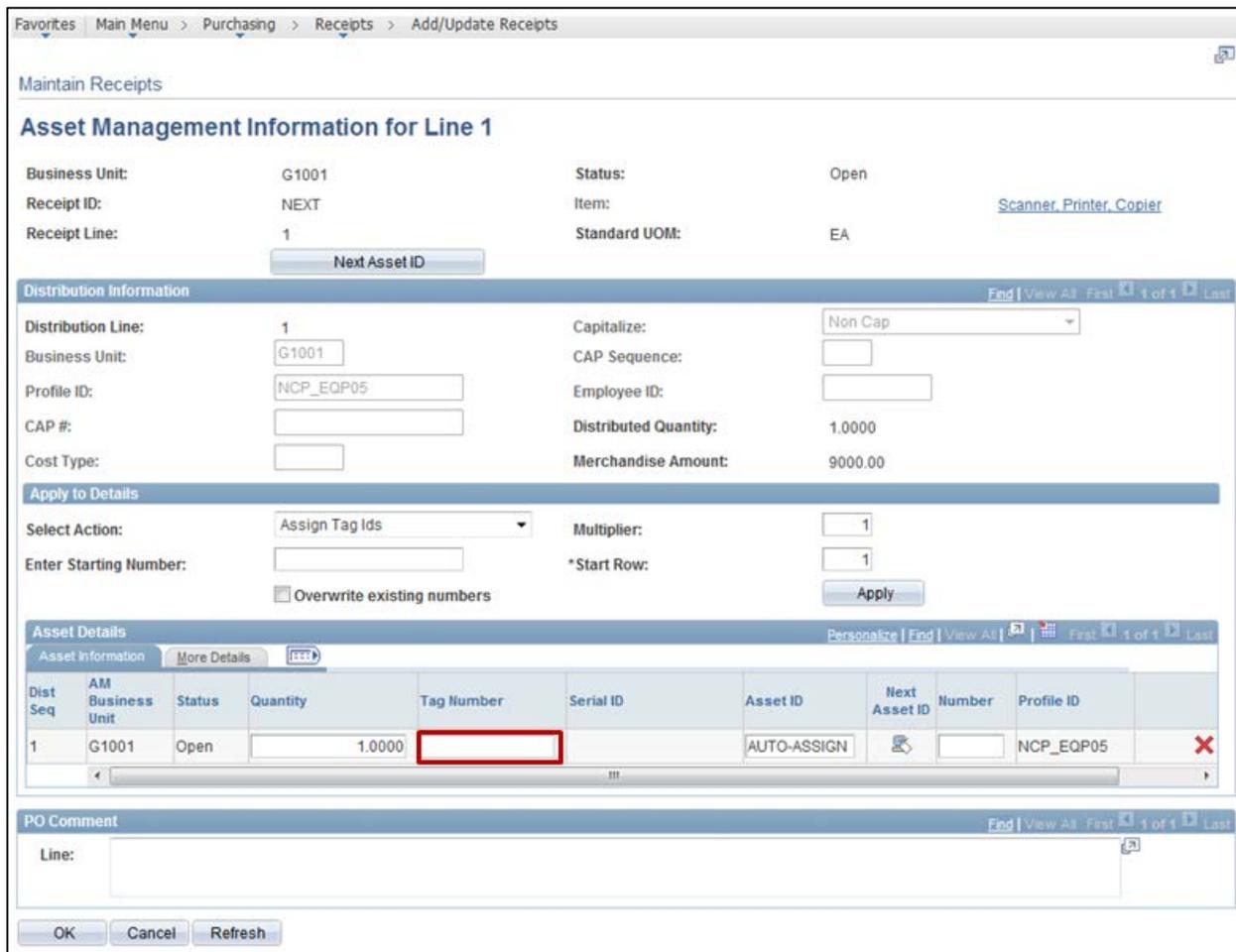
Line:

Step 3: Optionally, enter Tag Numbers on the Asset Management Information page

If your agency uses *Tag Numbers*, you can enter the *Tag Number* at this time.

1. Optionally, enter a *Tag Number* following the below instructions.

Field Name	Field Description
Tag Number	<p>If your agency uses asset tags, you can enter a <i>Tag Number</i> now or it can be entered later in the Asset Management Module after the asset has been generated (refer to the “Creating (or Updating) Assets with Basic Add” topic in the Asset Management (AM1-Part 2) User Guide).</p> <p><i>Tag Numbers</i> must be unique within a Business Unit.</p> <p>The field length is 12 characters</p>



Asset Management Information for Line 1

Business Unit: G1001 Status: Open
 Receipt ID: NEXT Item: [Scanner, Printer, Copier](#)
 Receipt Line: 1 Standard UOM: EA

[Next Asset ID](#)

Distribution Information

Distribution Line: 1 Capitalize: Non Cap
 Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 1.0000
 Cost Type: Merchandise Amount: 9000.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers [Apply](#)

Asset Details

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	G1001	Open	1.0000			AUTO-ASSIGN			NCP_EQP05

PO Comment

Line:

[OK](#) [Cancel](#) [Refresh](#)

Step 4: Verify Location and Optionally Enter Additional Asset Information on Details tab

This is a good time to verify the *Location* where the asset will be placed “In service”. You can also enter additional asset information.

1. Click on the **More Details** tab to verify the *Location*. Accept the current *Location* or click on the **Lookup** and select a different *Location*.

Note: This is a very good time to double-check the *Location* to ensure it is correct before the asset is generated into the Asset Management Module.

Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

Maintain Receipts

Asset Management Information for Line 1

Business Unit: G1001 Status: Open
 Receipt ID: NEXT Item: [Scanner, Printer, Copier](#)
 Receipt Line: 1 Standard UOM: EA

Distribution Information Find | View All | First | 1 of 1 | Last

Distribution Line: 1 Capitalize: Non Cap
 Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 1.0000
 Cost Type: Merchandise Amount: 9000.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: * Start Row: 1
 Overwrite existing numbers

Asset Details Personalize | Find | View All | First | 1 of 1 | Last

[Asset Information](#) | [More Details](#) |

Dist Seq	Custodian	Location	Mfg ID	Model	Manufacturer	Capitalize
1		G104THFL00				N

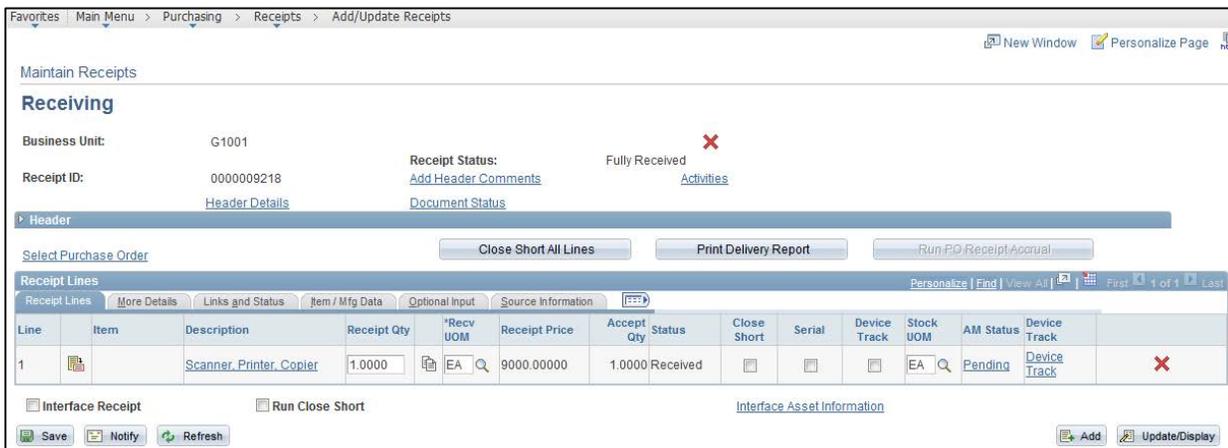
PO Comment Find | View All | First | 1 of 1 | Last

Line:

- Optionally, enter additional asset information as described below. This information can also be entered later in the Asset Management Module. (Refer to the “Creating (or Updating) Assets with Basic Add” topic in the Asset Management (AM1-Part 2) User Guide.

Field Name	Field Description
VIN	The VIN field is only available for Fleet Assets. Enter a VIN (Vehicle Identification Number) for the asset. The field length is 18 characters.
Custodian	Enter the <i>Employee ID</i> of the Custodian. The <i>Employee ID</i> entered must exist in SWIFT.
MFG ID	Click on the Lookup and select a <i>Manufacturer ID</i> .
Model	Enter <i>Model</i> information for the asset. The field length is 30 characters.

- Click on the **OK** button to return to the *Maintain Receipts* page.
- Click on the **Save** button on the *Maintain Receipts* page so that SWIFT will assign the *Asset ID*.



- Optionally, click the *Pending* link in the **AM Status** column to return to the *Asset Management Information* page to view the *Asset ID* that has been assigned so that it is easier to find later in Asset Management.

Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

Maintain Receipts

Asset Management Information for Line 1

Business Unit: G1001 Status: Received
 Receipt ID: 0000009218 Item: [Scanner, Printer, Copier](#)
 Receipt Line: 1 Standard UOM: EA

[Next Asset ID](#)

Distribution Information End | View All | First | 1 of 1 | Last

Distribution Line: 1 Capitalize: Non Cap
 Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 1.0000
 Cost Type: Merchandise Amount: 9000.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers [Apply](#)

Asset Details Personalize | End | View All | First | 1 of 1 | Last

Asset Information More Details

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	G1001	Open	1.0000	<input type="text"/>		000000001143	<input type="text"/>	<input type="text"/>	NCP_EQP05

PO Comment End | View All | First | 1 of 1 | Last

Line:

[OK](#) [Cancel](#) [Refresh](#)

6. After viewing the Asset ID, click on the **OK** button to return to the *Maintain Receipts* page.

Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

Maintain Receipts

Receiving

Business Unit: G1001 Receipt Status: Fully Received ✘
 Receipt ID: 0000009218 [Add Header Comments](#) [Activities](#)
[Header Details](#) [Document Status](#)

[Close Short All Lines](#) [Print Delivery Report](#) [Run PO Receipt/Accrual](#)

Receipt Lines Personalize | Find | View All | First | 1 of 1 | Last

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status	Device Track
1		Scanner, Printer, Copier	1.0000	EA	9000.00000	1.0000	Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track

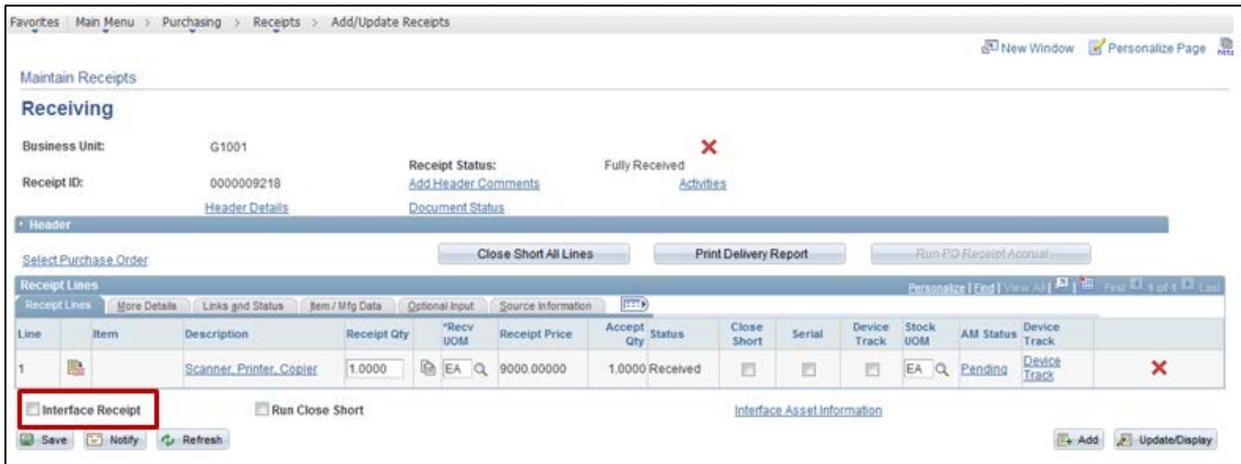
Interface Receipt Run Close Short [Interface Asset Information](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

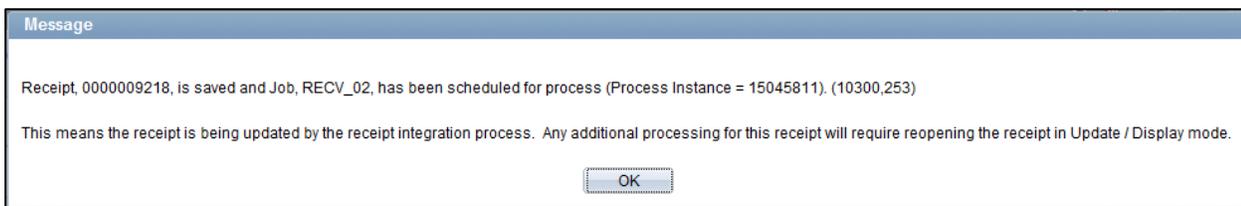
Step 5: Optionally, Interface Receipt if Payment Expected Same Day

If you think that the invoice may be paid on the same day as the purchase is received, you should click on the **Interface Receipt** checkbox so that the receiving information for the asset reaches the Asset Management Module before the Voucher information. When in doubt, you should click on the **Interface Receipt** checkbox.

- This is referred to as the “**Manual Receiver Push Process**”.
 1. On the *Maintain Receipts* page, click on the **Interface Receipt** Checkbox to ensure that the receiving information reaches the Asset Management Module before the voucher information.

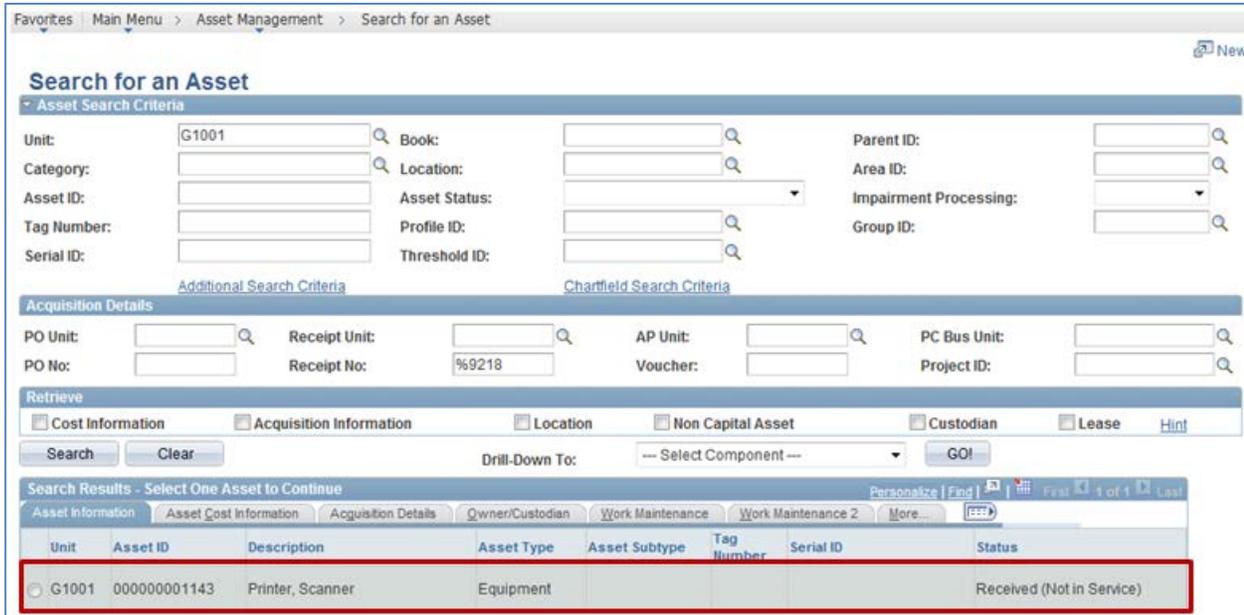


2. Click on the **Save** button.
3. A **Message** displays indicating that the receipt information has been scheduled to process.



4. Click the **OK** button.

An asset will be created in the Asset Management Module with information entered on the Purchase Order and Receipt. The asset will have a status of “Received (Not in Service).”



Search for an Asset

Asset Search Criteria

Unit: G1001 Book: Parent ID: Area ID: Impairment Processing: Group ID:

Category: Location: Asset Status: Profile ID: Threshold ID:

Acquisition Details

PO Unit: Receipt Unit: AP Unit: PC Bus Unit: PO No: Receipt No: %9218 Voucher: Project ID:

Retrieve

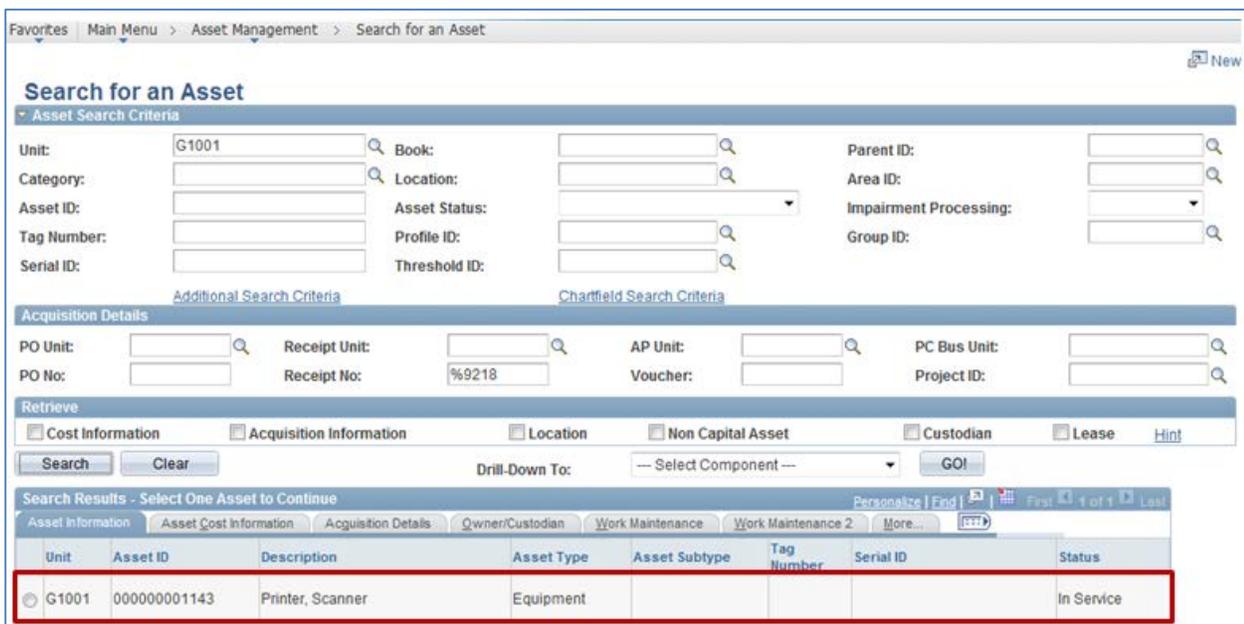
Cost Information Acquisition Information Location Non Capital Asset Custodian Lease Hint

Search Clear Drill-Down To: -- Select Component -- GO!

Search Results - Select One Asset to Continue

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
G1001	000000001143	Printer, Scanner	Equipment				Received (Not in Service)

After the voucher has been entered, the asset Status will be updated to “In Service”.



Search for an Asset

Asset Search Criteria

Unit: G1001 Book: Parent ID: Area ID: Impairment Processing: Group ID:

Category: Location: Asset Status: Profile ID: Threshold ID:

Acquisition Details

PO Unit: Receipt Unit: AP Unit: PC Bus Unit: PO No: Receipt No: %9218 Voucher: Project ID:

Retrieve

Cost Information Acquisition Information Location Non Capital Asset Custodian Lease Hint

Search Clear Drill-Down To: -- Select Component -- GO!

Search Results - Select One Asset to Continue

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
G1001	000000001143	Printer, Scanner	Equipment				In Service

Having completed this topic, you should now be able to:

- Receive a Single Asset with One Funding Source



Receiving a Single Asset with Split Funding

Topic Overview

This topic describes how to receive a single asset with split funding.

Note: Please be aware that you may have different circumstances for different lines on a single Purchase Order. For example, the first PO line may be for a single quantity and a single funding source, while the second PO Line may be for a single quantity and multiple funding sources. Each process is slightly different, so it is important to verify the status of each line before proceeding with the receipt.

For more information on the asset receiving decision process and how to determine which process to follow, please refer to the [“Receiving Assets Decision Process”](#) topic.

After completing this topic, you should be able to:

- Receive a Single Asset with Split Funding

Process Steps

This topic covers the steps necessary to receive a single asset with split funding.

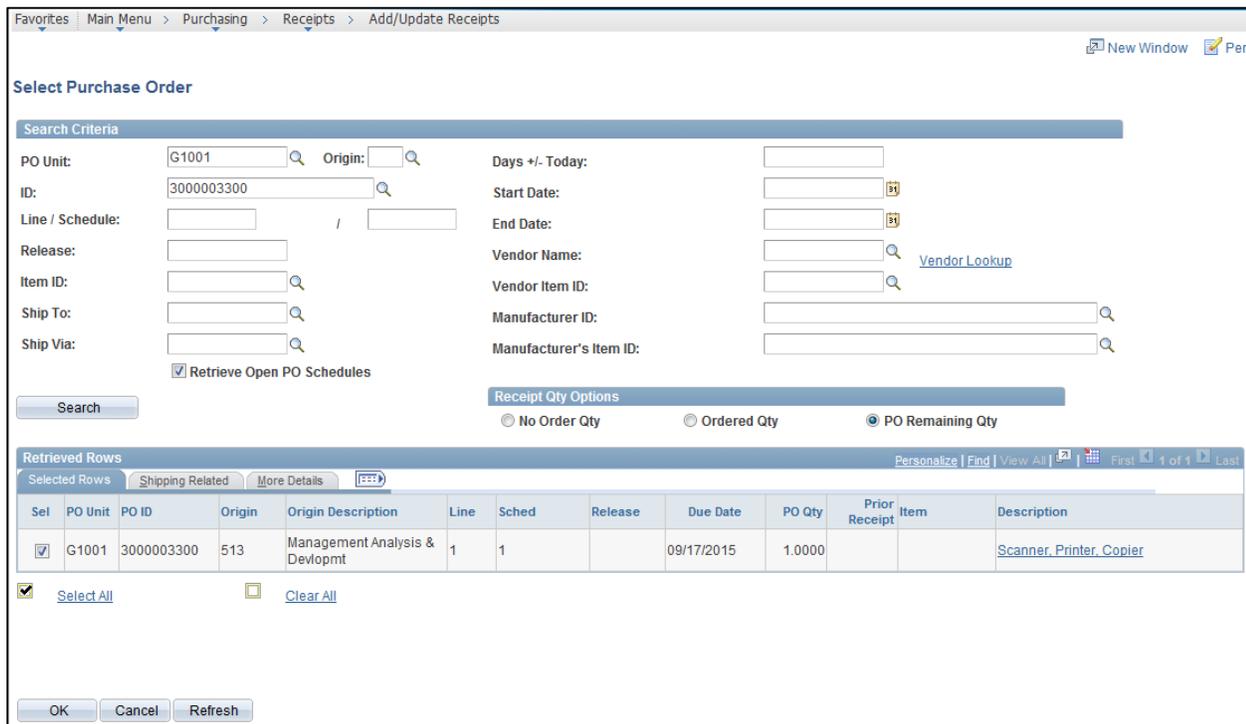
Steps to complete:

- Step 1: Click on the AM Status “Pending” Link on the Maintain Receipts page
- Step 2: Click on the Next Asset ID button on the Asset Management Information page
- Step 3: Optionally, Enter Tag Numbers on the Asset Management Information page
- Step 4: Verify Location and Optionally Enter Additional Asset Information on Details tab
- Step 5: Assign the Same Asset ID Number to Each Distribution Record
- Step 6: Optionally, Interface Receipt if Payment Expected Same Day

Step 1: Click on the AM Status “Pending” Link on the Maintain Receipts page

Begin the receiving process as you would normally. On the *Maintain Receipts* page, you will click on the “Pending” link in the **AM Status** column.

1. **Navigation Links:** Purchasing, Receipts, Add/Update Receipts.
2. Complete the *Receiving* page to begin your receipt as you would normally.
3. At the *Select Purchase Order* page, enter criteria to locate and select the Purchase Order to be received. Click the **OK** button. The *Maintain Receipts* page displays.



Select Purchase Order

Search Criteria

PO Unit: Origin: Days +/- Today:

ID: Start Date: End Date:

Line / Schedule: / Vendor Name: Vendor Item ID: Manufacturer ID:

Release: Ship To: Ship Via: Manufacturer's Item ID:

Retrieve Open PO Schedules

No Order Qty Ordered Qty PO Remaining Qty

Retrieved Rows

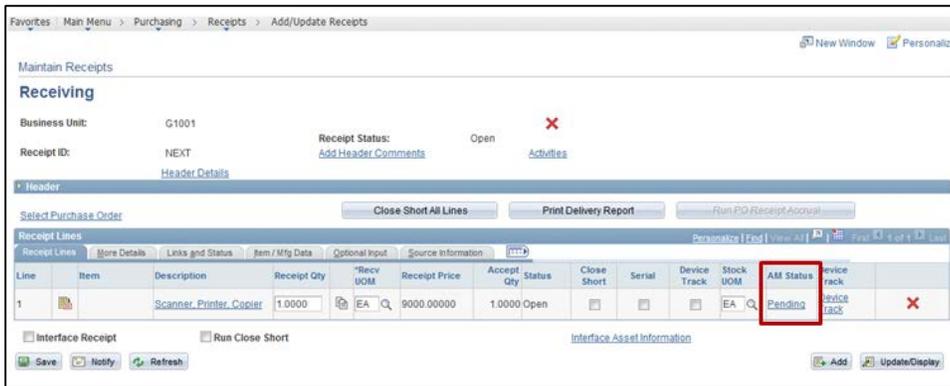
Selected Rows	Shipping Related	More Details										
Sel	PO Unit	PO ID	Origin	Origin Description	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	G1001	3000003300	513	Management Analysis & Developmt	1	1		09/17/2015	1.0000			Scanner, Printer, Copier

Select All Clear All

If the receipt is for an asset, there will be a **“Pending”** link in the **AM Status** column in the **Receipt Lines** detail for the line you are receiving.

Important! If the purchase should not create an asset in the Asset Management Module, the correction must be made on the Purchaser Order. The *Profile ID* and *AM Unit* fields on the PO line must be removed from the **Asset Information** tab of the *Distribution* page.

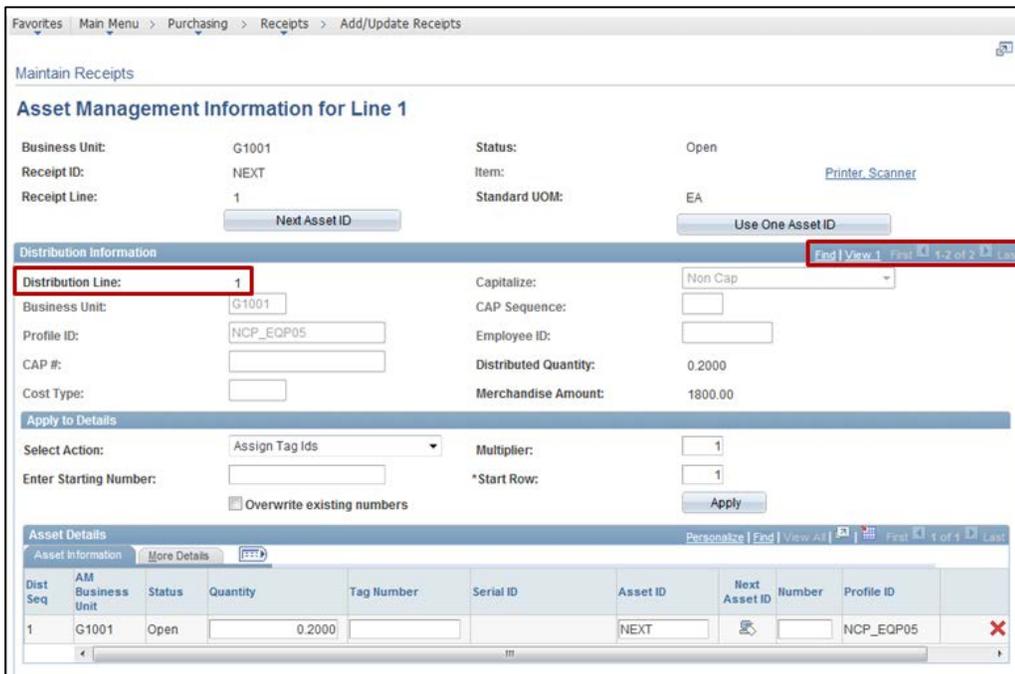
- Click the **“Pending”** link for the PO line you want to receive. The *Asset Management Information* page displays.



Step 2: Click on the Next Asset ID button on the Asset Management Information page

Next, you’ll need to tell SWIFT to assign the next available *Asset ID* number to the asset.

- On the *Asset Management Information* page, click on the **View All** link in the **Distribution Information** section to view all the distribution records or use the arrow keys to view the distributions one at a time.



- Click on the **Next Asset ID** button to have SWIFT assign the next available Asset ID number in your Business Unit to this asset.

Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

Maintain Receipts

Asset Management Information for Line 1

Business Unit: G1001 Status: Open
 Receipt ID: NEXT Item: [Printer_Scanner](#)
 Receipt Line: 1 Standard UOM: EA

Next Asset ID [Use One Asset ID](#)

Distribution Information Find | View All | First | 1-2 of 2 | Last

Distribution Line: 1 Capitalize: Non Cap
 Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 0.2000
 Cost Type: Merchandise Amount: 1800.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers [Apply](#)

Asset Details Personalize | Find | View All | First | 1 of 1 | Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	G1001	Open	0.2000			NEXT			NCP_EQP05

Distribution Line: 2 Capitalize: Non Cap
 Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 0.8000
 Cost Type: Merchandise Amount: 7200.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers [Apply](#)

Asset Details Personalize | Find | View All | First | 1 of 1 | Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	G1001	Open	0.8000			NEXT			NCP_EQP05

PO Comment Find | View All | First | 1 of 1 | Last

Line:

[OK](#) [Cancel](#) [Refresh](#)

3. A **Message** displays asking if you want to assign *Asset ID*'s to all of the rows. Click the **Yes** button.

Message

No row selected. Do you wish to assign asset ids to all rows? (10300,146)

An asset row was not selected. If YES is selected all asset rows will be set for auto asset id assignment.

4. Another **Message** displays asking if you want to accept "AUTO-ASSIGN" for the temporary value of the *Asset ID* field. This value will be replaced with the next available *Asset ID* when you save the receipt. Click the **OK** button.

Message

Asset row(s) set for auto asset id assignment. (10300,147)

A value of "AUTO-ASSIGN" has been temporarily assigned as asset id value. At receipt Save time the value of "AUTO-ASSIGN" will be replaced with the next available asset id value.

The *Asset ID* fields now contain "AUTO-ASSIGN".

Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

Maintain Receipts

Asset Management Information for Line 1

Business Unit: G1001 Status: Open
 Receipt ID: NEXT Item: [Printer_Scanner](#)
 Receipt Line: 1 Standard UOM: EA

Distribution Information End | View 1 | First | 1-2 of 2 | Last

Distribution Line: 1 Capitalize: Non Cap
 Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 0.2000
 Cost Type: Merchandise Amount: 1800.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers

Asset Details Personalize | Find | View All | First | 1 of 1 | Last

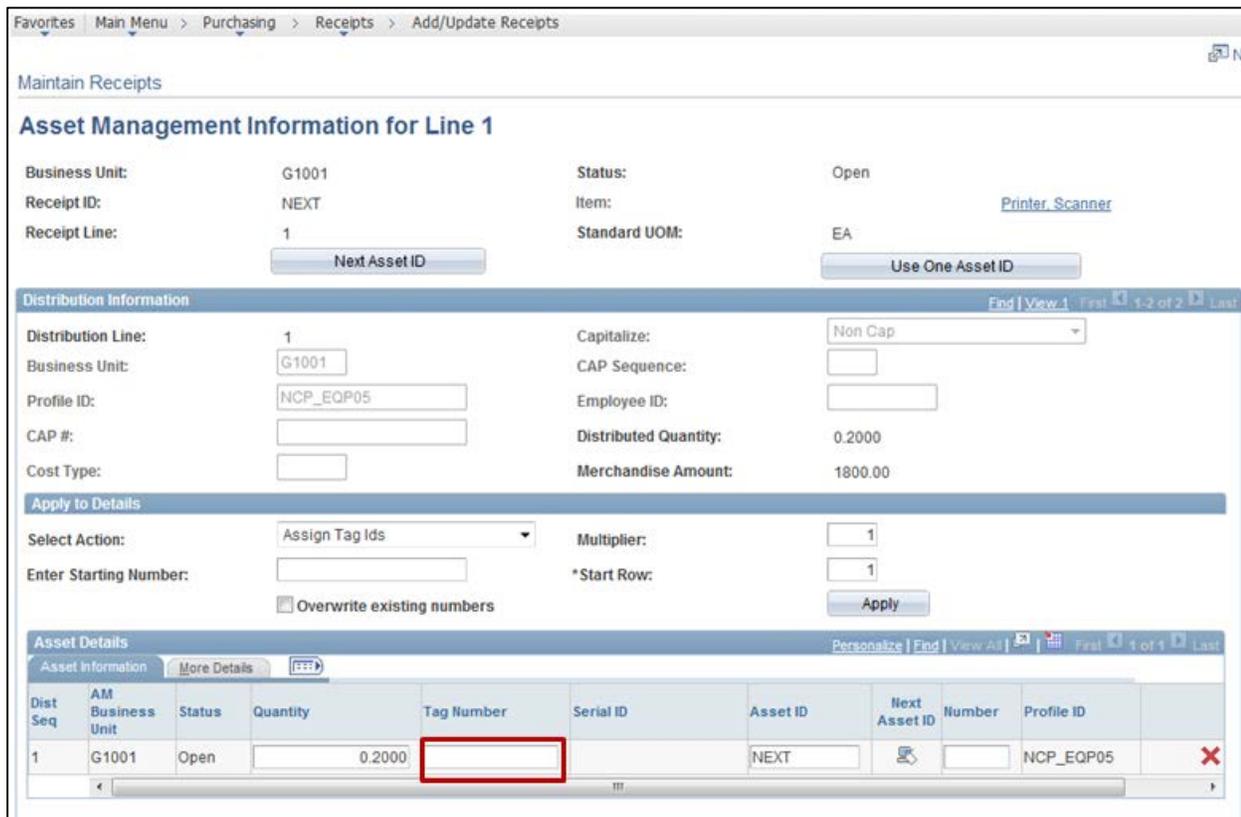
Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	G1001	Open	0.2000			AUTO-ASSIGN			NCP_EQP05

Step 3: Optionally, enter Tag Numbers on the Asset Management Information page

If your agency uses *Tag Numbers*, you can enter the *Tag Number* at this time.

1. Optionally, enter a Tag Number following the instructions below.
 - Make sure to enter the same Tag Number for each Distribution record.

Field Name	Field Description
Tag Number	<p>If your agency uses asset tags, you can enter a <i>Tag Number</i> now or it can be entered later in the Asset Management Module after the asset has been generated (refer to the “Creating (or Updating) Assets with Basic Add” topic in the Asset Management (AM1-Part 2) User Guide).</p> <p><i>Tag Numbers</i> must be unique within a Business Unit.</p> <p>The field length is 12 characters</p>



Asset Management Information for Line 1

Business Unit: G1001 Status: Open
 Receipt ID: NEXT Item: [Printer Scanner](#)
 Receipt Line: 1 Standard UOM: EA

Distribution Information Find | View: 1 | First | 1-2 of 2 | Last

Distribution Line: 1 Capitalize: Non Cap
 Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 0.2000
 Cost Type: Merchandise Amount: 1800.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: * Start Row: 1
 Overwrite existing numbers

Asset Details Personalize | Find | View: All | First | 1 of 1 | Last

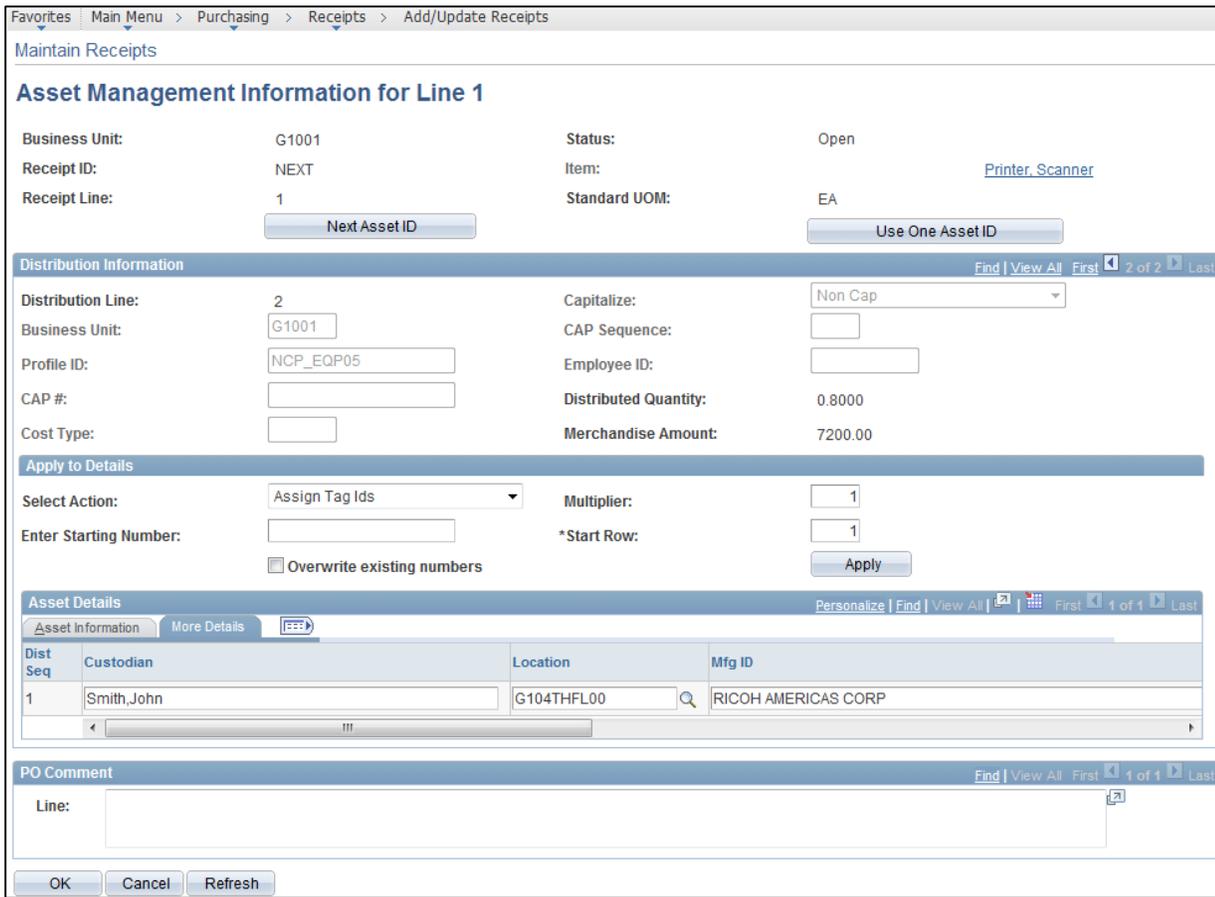
Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	G1001	Open	0.2000	<input style="border: 2px solid red;" type="text"/>		NEXT	<input type="button" value="Next Asset ID"/>	<input type="text"/>	NCP_EQP05

Step 4: Verify Location and Optionally, Enter Additional Asset Information on Details tab

This is a good time to verify the *Location* where the asset will be placed “In Service” in the Asset Management Module. You can also enter additional asset information.

1. Click on the **More Details** tab to verify the *Location*. Accept the current *Location* or click on the **Lookup** and select a different *Location*.

Note: This is a very good time to double-check the *Location* to ensure it is correct before the asset is generated into the Asset Management Module.



2. Optionally, enter additional asset information as described below. This information can also be entered later in the Asset Management Module. (Refer to the “Creating (or Updating) Assets with Basic Add” topic in Asset Management (AM1-Part 2) User Guide.)

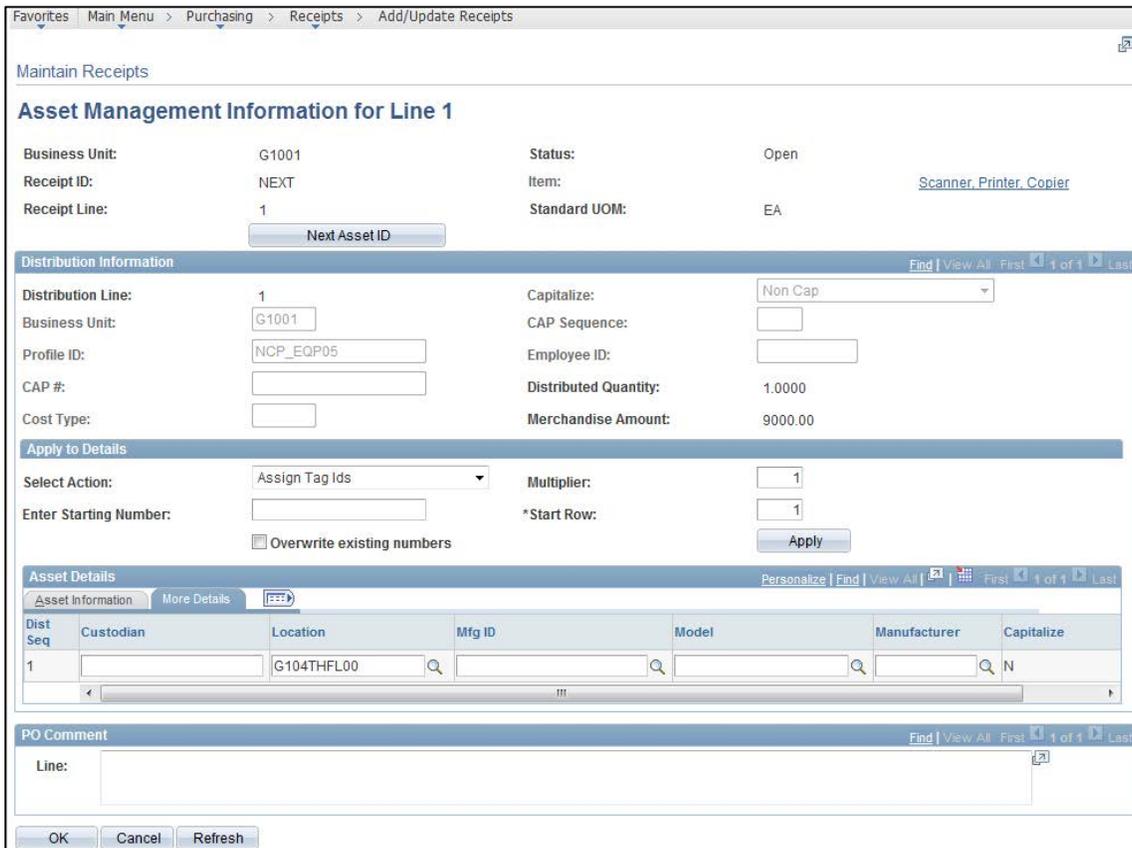
Field Name	Field Description
VIN	The <i>VIN</i> field is only available for Fleet Assets. Enter a <i>VIN</i> (Vehicle Identification Number) for the asset. The field length is 18 characters.

Field Name	Field Description
Custodian	Enter the <i>Employee ID</i> of the Custodian. The <i>Employee ID</i> entered must exist in the system.
MFG ID	Click on the Lookup and select a <i>Manufacturer ID</i> .
Model	Enter <i>Model</i> information for the asset. The field length is 30 characters.

Step 5: Assign the Same Asset ID to Each Distribution Line

A different *Asset ID* will be assigned to each Distribution Line. You must edit the assigned numbers so that the same *Asset ID* is used for all distribution lines.

1. After completing your entries on the *Asset Management Information* page, click on the **OK** button to return to the *Maintain Receipts* page.



The screenshot shows the 'Maintain Receipts' application window. The main section is titled 'Asset Management Information for Line 1'. It contains several fields: Business Unit (G1001), Status (Open), Receipt ID (NEXT), Item (Scanner Printer Copier), Receipt Line (1), and Standard UOM (EA). Below this is the 'Distribution Information' section with fields for Distribution Line (1), Business Unit (G1001), Profile ID (NCP_EQP05), CAP #, Cost Type, Capitalize (Non Cap), CAP Sequence, Employee ID, Distributed Quantity (1.0000), and Merchandise Amount (9000.00). The 'Apply to Details' section includes 'Select Action' (Assign Tag Ids), Multiplier (1), Enter Starting Number, and *Start Row (1). At the bottom is the 'Asset Details' table with columns: Dist Seq, Custodian, Location, Mfg ID, Model, Manufacturer, and Capitalize. The table contains one row with Dist Seq 1, Location G104THFL00, and Capitalize N. A 'PO Comment' section is at the very bottom with a text area and 'OK', 'Cancel', and 'Refresh' buttons.

2. Click on the **Save** button on the *Maintain Receipts* page so that the *Asset IDs* are assigned.

[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Receipts](#) > [Add/Update Receipts](#)
New Window | Personalize

Maintain Receipts

Receiving

Business Unit: G1001 Receipt Status: Fully Received [Activities](#)
 Receipt ID: 0000009219 [Add Header Comments](#) [Document Status](#)
[Header](#)

[Select Purchase Order](#) [Close Short All Lines](#) [Print Delivery Report](#) [Run PO Receipt Accrual](#)

[Receipt Lines](#) [More Details](#) [Links and Status](#) [Item / Mfg Data](#) [Optional Input](#) [Source Information](#) [FFT](#)
Personalize | Find | View All | First 1 of 1 | Last

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status	Device Track
1		Printer_Scanner	1.0000	EA	9000.00000	1.0000	Received	<input type="checkbox"/>		<input type="checkbox"/>	EA	Pending	<input checked="" type="checkbox"/>

Interface Receipt Run Close Short [Interface Asset Information](#)

[Save](#) [Notify](#) [Refresh](#)
[Add](#) [Update/Display](#)

- Click the *Pending* link in the **AM Status** column to return to the *Asset Management Information* page. Notice that unique *Asset IDs* are assigned to each Distribution Line. You must edit the assigned values so that each Distribution Line has the same *Asset ID*.

[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Receipts](#) > [Add/Update Receipts](#)

Maintain Receipts

Asset Management Information for Line 1

Business Unit: G1001 Status: Received
 Receipt ID: 0000009220 Item: [Printer_Scanner](#)
 Receipt Line: 1 Standard UOM: EA
[Next Asset ID](#) [Use One Asset ID](#)

[Distribution Information](#) [Find](#) | [View All](#) | [First](#) 1 of 2 | [Last](#)

Distribution Line: 1 Capitalize: Non Cap
 Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 0.2000
 Cost Type: Merchandise Amount: 1800.00

[Apply to Details](#)

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers [Apply](#)

[Asset Details](#) [Asset Information](#) [More Details](#) [FFT](#)
Personalize | Find | View All | First 1 of 1 | Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	G1001	Open	0.2000			000000001144			NCP_EQP05

Distribution Line: 2 Capitalize: Non Cap
 Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 0.8000
 Cost Type: Merchandise Amount: 7200.00

[Apply to Details](#)

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers [Apply](#)

[Asset Details](#) [Asset Information](#) [More Details](#) [FFT](#)
Personalize | Find | View All | First 1 of 1 | Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	G1001	Open	0.8000			000000001145			NCP_EQP05

4. Copy the Asset ID from the first Distribution Line into the other lines so that they all match.

Distribution Line: 2 Capitalize: Non Cap
 Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 0.8000
 Cost Type: Merchandise Amount: 7200.00

Apply to Details
 Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: * Start Row: 1
 Overwrite existing numbers

Asset Details
 Personalize | Find | View All | First 1 of 1 | Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	G1001	Open	0.8000			00000001144			NCP_EQP05

PO Comment
 Find | View All | First 1 of 1 | Last

Line:

5. Click on the **OK** button to return to the *Maintain Receipts* page.

Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

Maintain Receipts
 Receiving

Business Unit: G1001 Receipt Status: Fully Received ✘
 Receipt ID: 0000009220 [Add Header Comments](#) [Activities](#)
[Header Details](#) [Document Status](#)

Header
[Select Purchase Order](#)

Receipt Lines
 Personalize | Find | View All | First 1 of 1 | Last

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status	Device Track
1	Printer_Scanner	Printer_Scanner	1.0000	EA	9000.00000	1.0000	Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track

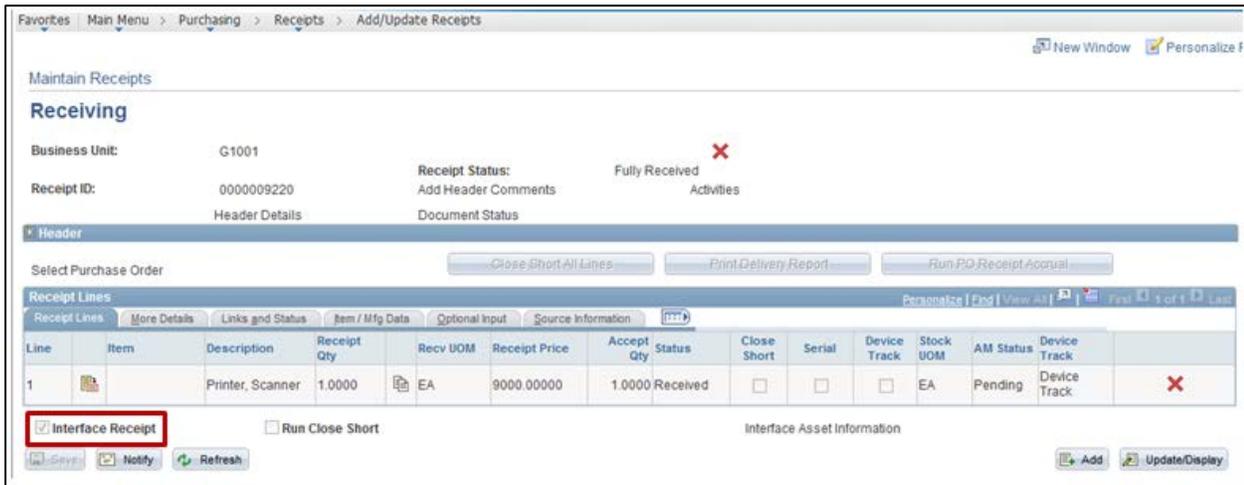
Interface Receipt Run Close Short [Interface Asset Information](#)

6. Click on the **Save** button to save your changes.

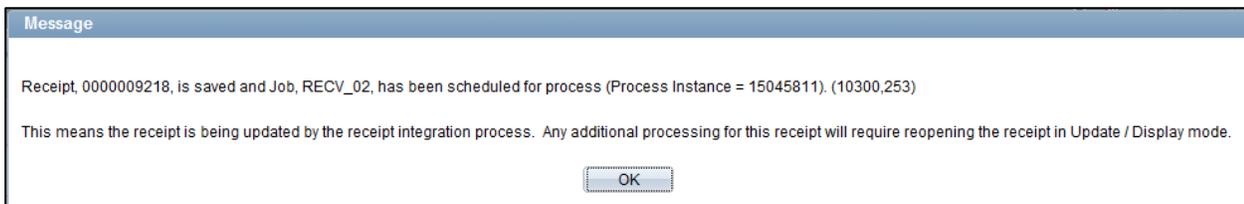
Step 6: Optionally, Interface Receipt if Payment Expected Same Day

If you think that the invoice may be paid on the same day as the purchase is received, you should click on the **Interface Receipt** checkbox so that the receiving information for the asset reaches the Asset Management Module before the Voucher information. When in doubt, you should click on the **Interface Receipt** checkbox.

- This is referred to as the “Manual Receiver Push Process”.
 1. On the *Maintain Receipts* page, click on the **Interface Receipt** checkbox to ensure that the receiving information reaches the Asset Management Module before the voucher information.

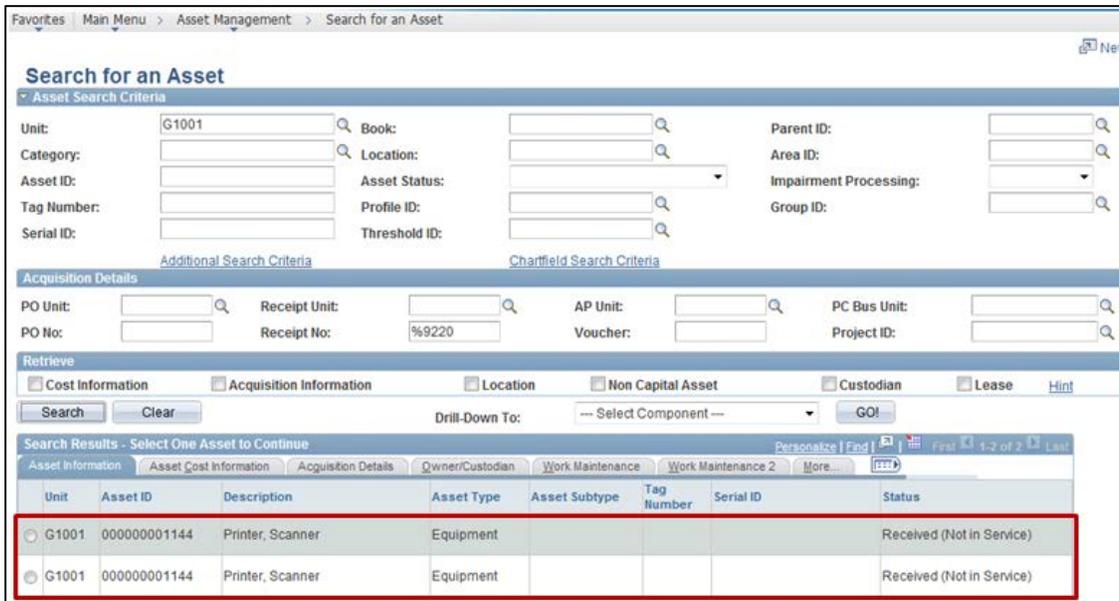


2. Click on the **Save** button.
3. A **Message** displays indicating that the receipt information has been scheduled to process.



4. Click the **OK** button.

An asset will be created in the Asset Management Module with information entered on the Purchase Order and Receipt. The asset will have a status of “Received (Not in Service)”. When you use the *Search for an Asset* page to find the asset, a line for each source of funding can display in the results, depending on the search criteria that that was used. (Refer to the “Using the Search for an Asset page” topic in the Asset Management (AM1-Part 2) User Guide).



Search for an Asset

Asset Search Criteria

Unit: G1001 Book: Location: Parent ID: Category: Location: Area ID: Asset ID: Asset Status: Impairment Processing: Tag Number: Profile ID: Group ID: Serial ID: Threshold ID:

Acquisition Details

PO Unit: Receipt Unit: AP Unit: PC Bus Unit: PO No: Receipt No: %9220 Voucher: Project ID:

Retrieve

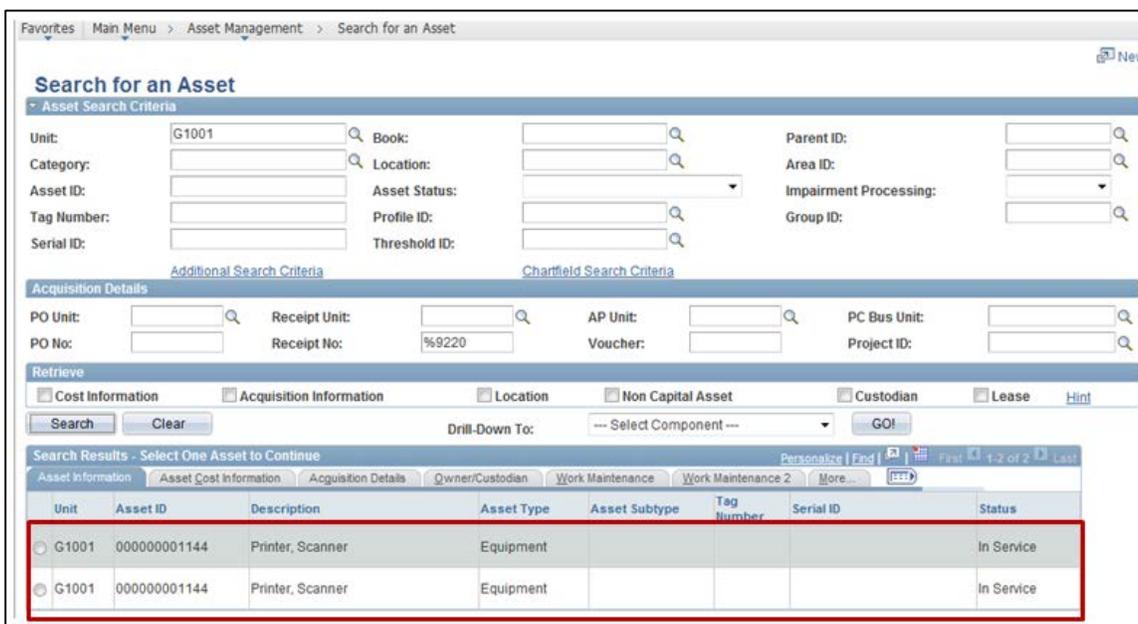
Cost Information Acquisition Information Location Non Capital Asset Custodian Lease Hint

Search Clear Drill-Down To: -- Select Component -- GO!

Search Results - Select One Asset to Continue

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
G1001	000000001144	Printer, Scanner	Equipment				Received (Not in Service)
G1001	000000001144	Printer, Scanner	Equipment				Received (Not in Service)

After the voucher has been entered, the asset *Status* will be updated to “In Service”.



Search for an Asset

Asset Search Criteria

Unit: G1001 Book: Location: Parent ID: Category: Location: Area ID: Asset ID: Asset Status: Impairment Processing: Tag Number: Profile ID: Group ID: Serial ID: Threshold ID:

Acquisition Details

PO Unit: Receipt Unit: AP Unit: PC Bus Unit: PO No: Receipt No: %9220 Voucher: Project ID:

Retrieve

Cost Information Acquisition Information Location Non Capital Asset Custodian Lease Hint

Search Clear Drill-Down To: -- Select Component -- GO!

Search Results - Select One Asset to Continue

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
G1001	000000001144	Printer, Scanner	Equipment				In Service
G1001	000000001144	Printer, Scanner	Equipment				In Service

Having completed this topic, you should now be able to:

- Receive Single Asset with Split Funding

Receiving Assets with Multiple Quantities

Topic Overview

This topic describes how to receive an asset with multiple quantities.

Note: Please be aware that you may have different circumstances for different lines on a single Purchase Order. For example, the first PO line may be for a single quantity and a single funding source, while the second PO Line may be for a single quantity and multiple funding sources. Each process is slightly different, so it is important to verify the status of each line before proceeding with the receipt.

For more information on the asset receiving decision process and how to determine which process to follow, please refer to the [“Receiving Assets Decision Process”](#) topic.

After completing this topic, you should be able to:

- Receive Assets with Multiple Quantities

Process Steps

This topic covers the steps necessary to receive assets with multiple quantities.

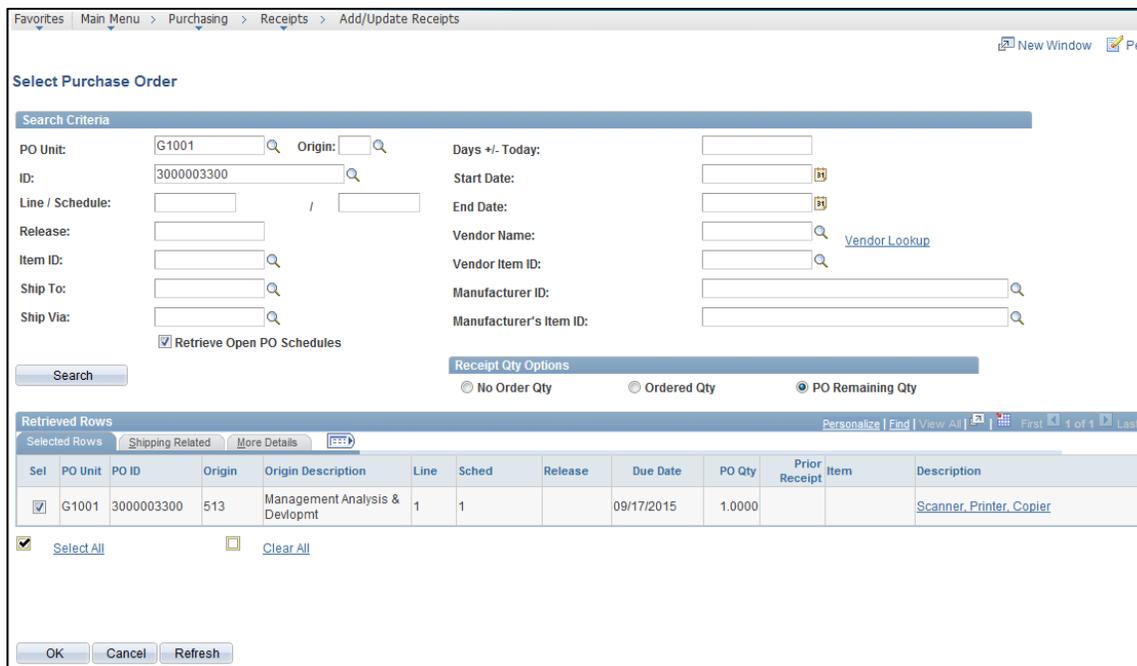
Steps to complete:

- Step 1: Click on the AM Status “Pending” Link on the Maintain Receipts page
- Step 2: Enter Serial IDs for each Distribution Sequence
- Step 3: Click on the Next Asset ID button on the Asset Management Information page
- Step 4: Optionally, Enter Tag Numbers on the Asset Management Information page
- Step 5: Verify Location and Optionally Enter Additional Asset Information on Details tab
- Step 6: Save the Receipt and View the Asset IDs Assigned
- Step 7: Optionally, Interface Receipt if Payment Expected Same Day

Step 1: Click on the AM Status “Pending” Link on the Maintain Receipts page

Begin the receiving process as you would normally. On the *Maintain Receipts* page, you will click on the **Serial** checkbox so that SWIFT generates an asset for each quantity.

1. **Navigation Links:** Purchasing, Receipts, Add/Update Receipts.
2. Complete the *Receiving* page to begin your receipt as you would normally.
3. At the *Select Purchase Order* page, enter criteria to locate and select the Purchase Order to be received. Click the **OK** button. The *Maintain Receipts* page displays.



Select Purchase Order

Search Criteria

PO Unit: Origin: Days +/- Today:

ID: Start Date:

Line / Schedule: / End Date:

Release: Vendor Name: [Vendor Lookup](#)

Item ID: Vendor Item ID:

Ship To: Manufacturer ID:

Ship Via: Manufacturer's Item ID:

Retrieve Open PO Schedules

Receipt Qty Options

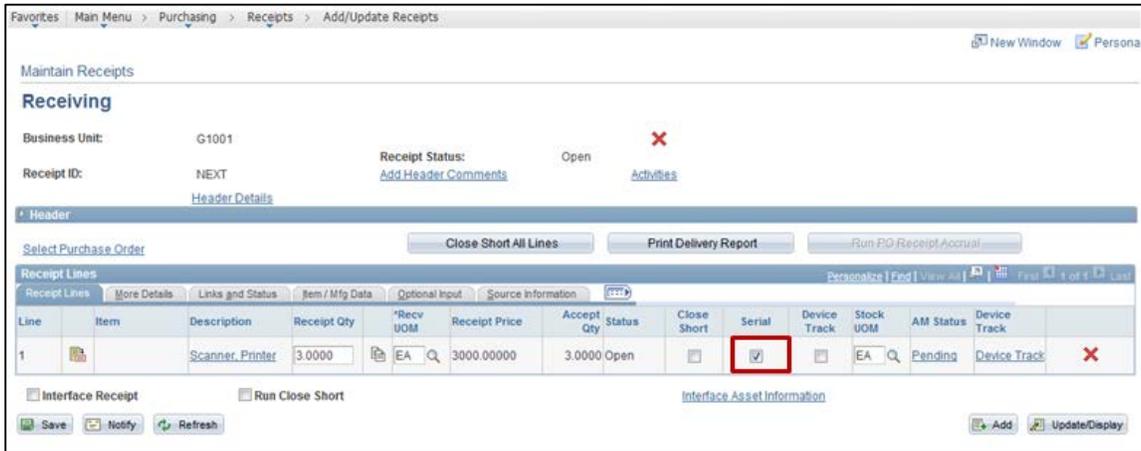
No Order Qty Ordered Qty PO Remaining Qty

Retrieved Rows

Selected Rows	Shipping Related	More Details	Personalize End View All First 1 of 1 Last									
Sel	PO Unit	PO ID	Origin	Origin Description	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	G1001	3000003300	513	Management Analysis & Developmt	1	1		09/17/2015	1.0000			Scanner, Printer, Copier

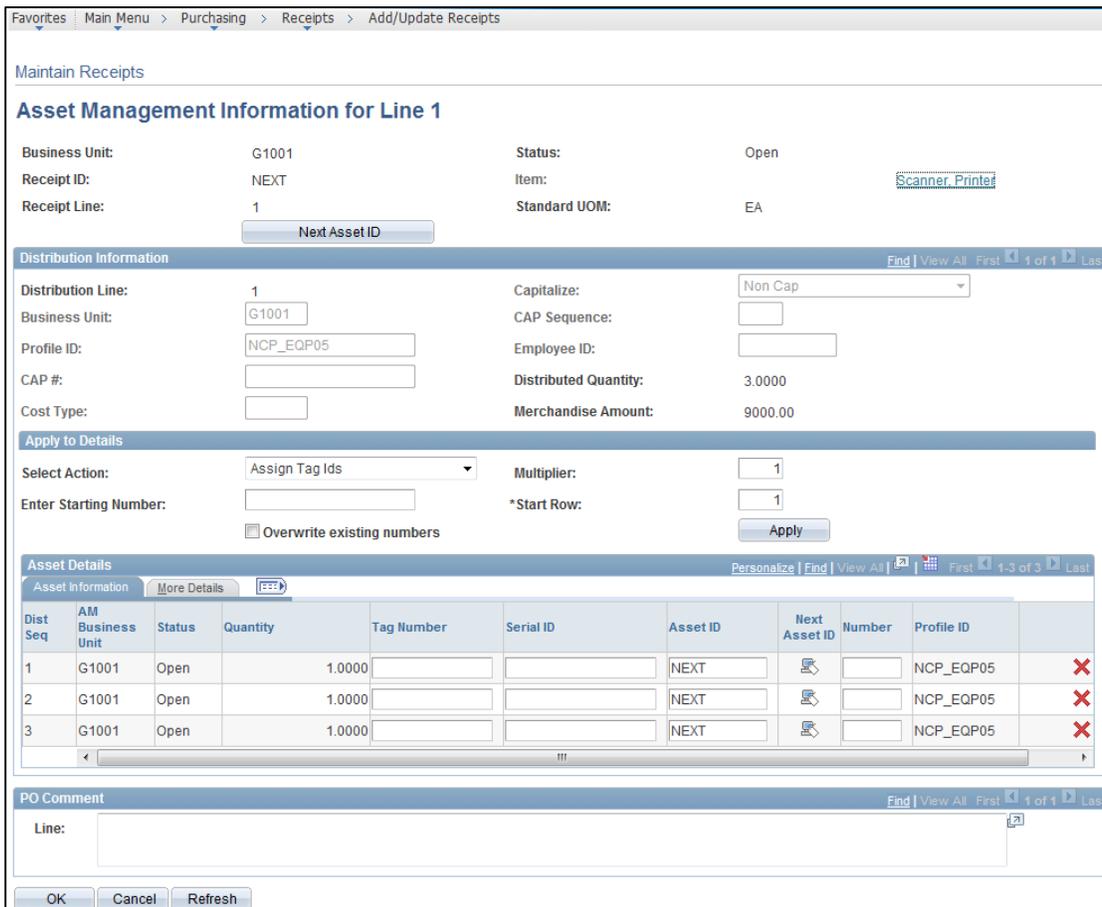
[Select All](#) [Clear All](#)

- In this example, the *Receipt Qty* equals “3” and we will receipt the three items.



Business Unit: G1001
 Receipt ID: NEXT
 Receipt Status: Open
 Description: Scanner Printer
 Receipt Qty: 3.0000
 *Recv UOM: EA
 Receipt Price: 3000.00000
 Accept Qty: 3.0000
 Status: Open
 Close Short:
 Serial:
 Device Track:
 Stock UOM: EA
 AM Status: Pending
 Device Track:

4. Click on the **Serial** checkbox. “Serializing” the receipt tells SWIFT to create a separate line on the receipt for each of the individual items on the Purchase Order Line.
5. Click the **Pending** link in the **AM Status** column for the PO line. The *Asset Management Information* page displays three lines in the **Asset Details** section, one for each quantity.



Business Unit: G1001
 Receipt ID: NEXT
 Receipt Line: 1
 Status: Open
 Item: Scanner Printer
 Standard UOM: EA

Distribution Information

Distribution Line: 1
 Business Unit: G1001
 Profile ID: NCP_EQP05
 CAP #:
 Cost Type:
 Capitalize: Non Cap
 CAP Sequence:
 Employee ID:
 Distributed Quantity: 3.0000
 Merchandise Amount: 9000.00

Apply to Details

Select Action: Assign Tag Ids
 Enter Starting Number:
 Multiplier: 1
 * Start Row: 1
 Overwrite existing numbers

Asset Details

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	G1001	Open	1.0000	<input type="text"/>	<input type="text"/>	NEXT	<input type="text"/>	<input type="text"/>	NCP_EQP05
2	G1001	Open	1.0000	<input type="text"/>	<input type="text"/>	NEXT	<input type="text"/>	<input type="text"/>	NCP_EQP05
3	G1001	Open	1.0000	<input type="text"/>	<input type="text"/>	NEXT	<input type="text"/>	<input type="text"/>	NCP_EQP05

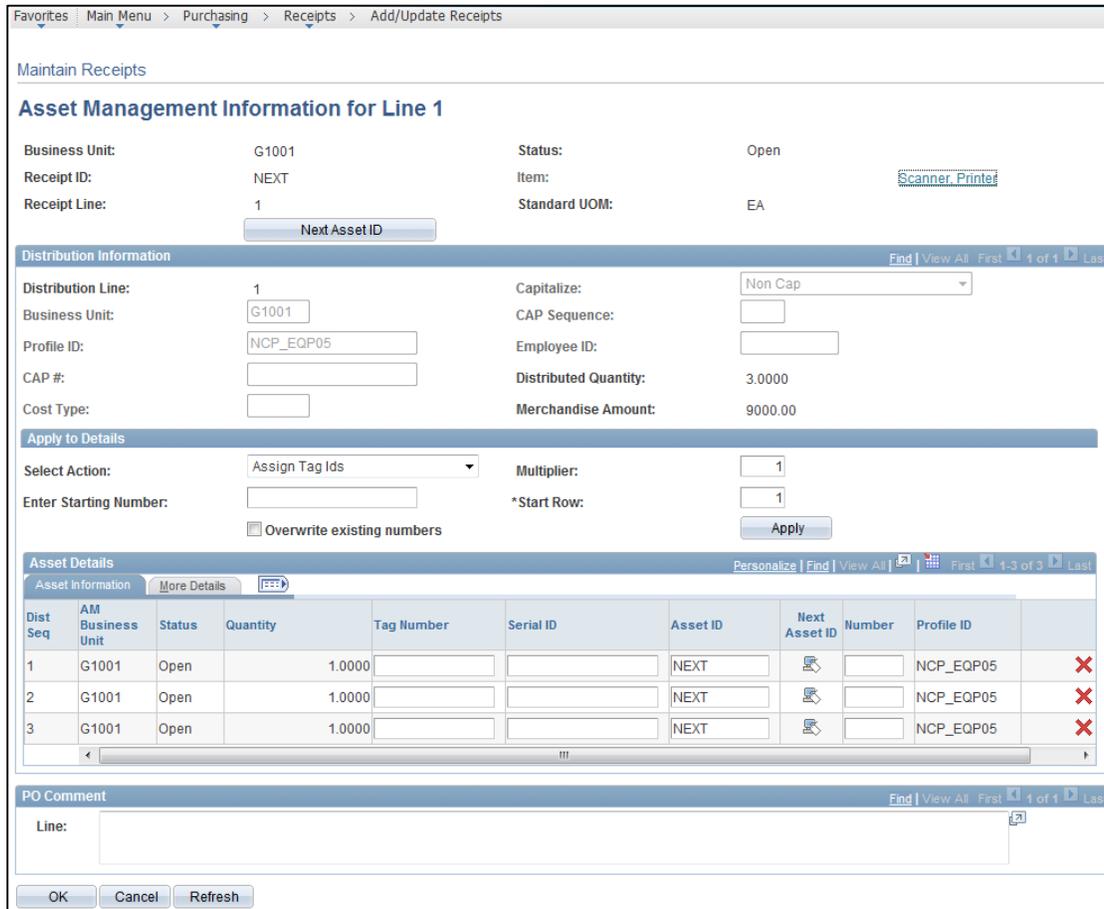
PO Comment

Line:

Step 3: Click on the Next Asset ID Button on the Asset Management Information page

Next, you'll need to tell SWIFT to assign the next available *Asset ID* numbers to the assets.

1. On the *Asset Management Information* page, click on the **Next Asset ID** button to have SWIFT assign the next available *Asset ID* numbers to the assets.



Asset Management Information for Line 1

Business Unit: G1001 Status: Open
 Receipt ID: NEXT Item: [Scanner, Printer](#)
 Receipt Line: 1 Standard UOM: EA

Distribution Information Find | View All | First | 1 of 1 | Last

Distribution Line: 1 Capitalize: Non Cap
 Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 3.0000
 Cost Type: Merchandise Amount: 9000.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers

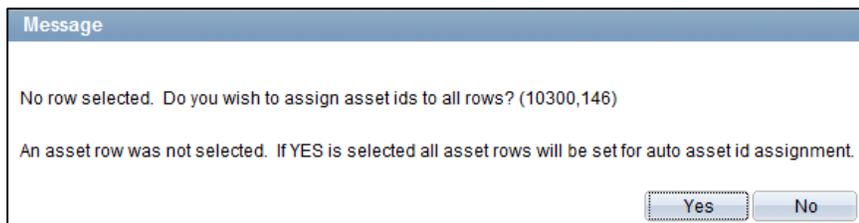
Asset Details Personalize | Find | View All | 2 | First | 1-3 of 3 | Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	G1001	Open	1.0000			NEXT			NCP_EQP05
2	G1001	Open	1.0000			NEXT			NCP_EQP05
3	G1001	Open	1.0000			NEXT			NCP_EQP05

PO Comment Find | View All | First | 1 of 1 | Last

Line:

2. A **Message** displays asking if you want to assign *Asset IDs* to all of the rows. Click the **Yes** button.

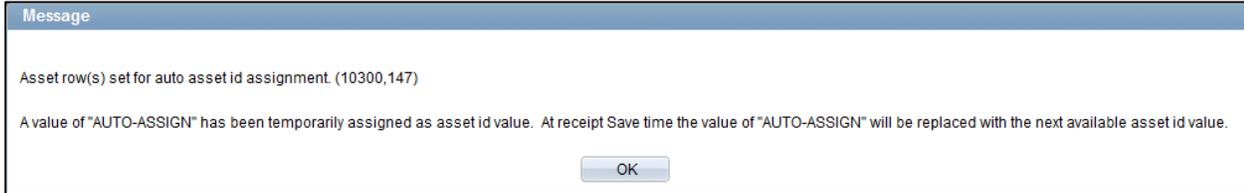


Message

No row selected. Do you wish to assign asset ids to all rows? (10300,146)

An asset row was not selected. If YES is selected all asset rows will be set for auto asset id assignment.

- Another **Message** displays asking if you want to accept “AUTO-ASSIGN” for the temporary value of the *Asset ID* field. This value will be replaced with the next available *Asset ID* when you save the receipt. Click the **OK** button.



The *Asset ID* fields now contain “AUTO-ASSIGN”. SWIFT assigns the next available *Asset ID* to each row after the receipt is saved.

Favorites Main Menu > Purchasing > Receipts > Add/Update Receipts

Maintain Receipts

Asset Management Information for Line 1

Business Unit: G1001 Status: Open
 Receipt ID: NEXT Item: [Scanner Printer](#)
 Receipt Line: 1 Standard UOM: EA

Distribution Information Find | View All | First 1 of 1 Last

Distribution Line: 1 Capitalize: Non Cap
 Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 3.0000
 Cost Type: Merchandise Amount: 9000.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers

Asset Details Personalize | Find | View All | First 1-3 of 3 Last

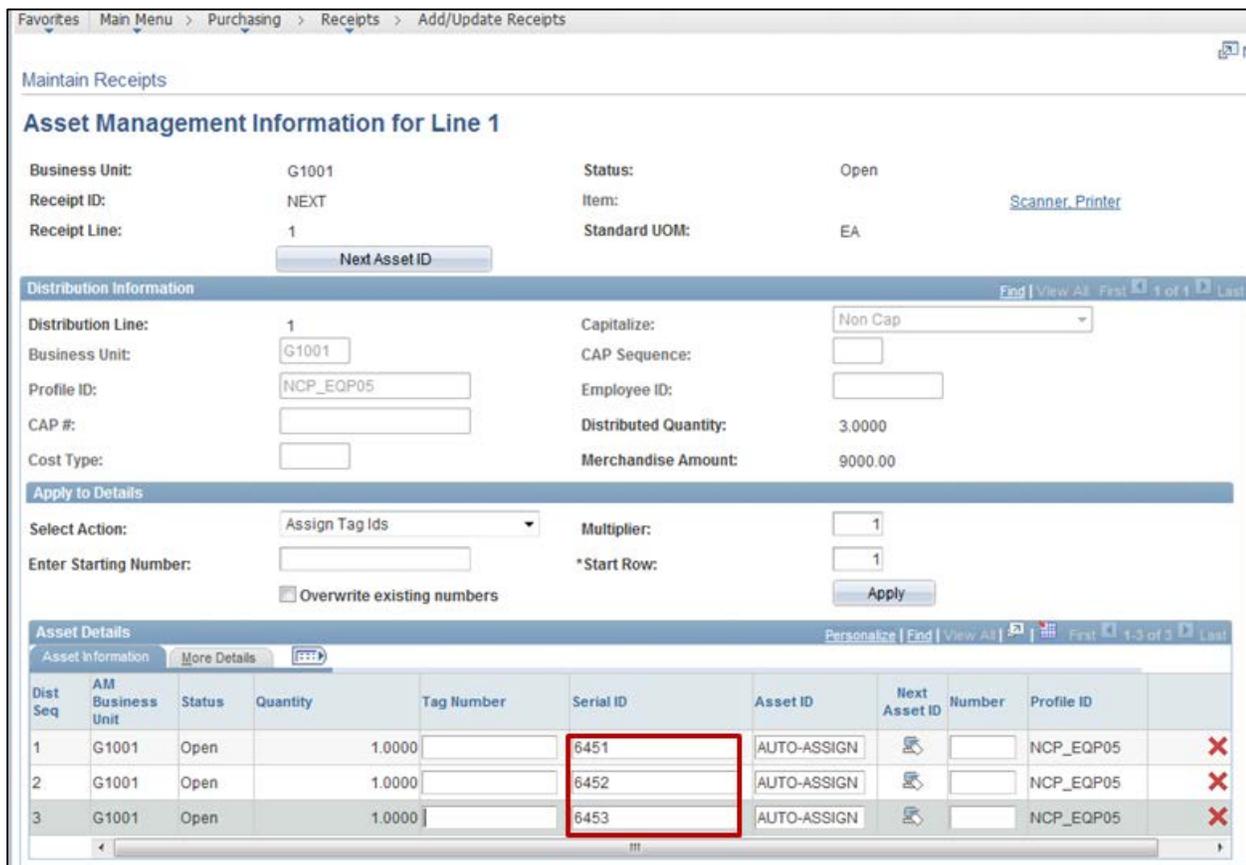
Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	G1001	Open	1.0000			AUTO-ASSIGN			NCP_EQP05
2	G1001	Open	1.0000			AUTO-ASSIGN			NCP_EQP05
3	G1001	Open	1.0000			AUTO-ASSIGN			NCP_EQP05

Step 3: Enter Serial IDs for Each Distribution Sequence

Because you clicked the **Serial** checkbox on the on the *Maintain Receipts* page, you must enter *Serial IDs* for each Distribution Sequence on this page.

1. Enter a *Serial ID* for each Distribution Sequence as described below.

Field Name	Field Description
Serial ID*	<ul style="list-style-type: none"> • If you know the correct serial number for each item, you may enter those. • If you do not know the serial numbers or if the assets do not have serial numbers, you must enter placeholder values. Placeholder values must be unique on this page. <p>Note: After the asset integration processes run, the placeholder serial numbers can be changed or deleted from the records in the Asset Management Module. (Refer to “Creating (or Updating) Assets with Basic Add” topic Asset Management (AM1-Part 2) User Guide).</p> <p>The field is alpha-numeric. Symbols are not allowed.</p>



The screenshot shows the 'Maintain Receipts' interface. Under 'Asset Management Information for Line 1', the Business Unit is G1001, Status is Open, and Item is Scanner Printer. The Distribution Information section shows Distribution Line 1, Business Unit G1001, Profile ID NCP_EQP05, and a Merchandise Amount of 9000.00. The 'Apply to Details' section has 'Assign Tag Ids' selected. The 'Asset Details' table below shows three distribution sequences with serial IDs 6451, 6452, and 6453 highlighted in red.

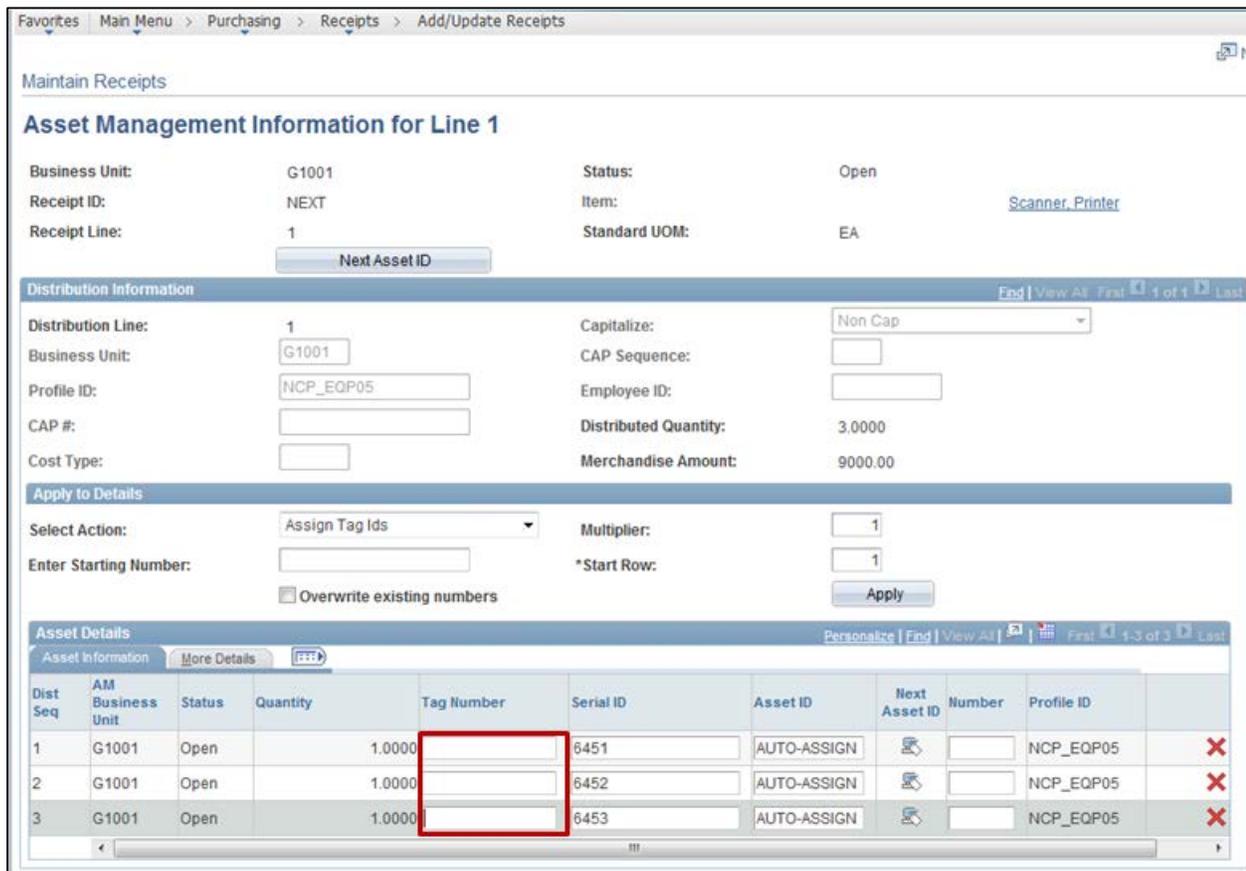
Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	G1001	Open	1.0000		6451	AUTO-ASSIGN			NCP_EQP05
2	G1001	Open	1.0000		6452	AUTO-ASSIGN			NCP_EQP05
3	G1001	Open	1.0000		6453	AUTO-ASSIGN			NCP_EQP05

Step 4: Optionally, enter Tag Numbers on the Asset Management Information page

If your agency uses *Tag Numbers*, you can enter the *Tag Number* at this time.

1. Optionally, enter a *Tag Number* following below instructions.

Field Name	Field Description
Tag Number	<p>If your agency uses asset tags, you can enter a <i>Tag Number</i> now or it can be entered later in the Asset Management Module after the asset has been generated (refer to the “Creating (or Updating) Assets with Basic Add” topic).</p> <p><i>Tag Numbers</i> must be unique within a Business Unit. The field length is 12 characters</p>



Asset Management Information for Line 1

Business Unit: G1001 Status: Open
 Receipt ID: NEXT Item: [Scanner, Printer](#)
 Receipt Line: 1 Standard UOM: EA

[Next Asset ID](#)

Distribution Information End | View All | First | 1 of 1 | Last

Distribution Line: 1 Capitalize: Non Cap
 Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 3.0000
 Cost Type: Merchandise Amount: 9000.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: * Start Row: 1
 Overwrite existing numbers [Apply](#)

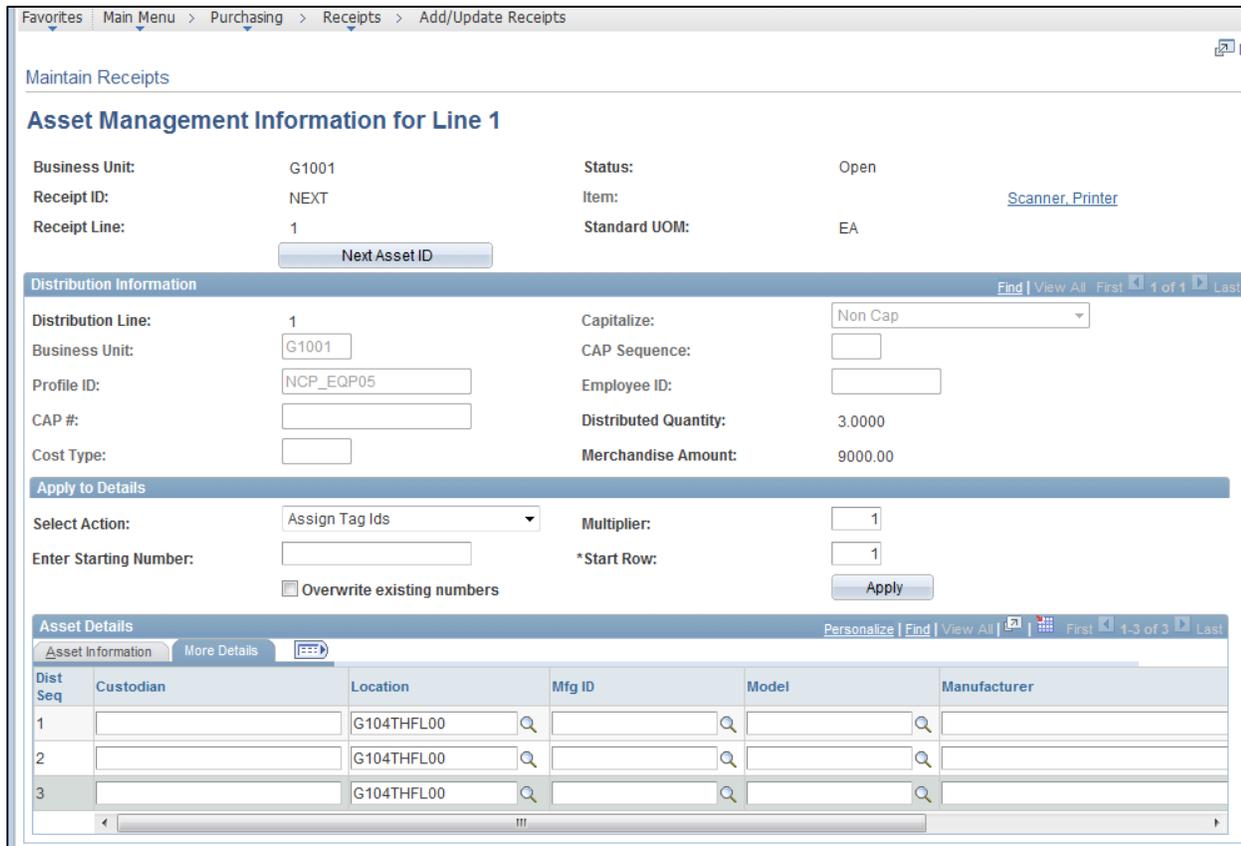
Asset Details Personalize | End | View All | First | 1-3 of 3 | Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	G1001	Open	1.0000		6451	AUTO-ASSIGN			NCP_EQP05
2	G1001	Open	1.0000		6452	AUTO-ASSIGN			NCP_EQP05
3	G1001	Open	1.0000		6453	AUTO-ASSIGN			NCP_EQP05

Step 5: Verify Location and Optionally, Enter Additional Asset Information on Details tab

This is a good time to verify the *Location* where the asset will be placed “In Service” in the Asset Management Module. You can also enter additional asset information.

1. Click on the **More Details** tab to verify the *Location*. The *Location* defaults from information in the Purchase Order. Accept the current *Location* or click on the **Lookup** and select a different *Location*. Use the same *Location* for each Distribution sequence.



2. Optionally, enter additional asset information as described below. Enter the same information on each Distribution sequence.

Field Name	Field Description
VIN	The <i>VIN</i> field is only available for Fleet Assets. Enter a <i>VIN</i> (Vehicle Identification Number) for the asset. The field length is 18 characters.
Custodian	Enter the <i>Employee ID</i> of the Custodian. The <i>Employee ID</i> entered must exist in the system.
MFG ID	Click on the Lookup and select a <i>Manufacturer ID</i> .
Model	Enter <i>Model</i> information for the asset. The field length is 30 characters.

Step 6: Save the Receipt and View the Asset IDs Assigned

A different Asset ID will be assigned to each Distribution Line.

1. After completing your entries on the *Asset Management Information* page, click on the **OK** button to return to the *Maintain Receipts* page.

Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

Maintain Receipts

Asset Management Information for Line 1

Business Unit: G1001 Status: Open
 Receipt ID: NEXT Item: [Scanner Printer](#)
 Receipt Line: 1 Standard UOM: EA

Distribution Information Find | View All | First 1 of 1 | Last

Distribution Line: 1 Capitalize: Non Cap
 Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 3.0000
 Cost Type: Merchandise Amount: 9000.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: * Start Row: 1
 Overwrite existing numbers

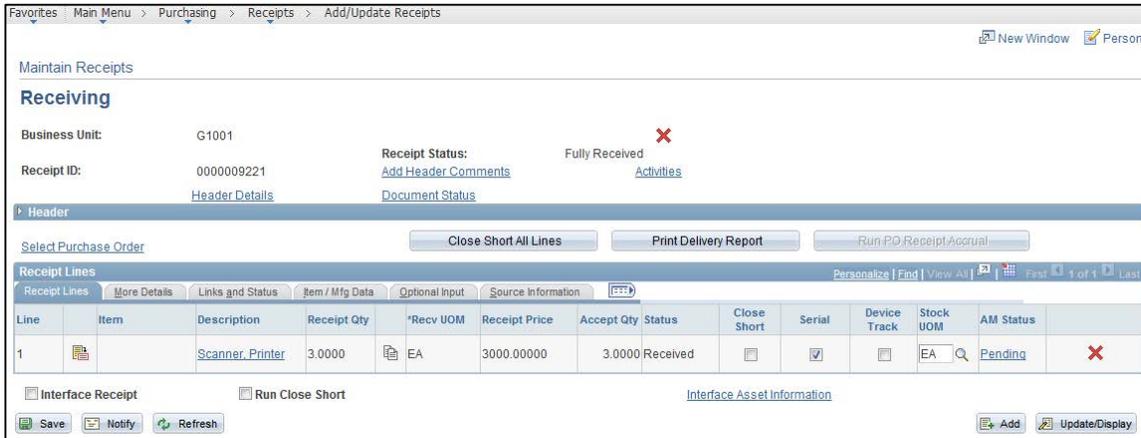
Asset Details Personalize | Find | View All | First 1-3 of 3 | Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID	
1	G1001	Open	1.0000		6451	AUTO-ASSIGN			NCP_EQP05	✗
2	G1001	Open	1.0000		6452	AUTO-ASSIGN			NCP_EQP05	✗
3	G1001	Open	1.0000		6453	AUTO-ASSIGN			NCP_EQP05	✗

PO Comment Find | View All | First 1 of 1 | Last

Line:

2. Click on the **Save** button on the *Maintain Receipts* page so that the *Asset IDs* are assigned.



Maintain Receipts

Receiving

Business Unit: G1001
 Receipt ID: 000009221
 Receipt Status: Fully Received
 Add Header Comments
 Document Status

Header

Select Purchase Order
 Close Short All Lines
 Print Delivery Report
 Run PO Receipt Accrual

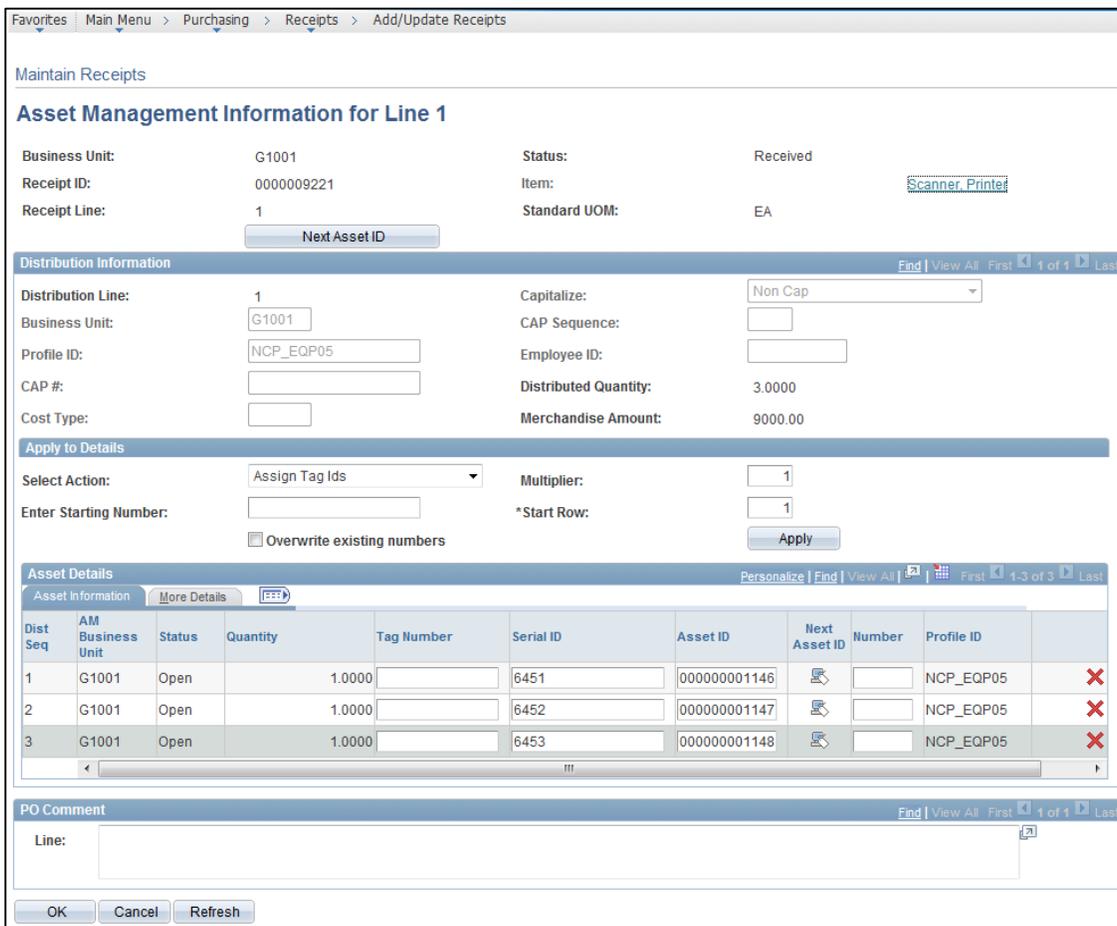
Receipt Lines

Line	Item	Description	Receipt Qty	*Rcv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status
1	Scanner Printer	Scanner Printer	3.0000	EA	3000.00000	3.0000	Received	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EA	Pending

Interface Receipt
 Run Close Short
 Interface Asset Information

Save Notify Refresh Add Update/Display

3. Click the **Pending** link in the **AM Status** column to return to the *Asset Management Information* page. Notice that unique *Asset IDs* are assigned to each Distribution Line.



Maintain Receipts

Asset Management Information for Line 1

Business Unit: G1001
 Receipt ID: 000009221
 Receipt Line: 1
 Status: Received
 Item: Scanner Printer
 Standard UOM: EA

Next Asset ID

Distribution Information

Distribution Line: 1
 Business Unit: G1001
 Profile ID: NCP_EQP05
 CAP #:
 Cost Type:
 Capitalize: Non Cap
 CAP Sequence:
 Employee ID:
 Distributed Quantity: 3.0000
 Merchandise Amount: 9000.00

Apply to Details

Select Action: Assign Tag Ids
 Multiplier: 1
 Enter Starting Number:
 *Start Row: 1
 Overwrite existing numbers
 Apply

Asset Details

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	G1001	Open	1.0000		6451	000000001146			NCP_EQP05
2	G1001	Open	1.0000		6452	000000001147			NCP_EQP05
3	G1001	Open	1.0000		6453	000000001148			NCP_EQP05

PO Comment

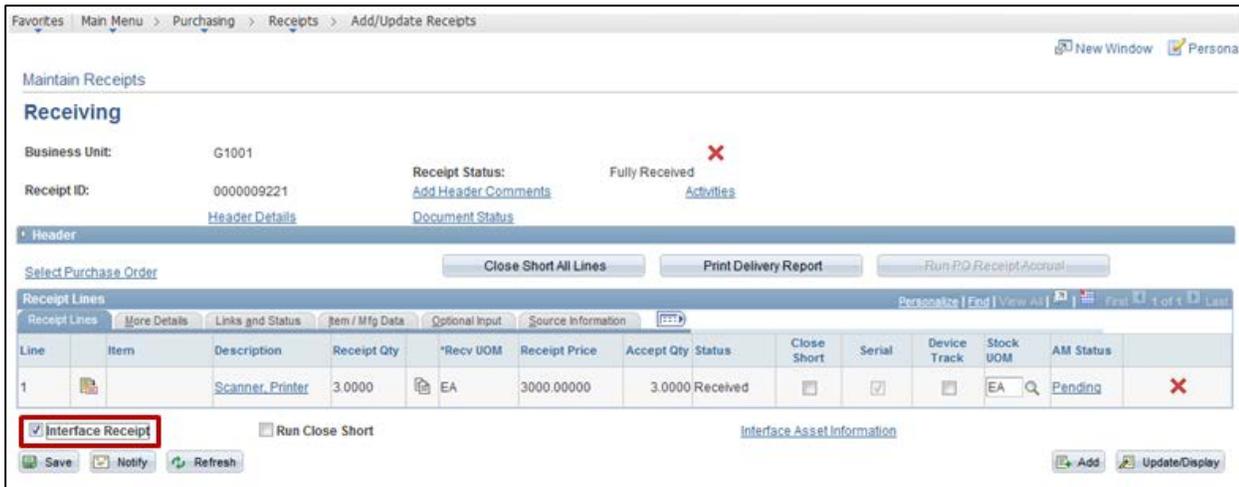
Line:
 OK Cancel Refresh

4. Click on the **OK** button to return to the *Maintain Receipts* page.

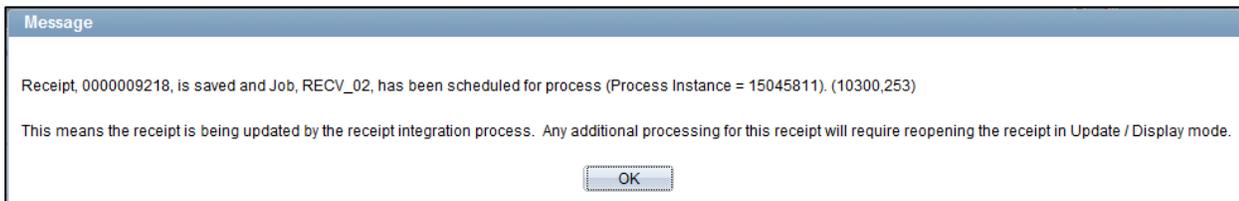
Step 7: Optionally, Interface Receipt if Payment Expected Same Day

If you think that the invoice may be paid on the same day as the purchase is received, you should click on the **Interface Receipt** checkbox so that the receiving information for the asset reaches the Asset Management Module before the Voucher information. When in doubt, you should click on the **Interface Receipt** checkbox.

- This is referred to as the “Manual Receiver Push Process”.
 1. On the *Maintain Receipts* page, click on the **Interface Receipt** checkbox to ensure that the receiving information reaches the Asset Management Module before the voucher information.

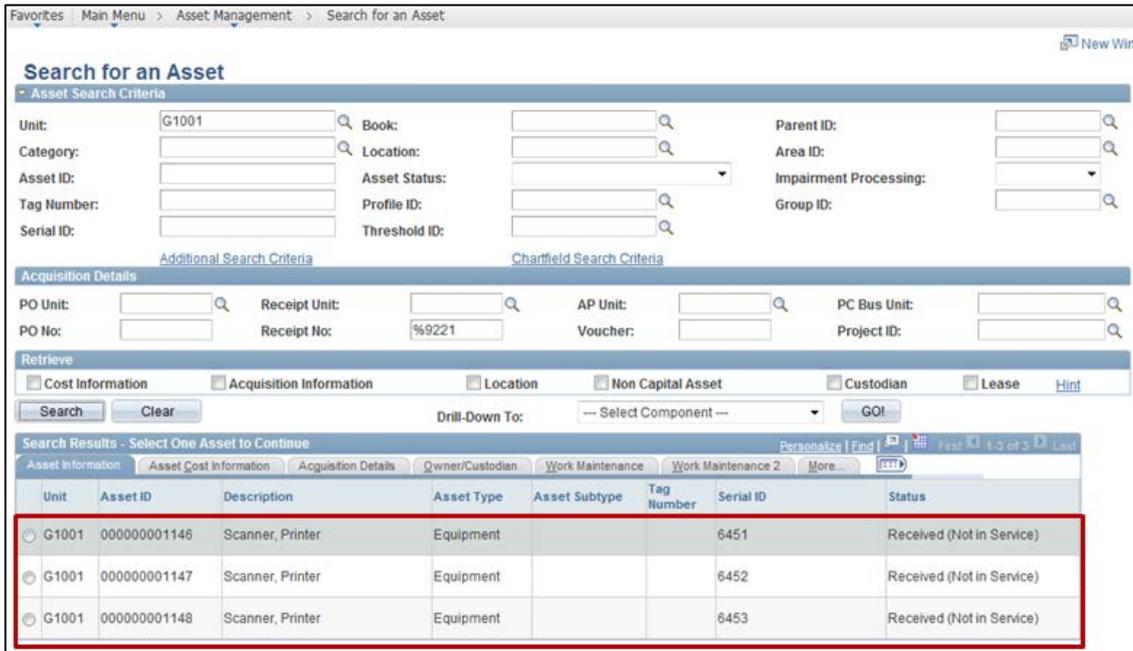


2. Click on the **Save** button.
3. A **Message** displays indicating that the receipt information has been scheduled to process.



4. Click the **OK** button.

The assets will be created in the Asset Management Module with information entered on the Purchase Order and Receipt. The assets will have a status of “Received (Not in Service)”. When you use the *Search for an Asset* page to find the asset using the Receipt No. criteria, a line for each asset will display in the results. (Refer to the “Using the Search for an Asset page” topic in the Asset Management (AM1-Part 2) User Guide).



Search for an Asset

Asset Search Criteria

Unit: G1001 Book: Location: Parent ID: Area ID: Impairment Processing: Group ID:

Category: Asset ID: Asset Status: Profile ID: Threshold ID:

Acquisition Details

PO Unit: Receipt Unit: AP Unit: PC Bus Unit: PO No: Receipt No: %9221 Voucher: Project ID:

Retrieve

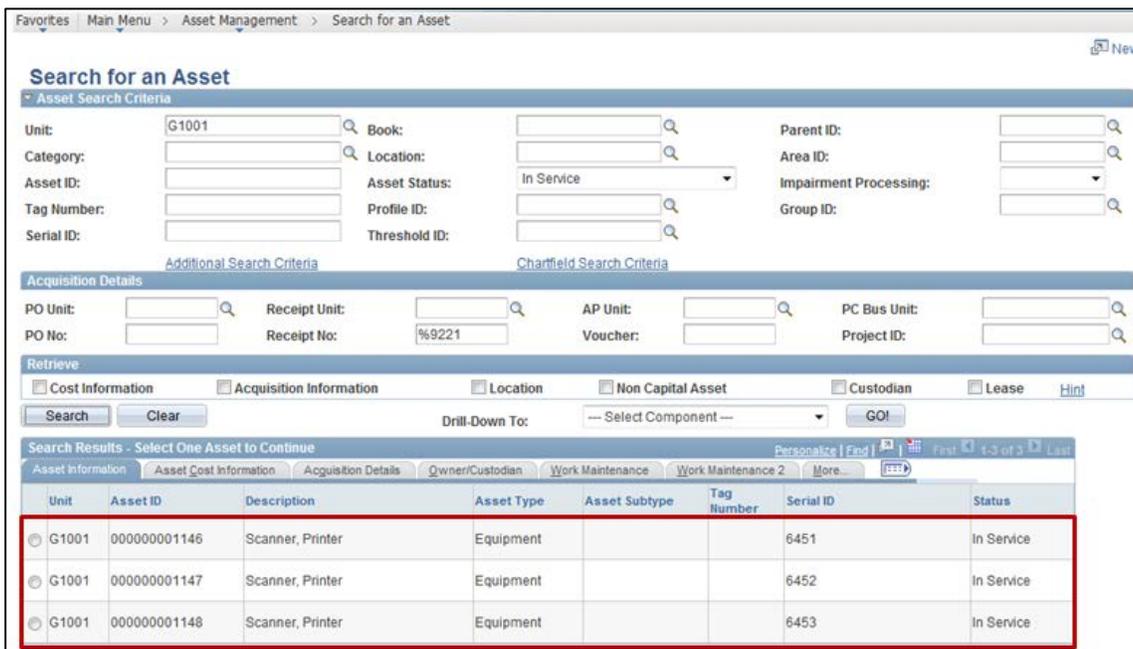
Cost Information Acquisition Information Location Non Capital Asset Custodian Lease [Hint](#)

Drill-Down To: -- Select Component --

Search Results - Select One Asset to Continue

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
G1001	000000001146	Scanner, Printer	Equipment			6451	Received (Not in Service)
G1001	000000001147	Scanner, Printer	Equipment			6452	Received (Not in Service)
G1001	000000001148	Scanner, Printer	Equipment			6453	Received (Not in Service)

After the voucher has been paid, the assets will have a *Status* of “In Service”.



Search for an Asset

Asset Search Criteria

Unit: G1001 Book: Location: Parent ID: Area ID: Impairment Processing: Group ID:

Category: Asset ID: Asset Status: In Service Profile ID: Threshold ID:

Acquisition Details

PO Unit: Receipt Unit: AP Unit: PC Bus Unit: PO No: Receipt No: %9221 Voucher: Project ID:

Retrieve

Cost Information Acquisition Information Location Non Capital Asset Custodian Lease [Hint](#)

Drill-Down To: -- Select Component --

Search Results - Select One Asset to Continue

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
G1001	000000001146	Scanner, Printer	Equipment			6451	In Service
G1001	000000001147	Scanner, Printer	Equipment			6452	In Service
G1001	000000001148	Scanner, Printer	Equipment			6453	In Service

Having completed this topic, you should now be able to:

- Receive Assets with Multiple Quantities

Receiving Assets with Multiple Quantities and Split Funding

Topic Overview

This topic describes how to receive assets with multiple quantities and split funding.

WARNING!: There are cases when Purchase Orders are so complicated, that it may be easier to create the asset manually in the Asset Management module, rather than use these processes to receipt the asset(s). If this is the case, you should contact your Asset Coordinator and work out the details.

For more information on the asset receiving decision process and how to determine which process to follow, please refer to the ["Receiving Assets Decision Process"](#) topic.

After completing this topic, you should be able to:

- Receive Assets with Multiple Quantities and Split Funding

Process Steps

Receive Asset with Multiple Quantities and Split Funding

This topic covers the steps necessary to receive assets with multiple quantities and split funding.

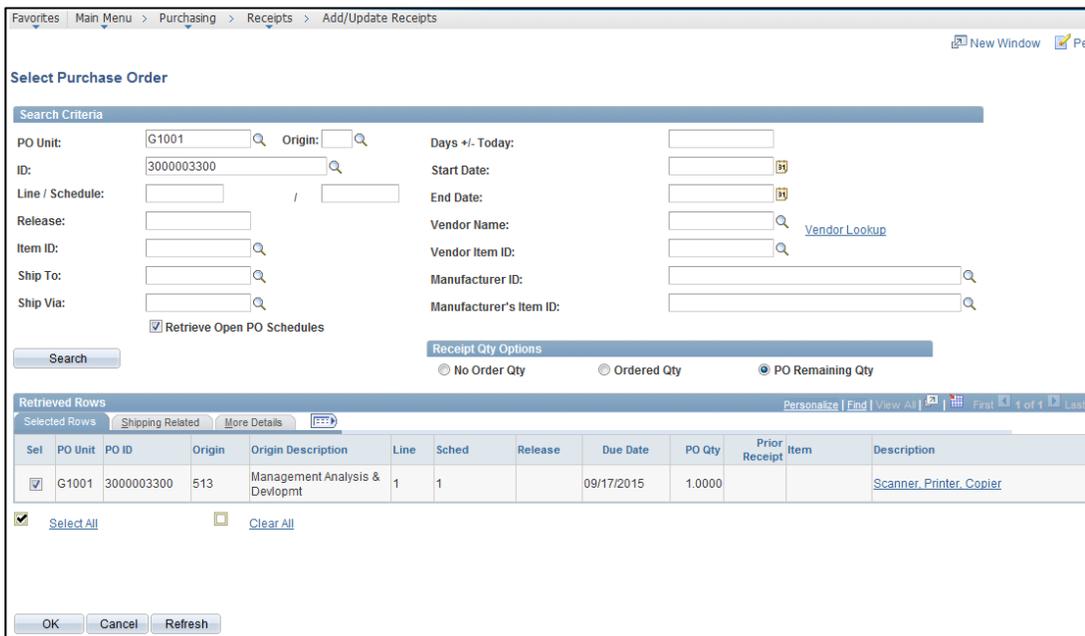
Steps to complete:

- Step 1: Click on the AM Status “Pending” Link on the Maintain Receipts page
- Step 2: Click on the Next Asset ID button on the Asset Management Information page
- Step 3: Enter Serial IDs for each Distribution Sequence
- Step 4: Optionally, Enter Tag Numbers on the Asset Management Information page
- Step 5: Verify Location and Optionally Enter Additional Asset Information on Details tab
- Step 6: Save the Receipt and View the Asset IDs Assigned
- Step 7: Optionally, Interface Receipt if Payment Expected Same Day

Step 1: Click on the AM Status “Pending” Link on the Maintain Receipts page

Begin the receiving process as you would normally. On the *Maintain Receipts* page, you will click on the **Pending** link in the **AM Status** column.

1. **Navigation Links:** Purchasing, Receipts, Add/Update Receipts.
2. Complete the *Receiving* page to begin your receipt as you would normally.
3. At the *Select Purchase Order* page, enter criteria to locate and select the Purchase Order to be received. Click the **OK** button.



Search Criteria

PO Unit: G1001 Origin: Days +/- Today:

ID: 3000003300 Start Date:

Line / Schedule: / End Date:

Release: Vendor Name: Vendor Lookup

Item ID: Vendor Item ID:

Ship To: Manufacturer ID:

Ship Via: Manufacturer's Item ID:

Retrieve Open PO Schedules

Search

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

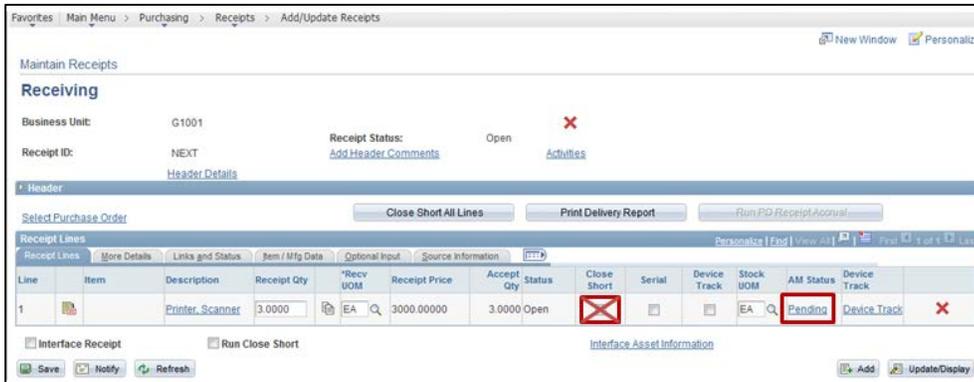
Retrieved Rows

Selected Rows	Shipping Related	More Details										
Set	PO Unit	PO ID	Origin	Origin Description	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	G1001	3000003300	513	Management Analysis & Developmt	1	1		09/17/2015	1.0000			Scanner, Printer, Copier

Select All Clear All

OK Cancel Refresh

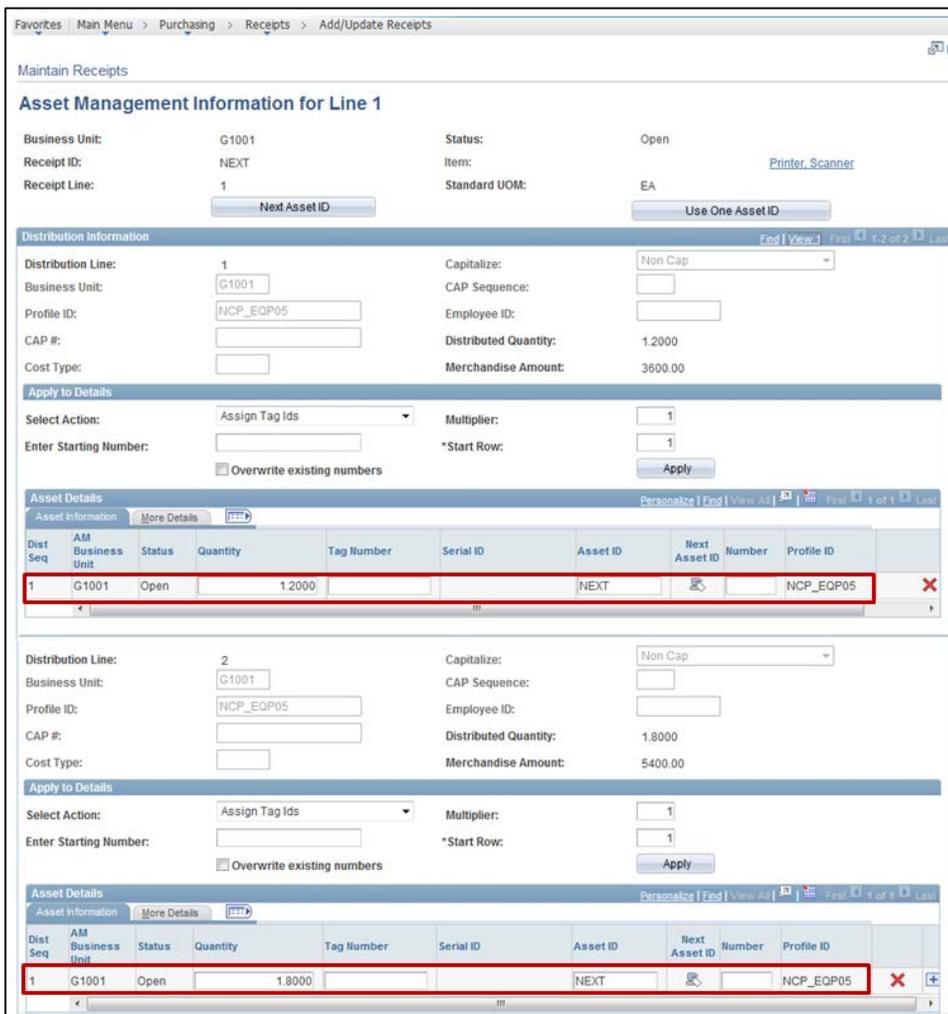
- The *Maintain Receipts* page displays. In this example, the *Receipt Qty* equals “3” and we will receipt the three items. Click the **Pending** link for the PO line. **Note: DO NOT** click on the Serial Checkbox.



Business Unit: G1001
 Receipt ID: NEXT
 Receipt Status: Open

Line	Item	Description	Receipt Qty	*Rcv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status	Device Track
1	Printer_Scanner	Printer_Scanner	3.0000	EA	3000.00000	3.0000	Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	<input checked="" type="checkbox"/>

- The *Asset Management Information* page displays. Click the **View All** to display all Distribution Lines. In this example, the PO funding was split 60/40 between all three items so the quantity for the first distribution is 1.2 (3 * .40) and the quantity for the second distribution is 1.8 (3 * .60) for a total of 3.



Business Unit: G1001
 Receipt ID: NEXT
 Receipt Line: 1

Item: Printer_Scanner
 Standard UOM: EA

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	G1001	Open	1.2000			NEXT			NCP_EQP05
2	G1001	Open	1.8000			NEXT			NCP_EQP05

- Click the **Add New Row** icon at the far right of the **Asset Details** section for each distribution line. **Note:** You may need to scroll the row to the right to locate this icon. In this example, you need a total of three rows (one for each quantity) per distribution line.

Favorites Main Menu > Purchasing > Receipts > Add/Update Receipts

Maintain Receipts

Asset Management Information for Line 1

Business Unit: G1001 Status: Open
 Receipt ID: NEXT Item: [Printer_Scanner](#)
 Receipt Line: 1 Standard UOM: EA

Distribution Information Find | View 1 First 1-2 of 2 Last

Distribution Line: 1 Capitalize: Non Cap
 Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 1.2000
 Cost Type: Merchandise Amount: 3600.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers

Asset Details Personalize | Find | View All First 1-3 of 3 Last

Dist Seq	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID	
1	Open	1.2000			NEXT			NCP_EQP05	X +
2	Open				NEXT			NCP_EQP05	X +
3	Open				NEXT			NCP_EQP05	X +

Distribution Line: 2 Capitalize: Non Cap
 Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 1.8000
 Cost Type: Merchandise Amount: 5400.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers

Asset Details Personalize | Find | View All First 1-3 of 3 Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID	
1	G1001	Open	1.8000			NEXT			NCP_EQP05	X +
2	G1001	Open				NEXT			NCP_EQP05	X +
3	G1001	Open				NEXT			NCP_EQP05	X +

- Edit the *Quantity* field so that the total for that line is divided evenly among all rows.

In this example, the first row had a total quantity of 1.2. This needs to be divided among this set of lines ($1.2/3 = .40$). The second row had a total quantity of 1.8 ($1.8/3 = .60$).

Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

Maintain Receipts

Asset Management Information for Line 1

Business Unit: G1001 Status: Open
 Receipt ID: NEXT Item: [Printer_Scanner](#)
 Receipt Line: 1 Standard UOM: EA

Distribution Information End | View:1 | First | 1-2 of 2 | Last

Distribution Line: 1 Capitalize: Non Cap
 Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 1.2000
 Cost Type: Merchandise Amount: 3600.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers

Asset Details Personalize | End | View All | First | 1-3 of 3 | Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID	
1	G1001	Open	0.4000			NEXT			NCP_EQP05	✗
2	G1001	Open	0.4000			NEXT			NCP_EQP05	✗
3	G1001	Open	0.4000			NEXT			NCP_EQP05	✗

Distribution Line: 2 Capitalize: Non Cap
 Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 1.8000
 Cost Type: Merchandise Amount: 5400.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers

Asset Details Personalize | End | View All | First | 1-3 of 3 | Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID	
1	G1001	Open	.60			NEXT			NCP_EQP05	✗
3	G1001	Open	.60			NEXT			NCP_EQP05	✗
2	G1001	Open	.60			NEXT			NCP_EQP05	✗

- Click on the **Next Asset ID** button to have SWIFT assign the next available *Asset ID* number in your Business Unit.
- A **Message** displays asking if you want to assign *Asset IDs* to all of the rows. Click the **Yes** button.

Message

No row selected. Do you wish to assign asset ids to all rows? (10300,146)

An asset row was not selected. If YES is selected all asset rows will be set for auto asset id assignment.

- Another **Message** displays asking if you want to accept “AUTO-ASSIGN” for the temporary value of the *Asset ID* field. This value will be replaced with the next available *Asset ID* value when you save the receipt. Click the **OK** button.

Message

Asset row(s) set for auto asset id assignment. (10300,147)

A value of "AUTO-ASSIGN" has been temporarily assigned as asset id value. At receipt Save time the value of "AUTO-ASSIGN" will be replaced with the next available asset id value.

The *Asset ID* fields now contain “AUTO-ASSIGN”. SWIFT assigns the next assigns the next available Asset ID to each row after the receipt is saved.

Favorites Main Menu > Purchasing > Receipts > Add/Update Receipts

Maintain Receipts

Asset Management Information for Line 1

Business Unit: G1001 Status: Open
 Receipt ID: NEXT Item: [Printer_Scanner](#)
 Receipt Line: 1 Standard UOM: EA

Distribution Information Find | View 1 | First 1-2 of 2 | Last

Distribution Line: 1 Capitalize: Non Cap
 Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 1.2000
 Cost Type: Merchandise Amount: 3600.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers

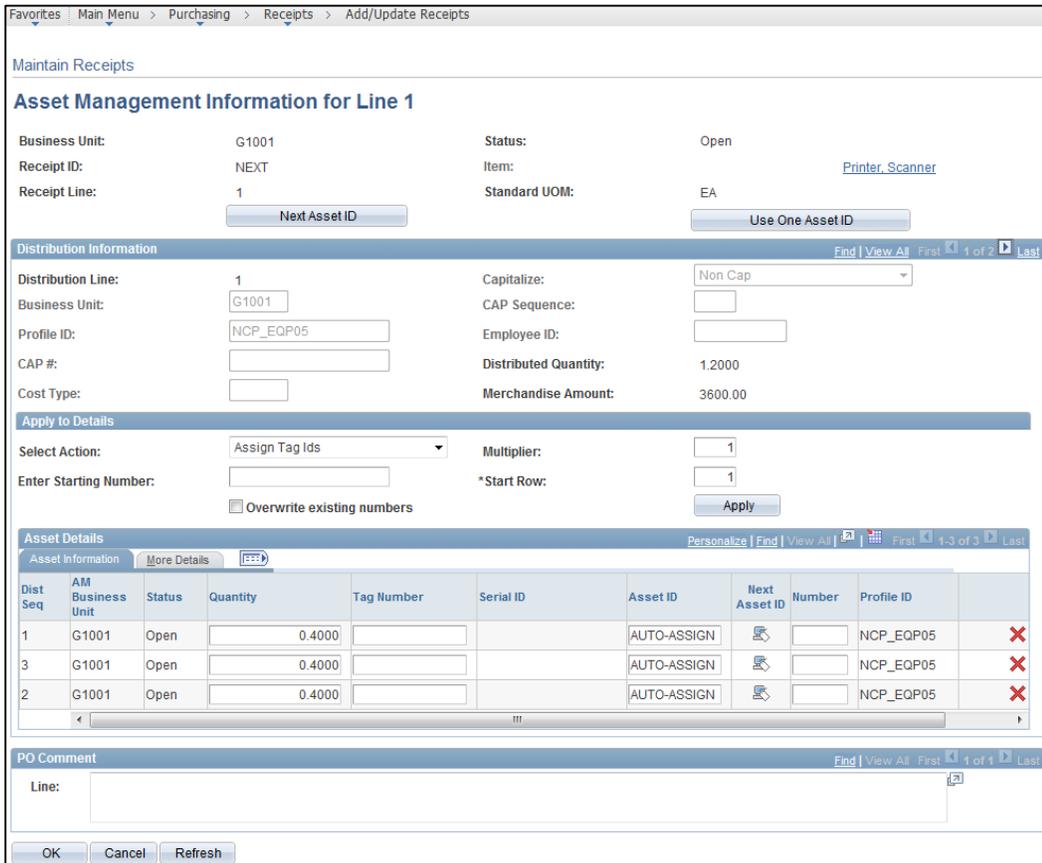
Asset Details Personalize | Find | View All | First 1-3 of 3 | Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID	
1	G1001	Open	0.4000			AUTO-ASSIGN			NCP_EQP05	✗
3	G1001	Open	0.4000			AUTO-ASSIGN			NCP_EQP05	✗
2	G1001	Open	0.4000			AUTO-ASSIGN			NCP_EQP05	✗

Step 6: Save the Receipt and Update the Asset IDs Assigned

A different Asset ID will be assigned to each Distribution Line.

1. After completing your entries on the *Asset Management Information* page, click on the **OK** button to return to the *Maintain Receipts* page.



Asset Management Information for Line 1

Business Unit: G1001 Status: Open
 Receipt ID: NEXT Item: [Printer_Scanner](#)
 Receipt Line: 1 Standard UOM: EA

Distribution Information Find | View All | First 1 of 2 | Last

Distribution Line: 1 Capitalize: Non Cap
 Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 1.2000
 Cost Type: Merchandise Amount: 3600.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: * Start Row: 1
 Overwrite existing numbers

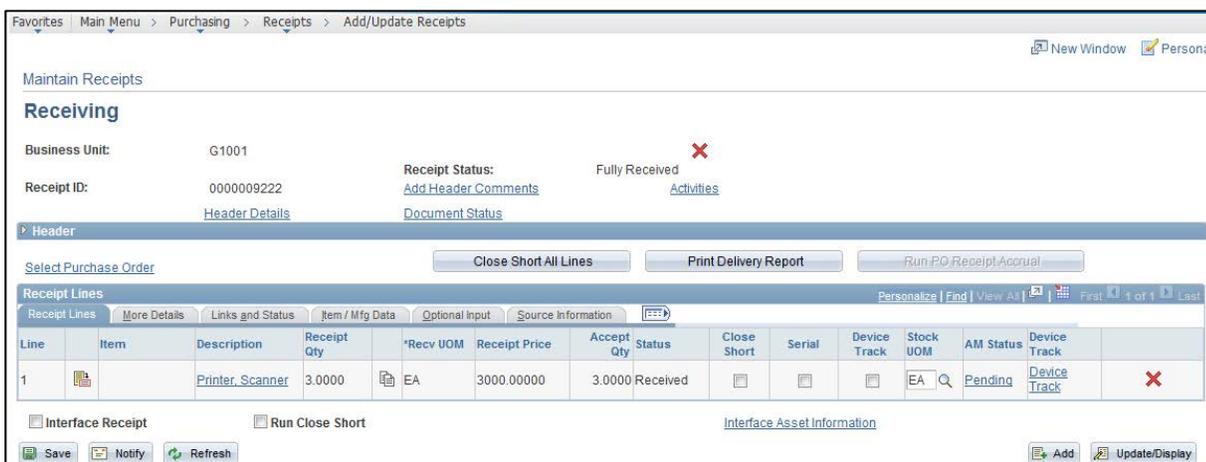
Asset Details Personalize | Find | View All | First 4-3 of 3 | Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	G1001	Open	0.4000	<input type="text"/>		AUTO-ASSIGN		<input type="text"/>	NCP_EQP05
3	G1001	Open	0.4000	<input type="text"/>		AUTO-ASSIGN		<input type="text"/>	NCP_EQP05
2	G1001	Open	0.4000	<input type="text"/>		AUTO-ASSIGN		<input type="text"/>	NCP_EQP05

PO Comment Find | View All | First 1 of 1 | Last

Line:

2. At the *Maintain Receipts* page, click on the **Save** button so that SWIFT assigns the Asset IDs.



Maintain Receipts New Window Personalize

Receiving

Business Unit: G1001 Receipt Status: Fully Received

Receipt ID: 000009222 [Add Header Comments](#) [Activities](#)

[Header Details](#) [Document Status](#)

Header

Select Purchase Order

Receipt Lines Personalize | Find | View All | First 1 of 1 | Last

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status	Device Track
1		Printer_Scanner	3.0000	EA	3000.00000	3.0000	Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	

Interface Receipt Run Close Short [Interface Asset Information](#)

- Click on the **Pending** link in the **Asset Status** column to return to the *Asset Management Information* page. SWIFT has assigned unique *Asset IDs* to each distribution sequence. You must change the assigned values so that the same *Asset ID* is assigned to the corresponding rows of each distribution.

Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

Maintain Receipts

Asset Management Information for Line 1

Business Unit: G1001 Status: Received
 Receipt ID: 0000009222 Item: [Printer_Scanner](#)
 Receipt Line: 1 Standard UOM: EA

Distribution Information End | View 1 | First 1-2 of 2 | Last

Distribution Line: 1 Capitalize: Non Cap
 Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 1.2000
 Cost Type: Merchandise Amount: 3600.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers

Asset Details Personalize | Find | View All | First 1-3 of 3 | Last

Asset Information More Details [...]

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID	
1	G1001	Open	0.4000			000000001149			NCP_EQP05	✗
3	G1001	Open	0.4000			000000001150			NCP_EQP05	✗
2	G1001	Open	0.4000			000000001151			NCP_EQP05	✗

Distribution Line: 2 Capitalize: Non Cap
 Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 1.8000
 Cost Type: Merchandise Amount: 5400.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers

Asset Details Personalize | Find | View All | First 1-3 of 3 | Last

Asset Information More Details [...]

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID	
1	G1001	Open	0.6000			000000001152			NCP_EQP05	✗
3	G1001	Open	0.6000			000000001153			NCP_EQP05	✗
2	G1001	Open	0.6000			000000001154			NCP_EQP05	✗

4. The first set of Asset IDs is correct. Update each distribution set of rows to match the first set.

Favorites Main Menu > Purchasing > Receipts > Add/Update Receipts

Maintain Receipts

Asset Management Information for Line 1

Business Unit: G1001 Status: Received
 Receipt ID: 0000009222 Item: Printer_Scanner
 Receipt Line: 1 Standard UOM: EA

Distribution Information End | View 1 | First 1-2 of 2 | Last

Distribution Line: 1 Capitalize: Non Cap
 Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 1.2000
 Cost Type: Merchandise Amount: 3600.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers

Asset Details Personalize | End | View All | First 1-3 of 3 | Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	G1001	Open	0.4000			000000001149			NCP_EQP05
3	G1001	Open	0.4000			000000001150			NCP_EQP05
2	G1001	Open	0.4000			000000001151			NCP_EQP05

Distribution Line: 2 Capitalize: Non Cap
 Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 1.8000
 Cost Type: Merchandise Amount: 5400.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers

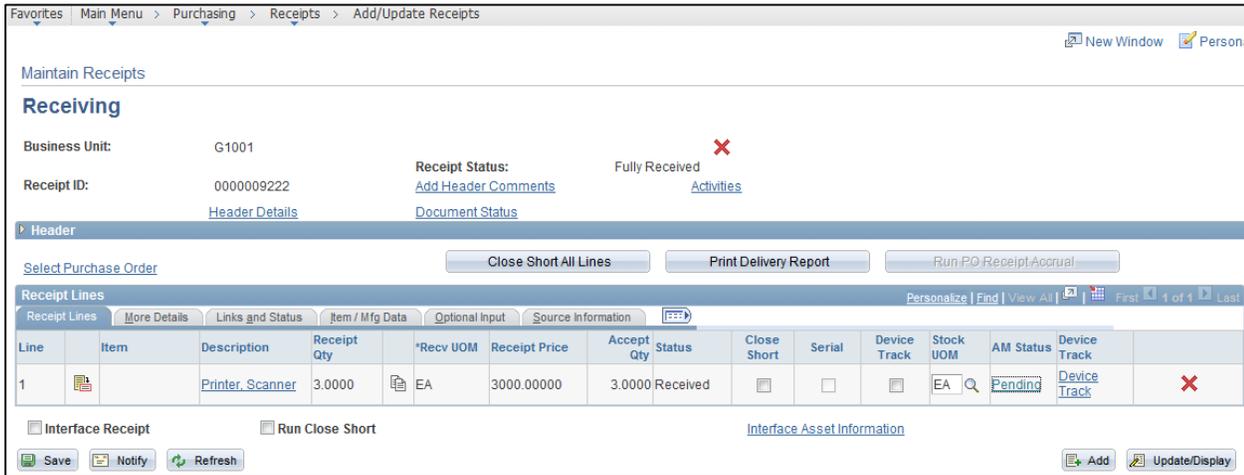
Asset Details Personalize | End | View All | First 1-3 of 3 | Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	G1001	Open	0.6000			000000001149			NCP_EQP05
3	G1001	Open	0.6000			000000001150			NCP_EQP05
2	G1001	Open	0.6000			000000001151			NCP_EQP05

PO Comment End | View All | First 1 of 1 | Last

Line:

5. Click on the **OK** button to save the *Asset IDs* and return to the *Maintain Receipts* page.



Business Unit: G1001
 Receipt ID: 000009222
 Receipt Status: Fully Received
 Add Header Comments | Activities

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status	Device Track
1		Printer_Scanner	3.0000	EA	3000.00000	3.0000	Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track

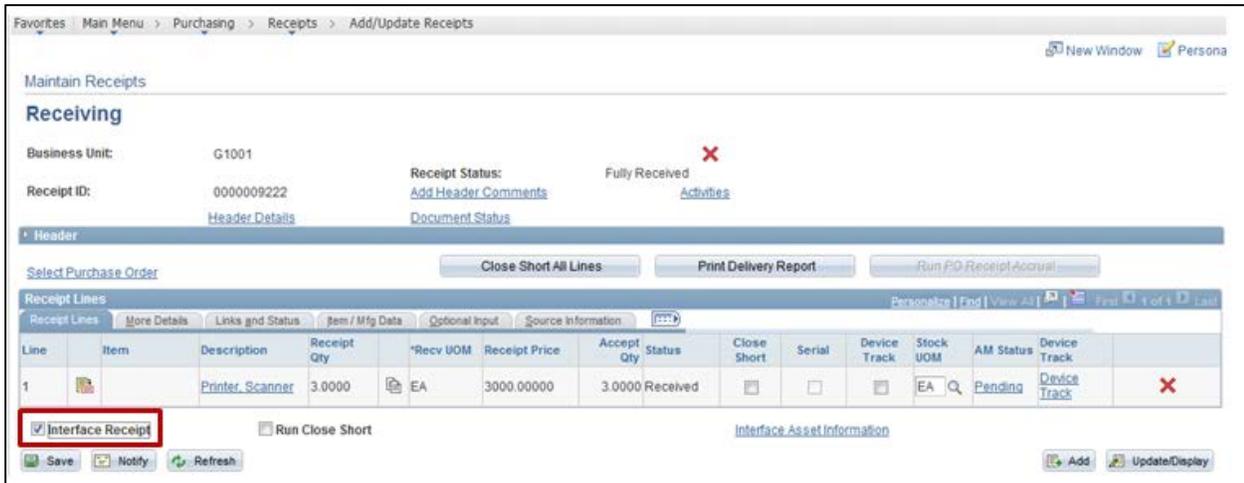
Interface Receipt Run Close Short

6. Click on the **Save** button at the *Maintain Receipts* page.

Step 7: Optionally, Interface Receipt if Payment Expected Same Day

If you think that the invoice may be paid on the same day as the purchase is received, you should click on the **Interface Receipt** checkbox so that the receiving information for the asset reaches the Asset Management Module before the Voucher information. When in doubt, you should click on the **Interface Receipt** checkbox.

- This is referred to as the “Manual Receiver Push Process”.
 1. On the *Maintain Receipts* page, click on the **Interface Receipt** checkbox to ensure that the receiving information reaches the Asset Management Module before the voucher information.



Interface Receipt Run Close Short

2. Click on the **Save** button.
3. A **Message** displays indicating that the receipt information has been scheduled to process.

Message

Receipt, 0000009218, is saved and Job, RECV_02, has been scheduled for process (Process Instance = 15045811). (10300,253)

This means the receipt is being updated by the receipt integration process. Any additional processing for this receipt will require reopening the receipt in Update / Display mode.

4. Click the **OK** button.

Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

New Window | Personalize

Maintain Receipts

Receiving

Business Unit: G1001 Receipt Status: Fully Received ✘
 Receipt ID: 0000009222 Add Header Comments Activities
 Header Details Document Status

Header

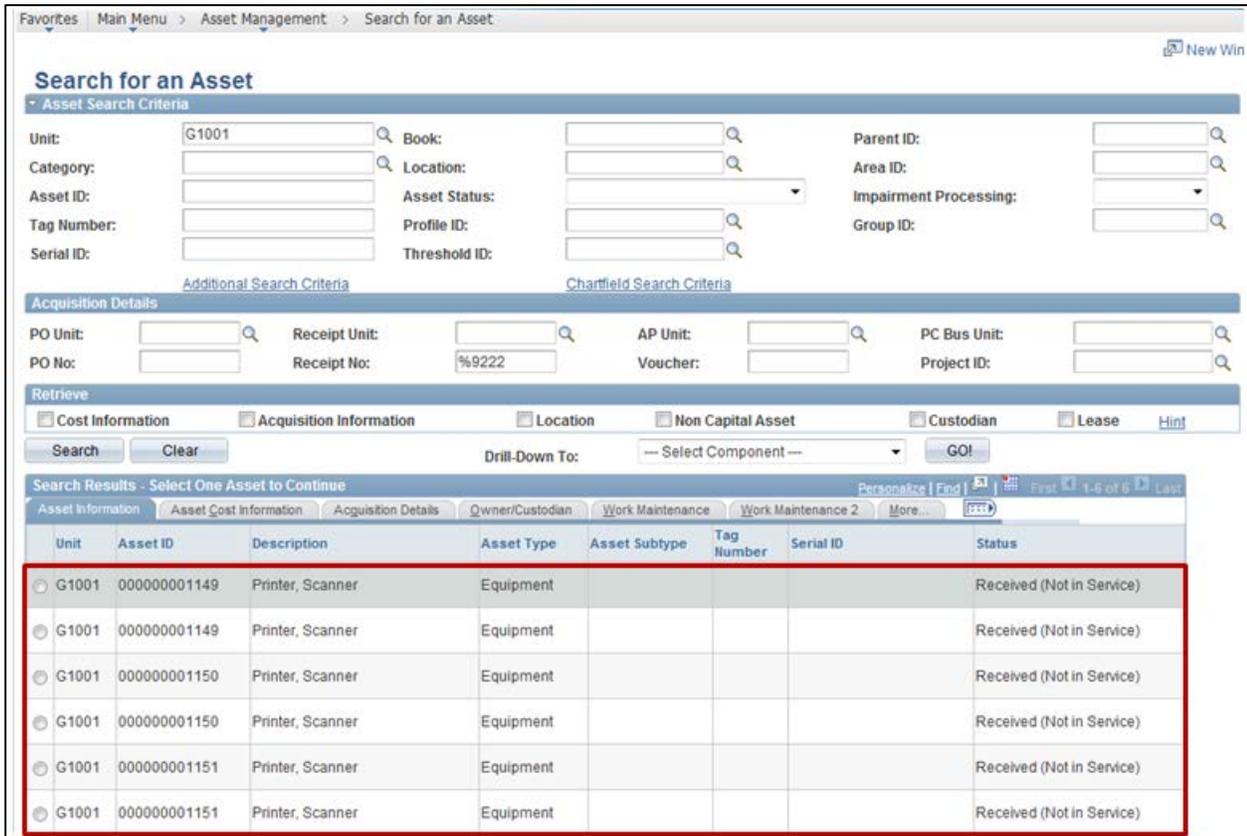
Select Purchase Order

Receipt Lines Personalize | Find | View All | First 1 of 1 Last

Line	Item	Description	Receipt Qty	Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status	Device Track
1		Printer, Scanner	3.0000	EA	3000.00000	3.0000	Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track ✘

Interface Receipt Run Close Short Interface Asset Information

The assets will be created in the Asset Management Module with information entered on the Purchase Order and Receipt. When you use the *Search for an Asset* page to find the assets using the Receipt No. criteria, a line for each distribution of the asset will display in the results. The assets will have a *Status* of “Received (Not in Service)”. (Refer to the “Using the Search for an Asset page” topic in the Asset Management (AM1-Part 2) User Guide).



Search for an Asset

Asset Search Criteria

Unit: G1001 Book: Parent ID: Area ID: Group ID:

Category: Location: Asset Status: Impairment Processing:

Asset ID: Profile ID: Threshold ID:

Tag Number: Serial ID:

Acquisition Details

PO Unit: Receipt Unit: AP Unit: PC Bus Unit:

PO No: Receipt No: %9222 Voucher: Project ID:

Retrieve

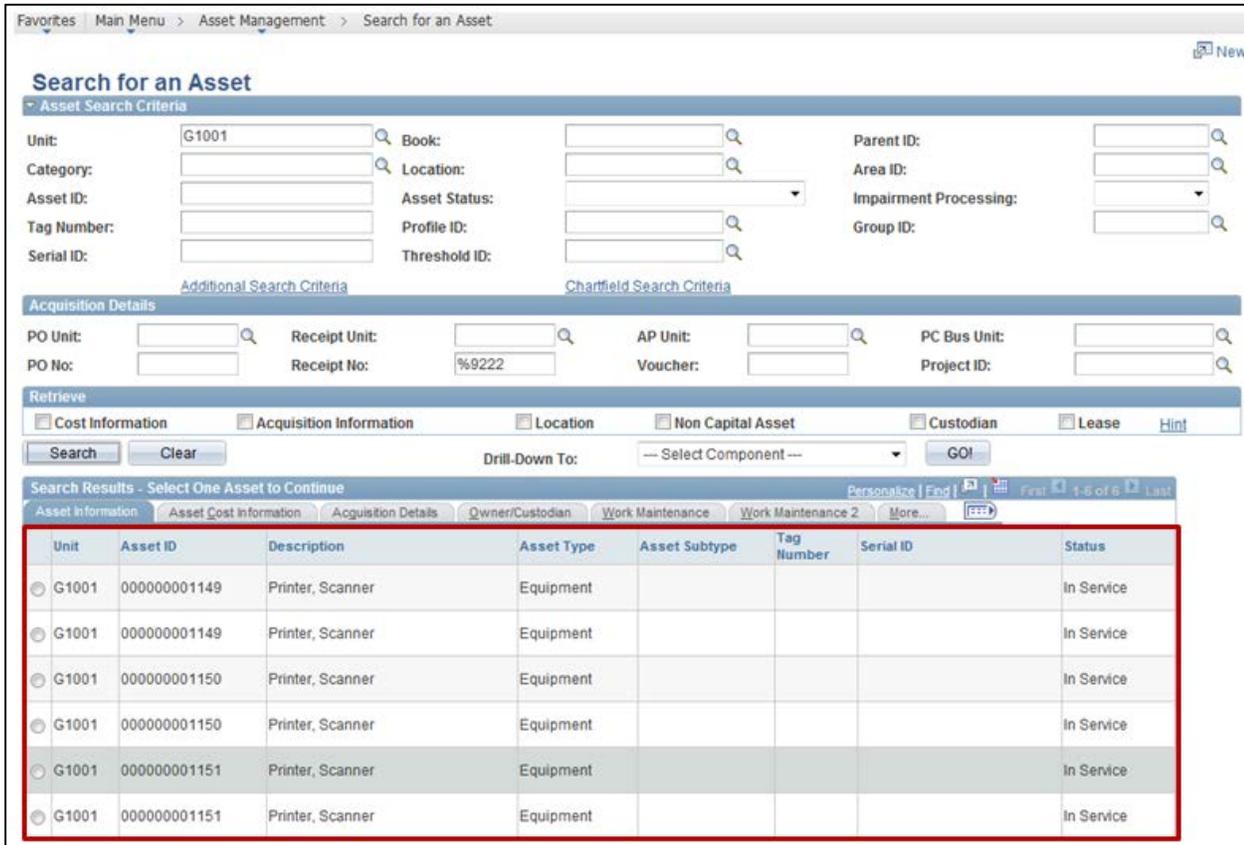
Cost Information Acquisition Information Location Non Capital Asset Custodian Lease [Hint](#)

Search Clear Drill-Down To: -- Select Component -- GO!

Search Results - Select One Asset to Continue

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
G1001	000000001149	Printer, Scanner	Equipment				Received (Not in Service)
G1001	000000001149	Printer, Scanner	Equipment				Received (Not in Service)
G1001	000000001150	Printer, Scanner	Equipment				Received (Not in Service)
G1001	000000001150	Printer, Scanner	Equipment				Received (Not in Service)
G1001	000000001151	Printer, Scanner	Equipment				Received (Not in Service)
G1001	000000001151	Printer, Scanner	Equipment				Received (Not in Service)

After the voucher has been paid, the assets will have a *Status* of “In Service”.



The screenshot shows the 'Search for an Asset' interface. The search criteria include Unit: G1001, Category: (empty), Asset ID: (empty), Tag Number: (empty), Serial ID: (empty), Book: (empty), Location: (empty), Asset Status: (dropdown), Profile ID: (empty), Threshold ID: (empty), Parent ID: (empty), Area ID: (empty), Impairment Processing: (dropdown), and Group ID: (empty). Acquisition details include PO Unit, Receipt Unit, AP Unit, PC Bus Unit, PO No, Receipt No: %9222, Voucher, and Project ID. The search results table is highlighted with a red border and contains the following data:

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
G1001	000000001149	Printer, Scanner	Equipment				In Service
G1001	000000001149	Printer, Scanner	Equipment				In Service
G1001	000000001150	Printer, Scanner	Equipment				In Service
G1001	000000001150	Printer, Scanner	Equipment				In Service
G1001	000000001151	Printer, Scanner	Equipment				In Service
G1001	000000001151	Printer, Scanner	Equipment				In Service

Having completed this topic, you should now be able to:

- Receive Assets with Multiple Quantities and Split Funding

Lesson Summary

Having completed this lesson, you should now be able to:

- Purchase Assets
- Determine Correct Receiving Process for Assets
- Receive a Single Asset with One Funding Source
- Receive a Single Asset with Split Funding
- Receive Assets with Multiple Quantities
- Receive Assets with Multiple Quantities and Split Funding

Lesson 2: Running SWIFT Queries for Asset Purchasing

Lesson Overview

This lesson contains a list of SWIFT queries that you can use to look up available Asset Profile IDs and PO Category Codes that are linked to default Profile IDs. It also provides general instructions for using the SWIFT Query Viewer.

M_AM_GBL_ASSET_PROFILE- Lists current Asset PROFILE_ID

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (62 kb)

[View All](#)

SetID	Profile ID	Descr	Asset Desc	Capitalize	Taggable	Acq Code	Asset Type	Threshold ID	Category	Convention	Retire Conv	Method	Life	Salvage %	Category	Eff Date
1	SHARE BLDG_DEPR	Buildings - Depreciable	Buildings - Depreciable	Y	N	P	Facility		BLDG	AM	AM	SL	420	0.0000000000000000	BLDG	01/01/1901
2	SHARE BLDG_IMP	Building Improvements	Building Improvements	Y	N	C	Facility		BDIMP	AM	AM	SL	420	0.0000000000000000	BDIMP	01/01/1901
3	SHARE BLDG_LHI	Build - Leasehold Improvements	Build - Leasehold Improvements	Y	N	C	Property		BDIMP	AM	AM	SL	420	0.0000000000000000	BDIMP	01/01/1901
4	SHARE BLDG_NOND	Buildings - Non Depreciable	Buildings - Non Depreciable	Y	N	P	Facility		BDNON	AM	AM	MN	0	0.0000000000000000	BDNON	01/01/1901
5	SHARE BLDG_OL	OPERATING LEASE BUILDING	OPERATING LEASE BUILDING	Y	Y	P	Facility		LBLD	AM	AM	SL	420	0.0000000000000000	LBLD	01/01/1902

For additional asset-related queries, refer to the AM1 (Part 2) Asset Management User Guide.

After completing this lesson, you should be able to:

- Run SWIFT Queries

Running SWIFT Queries for Asset Purchasing

Topic Overview

This topic provides a list of SWIFT queries that can be used to look up purchasing codes for assets. Basic instructions for using the SWIFT Query Viewer are also included.

Queries to Lookup Asset Profile and Category Information

1. M_AM_GBL_ASSET_PROFILE.

SetID	Profile ID	Descr	Asset Desc	Capitalize	Taggable	Acq Code	Asset Type	Threshold ID	Category	Convention	Retire Conv	Method	Life	Salvage %	Category	Eff Date
1	SHARE BLDG_DEPR	Buildings - Depreciable	Buildings - Depreciable	Y	N	P	Facility		BLDG	AM	AM	SL	420	0.0000000000000000	BLDG	01/01/1901
2	SHARE BLDG_IMP	Building Improvements	Building Improvements	Y	N	C	Facility		BDIMP	AM	AM	SL	420	0.0000000000000000	BDIMP	01/01/1901
3	SHARE BLDG_LHI	Build - Leasehold Improvements	Build - Leasehold Improvements	Y	N	C	Property		BDIMP	AM	AM	SL	420	0.0000000000000000	BDIMP	01/01/1901
4	SHARE BLDG_NOND	Buildings - Non Depreciable	Buildings - Non Depreciable	Y	N	P	Facility		BDNON	AM	AM	MN	0	0.0000000000000000	BDNON	01/01/1901
5	SHARE BLDG_OL	OPERATING LEASE BUILDING	OPERATING LEASE BUILDING	Y	Y	P	Facility		LBLD	AM	AM	SL	420	0.0000000000000000	LBLD	01/01/1902

Query Name	M_AM_GBL_ASSET_PROFILE
Description	Lists current Asset <i>Profile ID</i> 's, along with corresponding <i>Asset Category</i> and <i>Asset Type</i> .
Uses	Use this information to understand the setup of each of the Profile ID's.
Prompts	This query does not have any prompts and will generate the complete list when run.
Fields	SetID; Profile ID; Descr (Description); Asset Desc (Asset Description); Capitalize; Taggable (Y/N); Acq Code (Acquisition Code); Asset Type; Threshold ID (Not Used); Category (Asset); Convention (Depreciation); Conversion (Retire); Method (Depreciation: SL – Straight line; MN – Manual); Life (Useful Life of Asset); Salvage % (Fleet); Asset Category (Duplicate); Effective Date (Category); Description (Category); Intangible (Y/N); Status (Depreciable: D – Depreciable, N – Non-Depreciable); Leased (Y/N); Prop Int (Property Interest); Inv (Investment Property).
Notes	The generated list will have some columns with duplicate information, or ancillary information. If you download the information to Excel, you can hide or delete these columns.



2. M_CG_GBL_CATEGORIES_ASSETS.

M_CG_GBL_CATEGORIES_ASSETS- Categories with Asset Profile				
Download results in : Excel Spreadsheet CSV Text File XML File (41 kb)				
View All				First <input type="text" value="1-100 of 212"/> Last
	SetID	Category Code	Asset Profile	Descript
1	SHARE	21101701	NCP_EQP10	Mowers > Agricultural machiner
2	SHARE	21101703	FLEET10	Harvesters > Agricultural mach
3	SHARE	21101704	FLEET10	Combine harvesters > Agricultu
4	SHARE	21101705	NCP_EQUIP	Threshing machines > Agricultu
5	SHARE	21101706	EQUIP10	Crop dividers > Agricultural m
6	SHARE	21101800	NCP_EQP10	Dispensing and spraying applia
7	SHARE	21101900	NCP_EQUIP	Poultry and livestock equipmen

Query Name	M_CG_GBL_CATEGORIES_ASSETS
Description	List of current Purchasing Category Codes which are associated with default Asset Profile ID's.
Uses	Identify Purchasing Category Codes that are linked to an Asset Profile ID. When these Purchase Category Codes are entered for a Purchase Order (PO) Line item, a default Asset Profile ID is automatically entered for the Line. When a Profile ID is entered, an asset will be created in the Asset Management module from the Receipt and Voucher records.
Prompts	This query does not have any prompts and will generate the complete list when run.
Fields	SetID (Share); Category Code (Purchasing), Asset Profile, Descript (Purchasing Category Description).

After completing this topic, you should be able to:

- Run SWIFT Queries

Process Steps

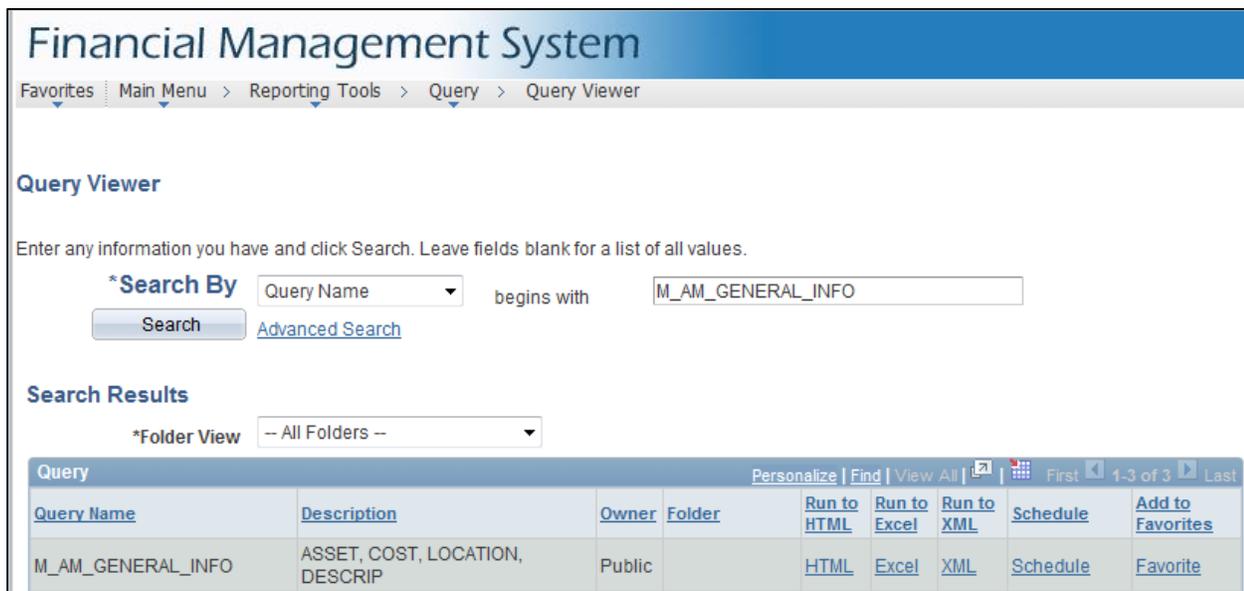
Run Swift Queries

This topic covers running SWIFT queries that can be used to manage your assets. A listing of commonly used queries, along with a description of use is provided in the Overview section of this topic.

Step 1: Run SWIFT Queries for Asset Purchasing

Begin by navigating to the *Query Viewer* page to run the queries.

1. **Navigation Links:** Reporting Tools, Query, Query Viewer.
2. Enter your Search criteria, such as the name of the query you want to. The names of frequently used queries are provided in the table below. Detailed descriptions of the queries are provided in the Topic Overview section.



The screenshot shows the 'Financial Management System' interface. The breadcrumb trail is: Favorites > Main Menu > Reporting Tools > Query > Query Viewer. The 'Query Viewer' section has a search prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this, there is a search form with '*Search By' set to 'Query Name', a dropdown menu, and a text input field containing 'M_AM_GENERAL_INFO'. A 'Search' button and a link to 'Advanced Search' are also visible. Below the search form is the 'Search Results' section, which includes a '*Folder View' dropdown set to '-- All Folders --'. The search results are displayed in a table with the following data:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
M_AM_GENERAL_INFO	ASSET, COST, LOCATION, DESCRIP	Public		HTML	Excel	XML	Schedule	Favorite

Query Name	Description
M_AM_GBL_ASSET_PROFILE	List of current Asset Management <i>Profile ID</i> 's, along with corresponding <i>Category</i> and <i>Asset Type</i> .
M_CG_GBL_CATEGORIES_ASSETS	List of current Purchasing Category codes which are associated with Asset Management <i>Profile ID</i> 's.

3. Click on the **Search** button. Queries display in the **Search Results** listing.
Tip: Click on the *Add to Favorite* link to add these queries to your *My Favorites Queries* listing so you won't have to search for them again.

- In the *Search Results* listing, select the option you want for the output: select “HTML” to view the query results on the screen; or select “Excel” to download the results in a Microsoft Excel file. A new tab opens to run the query.

M_AM_GENERAL_INFO - ASSET, COST, LOCATION, DESCRIP

Business Unit:

Profile ID OR %:

Asset Status I, A, D, %:

No matching values were found.

Unit	Asset ID	Tag Number	Descr	Short Desc	Status	Profile ID	Capitalize	Acq Code	Acq Date	Mfg ID	Manufacturer	Model	Serial ID	Date Made	Hazardous Asset	VIN	In Service Dt	Qty	Cost	Location	Description	Status	Sys Source	PO Unit No.
------	----------	------------	-------	------------	--------	------------	------------	----------	----------	--------	--------------	-------	-----------	-----------	-----------------	-----	---------------	-----	------	----------	-------------	--------	------------	-------------

- Enter the prompt information which will vary, depending on which query you chose to run. Use the percent sign (%), when noted, as a Wild Card.
- Press the **View Results** button.
 - If you chose “HTML” for the output, the results will display on the page.

Query Viewer | state.mn.us

M_AM_GENERAL_INFO - ASSET, COST, LOCATION, DESCRIP

Business Unit:

Profile ID OR %:

Asset Status I, A, D, %:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (957 kb)

[View All](#)

Unit	Asset ID	Tag Number	Descr	Short Desc	Status	Profile ID	Capitalize	Acq Code	Acq Date	Mfg ID	Manufacturer	Model	Serial ID	Date Made	Hazardous Asset	VIN	In Service Dt	Qty	Cost
1	G1001 000000000001		Room Rental for Training	Room Renta	D	LSE_BLDG	N	P	08/10/2011						N		08/10/2011		
2	G1001 000000000002		Ricoh MPC4501 Includes 100 she	Ricoh MPC4	D	NCP_EQP05	N	P	08/10/2011						N		08/10/2011		
3	G1001 000000000003		Ricoh MPC4501 Includes 100 she	Ricoh MPC4	D	NCP_EQP05	N	P	08/10/2011						N		08/10/2011		

- If you chose “Excel”, a prompt appears asking what you want to do with the Excel file. Options include: “Open”, “Save”, or “Save As”.



M_BI_INTFC_ERRORS_INTFCID - Prompt on Interface Number

Interface ID:

Intfc ID	Line Num	Unit	Err Status
----------	----------	------	------------

Windows Internet Explorer

What do you want to do with q.xls?

Size: 6.00 KB
Type: Microsoft Excel 2003
From: fms.swift.state.mn.us

- Open
The file won't be saved automatically.
- Save
- Save as

Having completed this topic, you should now be able to:

- Run SWIFT Queries for Asset Purchasing



Course Summary

After completing course, you should be able to:

- Purchase Assets
- Determine Correct Receiving Process for Assets
- Receive a Single Asset with One Funding Source
- Receive a Single Asset with Split Funding
- Receive Assets with Multiple Quantities
- Receive Assets with Multiple Quantities and Split Funding
- Run SWIFT Queries for Asset Purchasing

Key Asset Management (AM1) Terms

Term	Term Definition
Accounting Date	The <i>Accounting Date</i> is the date for the General Ledger entry. It determines the period in the General Ledger to which the transaction is to be posted. (The date must be in an open Accounting Period.) For assets created through the Purchasing Integration process, the Accounting Date comes from the Payment Voucher.
Acquisition Date	This is the date on which the asset was acquired. For assets created through the Purchasing Integration process, the Acquisition Date comes from the Invoice Date on the Payment Voucher.
Asset Category	Asset Categories are grouped by the overall type of asset and, except for the CAFR capital assets, begin with naming conventions, such as “NCP” for Non-CAFR assets, and “SEN” for sensitive assets. Asset Category codes are not the same as PO Category Codes (See PO Category Codes.)
Asset Type	Asset Type codes are the highest level of asset groupings in SWIFT and include: 010 - IT Hardware 020 - IT Software 040 - Equipment 050 - Property 060 - Fleet 070 - Machinery 080 - Furniture 090 - Facility 100 - Intangible 999 - Other
CAFR	CAFR stands for Comprehensive Annual Financial Report. See Minnesota Management & Budget Statewide Operating Policies 0106-01 through 0106-09 at http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-1/0106-01-capital-asset-reporting-policy.pdf . These policies provide guidance on the requirements for the State of Minnesota’s CAFR activity in accordance with Generally Accepted Accounting Principles (GAAP).

Term	Term Definition
ChartField	<p>The Chart of Accounts is comprised of informational fields that provide the basic structure to segregate and categorize transactional and budget data. Each Chart of Accounts field is called a ChartField. Statewide Reporting ChartFields are: Fund, Department ID (also known as Financial Department ID), Appropriation ID, Account, and Statewide Cost (optional field). Optional Agency Reporting ChartFields are: SubAccount, Agency Cost 1 and Agency Cost 2. Project/Grant Reporting ChartFields are: PC Business Unit, Project, Activity, Source Type, Category, and Sub-Category.</p>
In Service Date	<p>The In Service Date is the date the asset is put into service and depreciation begins, if depreciable. The date defaults from the asset's original financial transaction's (Add record) Transaction date.</p>
PO Category Code	<p>The PO Category Code is entered on the PO Line and describes the purchase. This is a grouping of similar goods or services for reporting purposes and spending analysis. The category follows the standard classification of products and services represented by the UNSPSC. For a list of PO Category Codes that are linked to default Asset Profile IDs, run the SWIFT query: M_CG_GBL_CATEGORIES_ASSETS. Refer to the "Running SWIFT Queries for Asset Purchasing" topic.</p>
Placement Date	<p>The Placement Date is the date the asset was in service. For assets created through the Purchasing Integration process, the Placement Date comes from the Invoice Date on the Payment Voucher.</p>
Profile ID	<p><i>Profile IDs</i> determine values in the Asset Management Module, such as the asset's <i>Useful Life</i>, <i>Depreciation Method</i>, the <i>Asset Category</i> and the <i>Asset Type</i>. For example, the <i>Profile ID</i> "EQUIP05" is used for capital assets that should have an <i>Asset Type</i> of "Equipment", an <i>Asset Category</i> of "EQUIP", a <i>Useful Life</i> of 5 years (60 months), and a depreciation method of "Straight Line (SL)".</p> <p>If a <i>Profile ID</i> is entered for the PO line, an asset will be created the Asset Management Module.</p> <p>For a list of current Profile IDs, run the SWIFT query: M_AM_GBL_ASSET_PROFILE. See the "Using SWIFT Queries for Asset Purchasing".</p>
Purchasing Integration	<p>Assets can be generated from information entered during the Purchasing, Receiving, and Vouchering processes. This is referred to as the "Asset Integration from Purchasing".</p>
Transaction Date	<p>The Transaction Date is the date the financial record is effective. Calculated depreciation will begin on this date. This date must be the same or earlier that the Accounting Date.</p>