

## QUICK REFERENCE GUIDE

### *Asset Transactions – Purchase Order Manual Receiver Push Process*

*Revised December 4, 2015*

If you think that the invoice may be paid on the same day that the asset 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. If the Voucher Information reaches the Asset Management Module before the Receipt Information, problems can occur.

- This is referred to as the “Manual Receiver Push Process”.

When in doubt, you should click on the **Interface Receipt** checkbox.

#### Steps to complete:

1. Complete the asset receiving process based on the receiving variables. Refer to the “[Receiving Asset Decision Process](#)” topic for more information on the receiving process to follow, depending on the quantity and funding sources.
2. Click the *Interface Receipt* checkbox on the Maintain Receipts page. This must be the last step when receiving an asset.
3. Click the **Save** button.

**Financial Management System**

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

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**Maintain Receipts**

**Receiving**

Business Unit: G0201  
 Receipt ID: 0000000559  
 Receipt Status: Fully Received ✘  
[Add Header Comments](#) [Activities](#)  
[Header Details](#) [Document Status](#)

**Header**

Select Purchase Order

**Receipt Lines**

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status	Device Track
1		Test2	3.0000	EA	500.00000	3.0000	Received	<input type="checkbox"/>		<input type="checkbox"/>	EA	Pending	Device Track <span style="color: red;">✘</span>

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