

QUICK REFERENCE GUIDE

Receiving Assets with Multiple Quantities and Split Funding

Revised December 4, 2015

Receiving Assets with Multiple Quantities and Split Funding

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.

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.

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.

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

Select Purchase Order

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

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

- 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.

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

Maintain Receipts

Receiving

Business Unit: G1001 Receipt Status: Open

Receipt ID: NEXT Add Header Comments Activities

Header

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

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		Printer, Scanner	3.0000	EA	3000.00000	3.0000	Open	<input checked="" type="checkbox"/>			EA	Pending	Device Track

Interface Receipt Run Close Short Interface Asset Information

Save Notify Refresh Add Update/Display

- 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.

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 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 [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	1.2000			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 [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	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

Asset Information More Details

Dist Seq	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID		
1	Open	1.2000			NEXT			NCP_EQP05	✗	
2	Open				NEXT			NCP_EQP05	✗	
3	Open				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 | 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	1.8000			NEXT			NCP_EQP05	✗	
2	G1001	Open				NEXT			NCP_EQP05	✗	
3	G1001	Open				NEXT			NCP_EQP05	✗	

7. 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

8. Click on the **Next Asset ID** button to have SWIFT assign the next available *Asset ID* number in your Business Unit.
9. 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.

10. 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.

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 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 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

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.

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

Maintain Receipts

Receiving

Business Unit: G1001 Receipt Status: Fully Received

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

Header

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](#)

- 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: 000009222 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			000000001152			NCP_EQP05	✗
3	G1001	Open	0.6000			000000001153			NCP_EQP05	✗
2	G1001	Open	0.6000			000000001154			NCP_EQP05	✗

- 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:

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

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

Maintain Receipts

Receiving

Business Unit: G1001
 Receipt ID: 0000009222
 Receipt Status: Fully Received
[Add Header Comments](#) [Activities](#)

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

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"/>	EA	Pending	Device Track

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

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.

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

Maintain Receipts

Receiving

Business Unit: G1001
 Receipt ID: 0000009222
 Receipt Status: Fully Received
[Add Header Comments](#) [Activities](#)

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

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"/>	EA	Pending	Device Track

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

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

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).

Favorites | Main Menu > Asset Management > Search for an Asset

Search for an Asset

Asset Search Criteria

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

Additional Search Criteria Charfield Search Criteria

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

 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	00000001149	Printer, Scanner	Equipment				Received (Not in Service)
G1001	00000001149	Printer, Scanner	Equipment				Received (Not in Service)
G1001	00000001150	Printer, Scanner	Equipment				Received (Not in Service)
G1001	00000001150	Printer, Scanner	Equipment				Received (Not in Service)
G1001	00000001151	Printer, Scanner	Equipment				Received (Not in Service)
G1001	00000001151	Printer, Scanner	Equipment				Received (Not in Service)

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

Favorites | Main Menu > Asset Management > Search for an Asset

Search for an Asset New

Asset Search Criteria

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

[Additional Search Criteria](#) [Charfield Search Criteria](#)

Acquisition Details

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

Retrieve

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

Drill-Down To:

Search Results - Select One Asset to Continue Personalize | Find | First 1-6 of 6 Last

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
<input type="radio"/>	G1001	000000001149	Printer, Scanner	Equipment			In Service
<input type="radio"/>	G1001	000000001149	Printer, Scanner	Equipment			In Service
<input type="radio"/>	G1001	000000001150	Printer, Scanner	Equipment			In Service
<input type="radio"/>	G1001	000000001150	Printer, Scanner	Equipment			In Service
<input type="radio"/>	G1001	000000001151	Printer, Scanner	Equipment			In Service
<input type="radio"/>	G1001	000000001151	Printer, Scanner	Equipment			In Service