

QUICK REFERENCE GUIDE

Receiving Assets with Multiple Quantities

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Receiving Assets with Multiple Quantities

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.

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.

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

Select Purchase Order

Search Criteria

PO Unit: G1001 Origin: ID: 3000003300 Days +/- Today: Start Date: End Date: Release: Vendor Name: Vendor Item ID: Manufacturer ID: Manufacturer's Item ID: [Vendor Lookup](#)

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

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

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

Maintain Receipts

Receiving

Business Unit: G1001 Receipt Status: Open [Add Header Comments](#) [Activities](#)

Receipt ID: NEXT [Header Details](#)

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

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

Save Notify Refresh Add Update/Display

- 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.
- 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.

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	<input type="text"/>	<input type="text"/>	NEXT		<input type="text"/>	NCP_EQP05
2	G1001	Open	1.0000	<input type="text"/>	<input type="text"/>	NEXT		<input type="text"/>	NCP_EQP05
3	G1001	Open	1.0000	<input type="text"/>	<input type="text"/>	NEXT		<input type="text"/>	NCP_EQP05

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

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.

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	<input type="text"/>	<input type="text"/>	NEXT	<input type="button" value="Next Asset ID"/>	<input type="text"/>	NCP_EQP05
2	G1001	Open	1.0000	<input type="text"/>	<input type="text"/>	NEXT	<input type="button" value="Next Asset ID"/>	<input type="text"/>	NCP_EQP05
3	G1001	Open	1.0000	<input type="text"/>	<input type="text"/>	NEXT	<input type="button" value="Next Asset ID"/>	<input type="text"/>	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.

3. 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". 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>

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	<input type="text"/>	6451	AUTO-ASSIGN	<input type="text"/>	<input type="text"/>	NCP_EQP05	✗
2	G1001	Open	1.0000	<input type="text"/>	6452	AUTO-ASSIGN	<input type="text"/>	<input type="text"/>	NCP_EQP05	✗
3	G1001	Open	1.0000	<input type="text"/>	6453	AUTO-ASSIGN	<input type="text"/>	<input type="text"/>	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 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	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](#) [Activities](#)
[Header Details](#) [Document Status](#)

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
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
 Enter Starting Number:
 Multiplier: 1
 *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	<input type="text"/>	6451	000000001146	<input type="text"/>	<input type="text"/>	NCP_EQP05
2	G1001	Open	1.0000	<input type="text"/>	6452	000000001147	<input type="text"/>	<input type="text"/>	NCP_EQP05
3	G1001	Open	1.0000	<input type="text"/>	6453	000000001148	<input type="text"/>	<input type="text"/>	NCP_EQP05

PO Comment

Line:

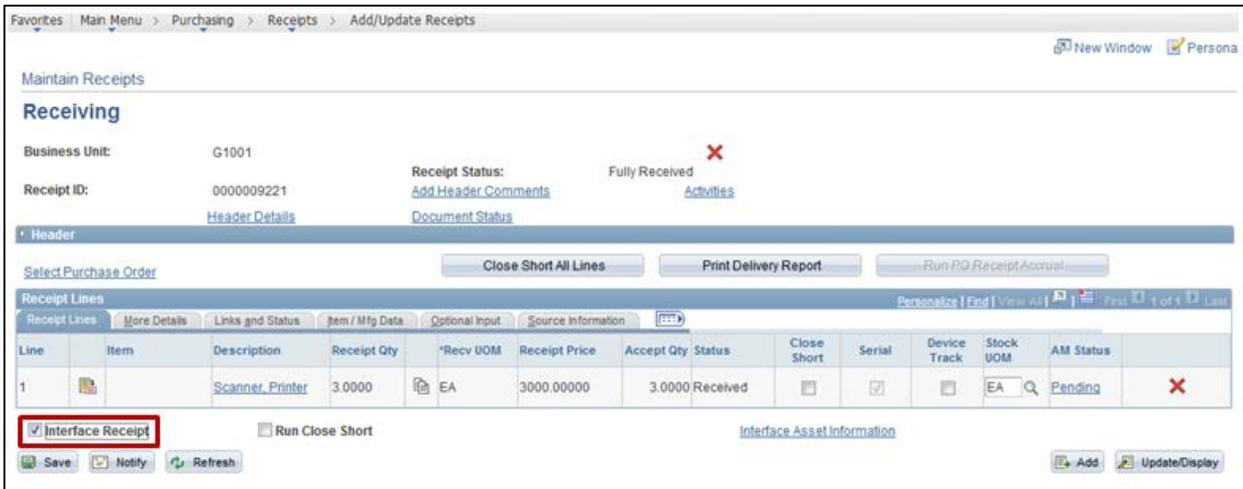
OK Cancel Refresh

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

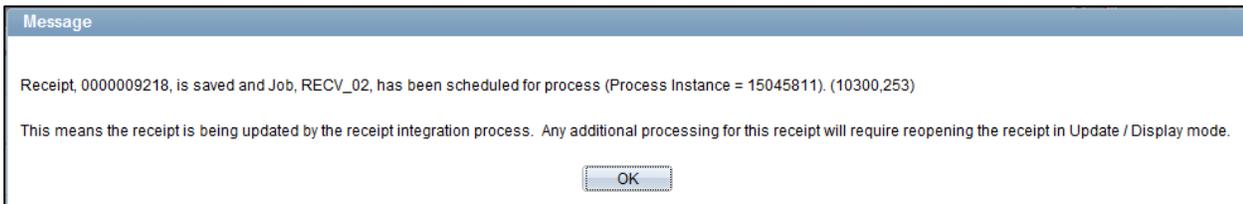
Step 7: Optionally, Interface Receipt if Payment Expected Same Day

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).

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

Search for an Asset

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](#) [Chartfield 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 1-3 of 3 Last

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
<input type="radio"/>	G1001	000000001146	Scanner, Printer	Equipment		6451	Received (Not in Service)
<input type="radio"/>	G1001	000000001147	Scanner, Printer	Equipment		6452	Received (Not in Service)
<input type="radio"/>	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”.

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

Search for an Asset

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](#) [Chartfield 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 1-3 of 3 Last

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
<input type="radio"/>	G1001	000000001146	Scanner, Printer	Equipment		6451	In Service
<input type="radio"/>	G1001	000000001147	Scanner, Printer	Equipment		6452	In Service
<input type="radio"/>	G1001	000000001148	Scanner, Printer	Equipment		6453	In Service