

QUICK REFERENCE GUIDE

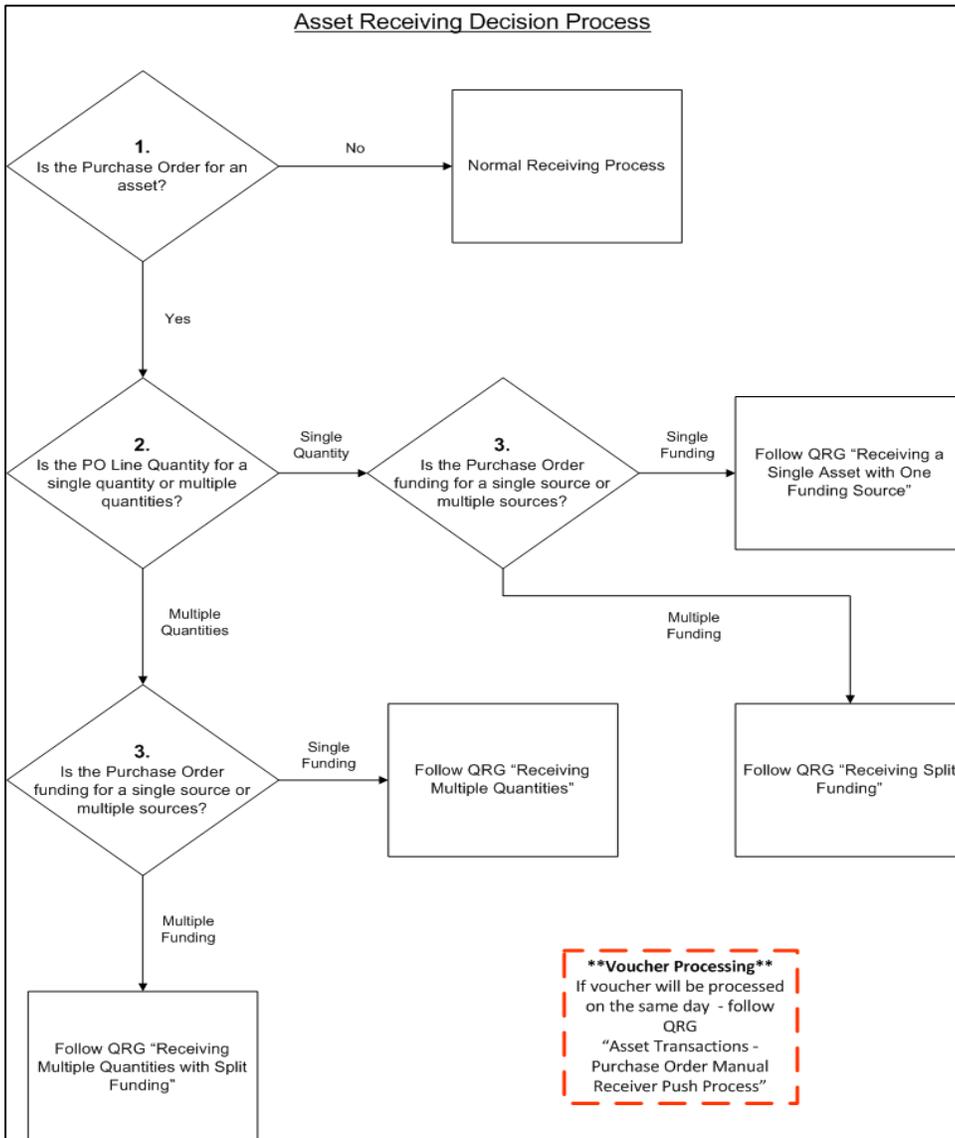
Receiving Assets Decision Process

Revised December 4, 2015

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.



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.

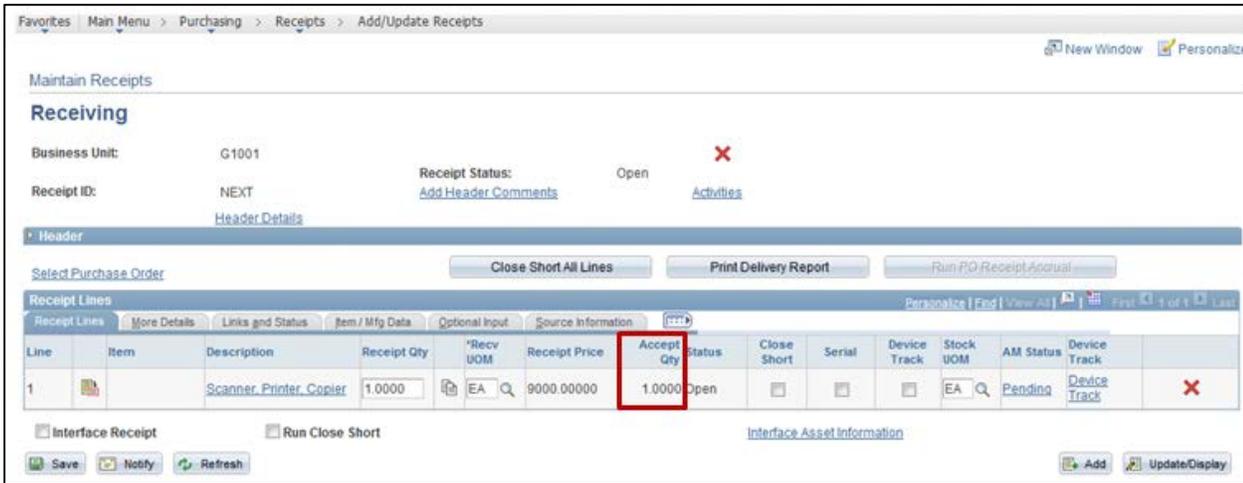
The screenshot shows the 'Maintain Receipts' application window. The 'Receiving' section is active, displaying receipt details for Business Unit G1001 and Receipt ID NEXT. The receipt status is 'Open'. Below this, a table of 'Receipt Lines' is shown. The first line (Line 1) is for a 'Scanner, Printer, Copier' with a quantity of 1.0000 and a price of 9000.00000. The 'AM Status' column for this line is 'Pending', which is highlighted with a red rectangular box. Other columns include 'Line', 'Item', 'Description', 'Receipt Qty', 'Recv UOM', 'Receipt Price', 'Accept Qty', 'Status', 'Close Short', 'Serial', 'Device Track', 'Stock UOM', and 'Service track'. The interface also includes various buttons like 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

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

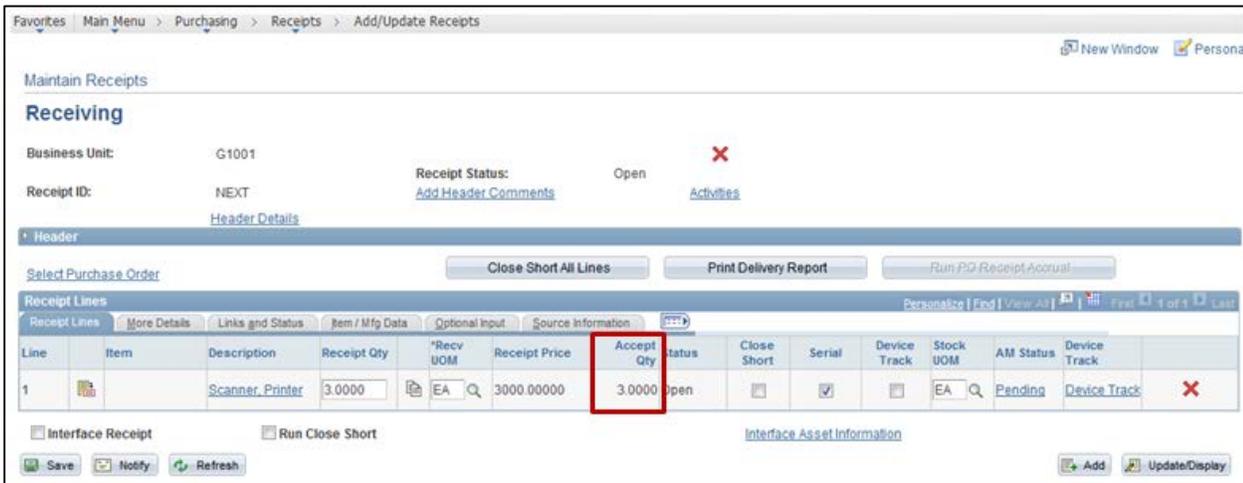
Step 2: Is the PO Line Quantity for a Single Quantity or Multiple Quantities?

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 track |
|------|------|--------------------------|-------------|-----------|---------------|------------|--------|-------------|--------|--------------|-----------|-----------|--------------|
| 1 | | Scanner, Printer, Cooler | 1.0000 | EA | 9000.00000 | 1.0000 | Open | | | | EA | Pending | Device track |

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

Status: Open
 Item: Printer, Scanner
 Standard UOM: EA

Distribution Information

| 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: 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
 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 | 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. |