

QUICK REFERENCE GUIDE

Receiving a Single Asset with One Funding Source

Revised December 4, 2015

Receive a Single Asset with One Funding Source

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.

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.

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

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

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	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.

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	Service Track
1		Scanner Printer Copier	1.0000	EA	9000.00000	1.0000	Open				EA	Pending	Service Track

Interface Receipt Run Close Short Interface Asset Information

Save Notify Refresh Add Update/Display

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.

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

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

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

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.

- 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			AUTO-ASSIGN			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>

The screenshot shows the 'Maintain Receipts' application window. The main title is 'Asset Management Information for Line 1'. The interface is divided into several sections:

- Business Unit:** G1001, Status: Open
- Receipt ID:** NEXT, Item: Scanner, Printer, Copier
- Receipt Line:** 1, Standard UOM: EA
- Distribution Information:** Distribution Line: 1, Business Unit: G1001, Profile ID: NCP_EQP05, CAP #: [empty], Cost Type: [empty], Capitalize: Non Cap, CAP Sequence: [empty], Employee ID: [empty], Distributed Quantity: 1.0000, Merchandise Amount: 9000.00
- Apply to Details:** Select Action: Assign Tag Ids, Multiplier: 1, Enter Starting Number: [empty], *Start Row: 1, Overwrite existing numbers: [unchecked]
- Asset Details:** A table with columns: Dist Seq, AM Business Unit, Status, Quantity, Tag Number, Serial ID, Asset ID, Next Asset ID, Number, Profile ID. Row 1: 1, G1001, Open, 1.0000, [red box], [empty], AUTO-ASSIGN, [empty], NCP_EQP05.
- PO Comment:** Line: [empty]

Buttons at the bottom include OK, Cancel, and 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.

The screenshot displays the 'Asset Management Information for Line 1' window. At the top, there are navigation tabs: 'Asset Information' (selected), 'More Details', and 'PDF'. Below this, a table lists asset details with the following columns: Dist Seq, Custodian, Location, Mfg ID, Model, Manufacturer, and Capitalize. The first row shows '1' in the Dist Seq column, and 'G104THFL00' in the Location column, which is highlighted with a red rectangular box. Other fields in the interface include Business Unit (G1001), Status (Open), Receipt ID (NEXT), Item (Scanner, Printer, Copier), and a 'Next Asset ID' button. The 'Apply to Details' section includes a 'Select Action' dropdown set to 'Assign Tag Ids' and an 'Apply' button. The 'PO Comment' section at the bottom has a text area for 'Line:' and buttons for 'OK', 'Cancel', and 'Refresh'.

- 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*.

The screenshot displays the 'Maintain Receipts' page in the SWIFT system. The breadcrumb trail is 'Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts'. The page title is 'Maintain Receipts' and the sub-section is 'Receiving'. The Business Unit is 'G1001' and the Receipt ID is '000009218'. The Receipt Status is 'Fully Received' with a red 'X' icon. There are links for 'Add Header Comments' and 'Activities'. Below this is a 'Header' section with buttons for 'Close Short All Lines', 'Print Delivery Report', and 'Run PO Receipt Accrual'. The main section is 'Receipt Lines' with a table containing one line item: 'Scanner, Printer, Copier' with a quantity of 1.0000 and a price of 9000.00000. The AM Status is 'Pending' with a 'Device Track' link. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

- 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

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"/>		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 New Window | Personalize Page

Receiving

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

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

Receipt Lines Personalize | End | 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

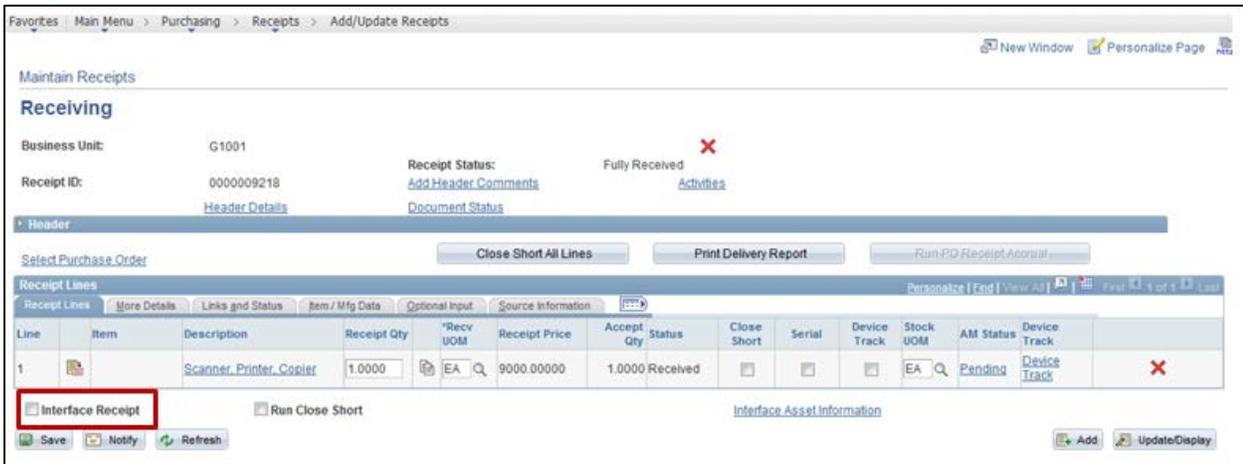
Interface Receipt Run Close Short [Interface Asset Information](#)

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

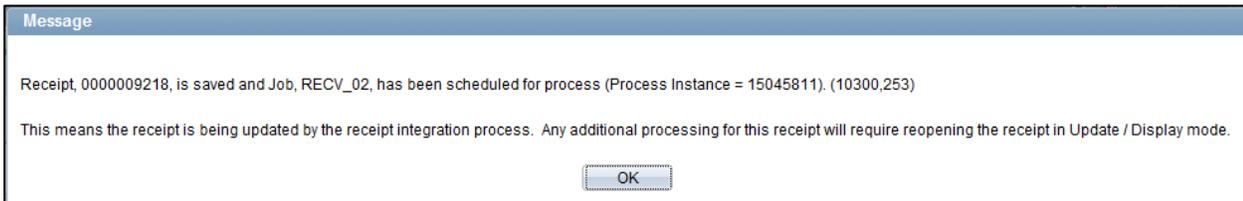
Step 5: Optionally, Interface Receipt if Payment Expected Same Day

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).”

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 of 1 Last

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
<input checked="" type="radio"/>	G1001	000000001143	Printer, Scanner	Equipment			Received (Not in Service)

After the voucher has been entered, the asset *Status* will be updated to “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 of 1 Last

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
<input checked="" type="radio"/>	G1001	000000001143	Printer, Scanner	Equipment			In Service