

## QUICK REFERENCE GUIDE

### *Receiving a Single Asset with Split Funding*

*Revised December 4, 2015*

## Receive a Single Asset with Split Funding

This topic describes how to receive a single asset with split funding.

**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: Assign the Same Asset ID Number to Each Distribution Record
- Step 6: 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

New Window | Personalize

### Select Purchase Order

**Search Criteria**

PO Unit:  Origin:  Days +/- Today:   
 ID:  Start Date:  [B]  
 Line / Schedule:  /  End Date:  [B]  
 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** Personalize | Find | View All | First | 1 of 1 | Last

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			<a href="#">Scanner, Printer, Copier</a>

[Select All](#)  [Clear All](#)

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 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.

- Click the **"Pending"** link for the PO line you want to receive. The *Asset Management Information* page displays.

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

New Window | Personalize

### Maintain Receipts

#### Receiving

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

[Select Purchase Order](#)

**Receipt Lines** Personalize | Find | View All | First | 1 of 1 | Last

[More Details](#) [Links and Status](#) [Item / Mfg Data](#) [Optional Input](#) [Source Information](#) [++]

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	Open	<input type="checkbox"/>		<input type="checkbox"/>	EA	<a href="#">Pending</a>	<input checked="" type="checkbox"/>

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

**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 **View All** link in the **Distribution Information** section to view all the distribution records or use the arrow keys to view the distributions one at a time.

**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 All](#)      [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: 0.2000  
 Cost Type:       Merchandise Amount: 1800.00

**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](#) | [Print](#)      [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	0.2000	<input type="text"/>	<input type="text"/>	NEXT	<input type="button" value="🔍"/>	<input type="text"/>	NCP_EQP05

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

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 1-2 of 2 | Last

Distribution Line: 1 Capitalize: Non Cap  
 Business Unit: G1001 CAP Sequence:  
 Profile ID: NCP\_EQP05 Employee ID:  
 CAP #: Distributed Quantity: 0.2000  
 Cost Type: Merchandise Amount: 1800.00

**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	0.2000			NEXT			NCP_EQP05

**Distribution Line: 2** Capitalize: Non Cap  
 Business Unit: G1001 CAP Sequence:  
 Profile ID: NCP\_EQP05 Employee ID:  
 CAP #: Distributed Quantity: 0.8000  
 Cost Type: Merchandise Amount: 7200.00

**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	0.8000			NEXT			NCP_EQP05

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

Line:

3. A **Message** displays asking if you want to assign *Asset ID*'s 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.

4. 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".

The screenshot shows the 'Asset Management Information for Line 1' window. It includes sections for Business Unit (G1001), Status (Open), Receipt ID (NEXT), and Receipt Line (1). There are buttons for 'Next Asset ID' and 'Use One Asset ID'. The 'Distribution Information' section shows details like Business Unit (G1001), Profile ID (NCP\_EQP05), and Distributed Quantity (0.2000). The 'Apply to Details' section has a 'Select Action' dropdown set to 'Assign Tag Ids' and an 'Apply' button. At the bottom, the 'Asset Details' table is visible with the following data:

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	G1001	Open	0.2000			AUTO-ASSIGN			NCP_EQP05

**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 instructions below.
  - Make sure to enter the same Tag Number for each Distribution record.

Field Name	Field Description
<b>Tag Number</b>	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). <i>Tag Numbers</i> must be unique within a Business Unit. The field length is 12 characters

**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: 0.2000  
 Cost Type:       Merchandise Amount: 1800.00

**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	0.2000	<input style="border: 2px solid red;" type="text"/>		NEXT	<input type="button" value="↻"/>	<input type="text"/>	NCP_EQP05

**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” in the Asset Management Module. 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.

2. 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 Asset Management (AM1-Part 2) User Guide.)

Field Name	Field Description
<b>VIN</b>	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.
<b>Custodian</b>	Enter the <i>Employee ID</i> of the Custodian. The <i>Employee ID</i> entered must exist in the system.
<b>MFG ID</b>	Click on the <b>Lookup</b> and select a <i>Manufacturer ID</i> .

Field Name	Field Description
Model	Enter <i>Model</i> information for the asset. The field length is 30 characters.

**Step 5: Assign the Same Asset ID to Each Distribution Line**

A different *Asset ID* will be assigned to each Distribution Line. You must edit the assigned numbers so that the same *Asset ID* is used for all distribution lines.

1. After completing your entries on the *Asset Management Information* page, click on the **OK** button to return to the *Maintain Receipts* page.

The screenshot shows the 'Maintain Receipts' interface. The 'Asset Management Information for Line 1' section includes fields for Business Unit (G1001), Receipt ID (NEXT), Receipt Line (1), Status (Open), Item (Scanner, Printer, Copier), and Standard UOM (EA). Below this is the 'Distribution Information' section with fields for Distribution Line (1), Business Unit (G1001), Profile ID (NCP\_EQP05), CAP #, Cost Type, Capitalize (Non Cap), CAP Sequence, Employee ID, Distributed Quantity (1.0000), and Merchandise Amount (9000.00). The 'Apply to Details' section has a Select Action (Assign Tag Ids), Multiplier (1), Enter Starting Number, and \*Start Row (1). The 'Asset Details' section shows a table with columns: Dist Seq, Custodian, Location, Mfg ID, Model, Manufacturer, and Capitalize. The table contains one row with Dist Seq 1, Location G104THFL00, and Capitalize N. At the bottom, there is a 'PO Comment' section and buttons for OK, Cancel, and Refresh.

2. Click on the **Save** button on the *Maintain Receipts* page so that the *Asset IDs* are assigned.

The screenshot shows the 'Maintain Receipts' interface in the 'Receiving' section. It displays Business Unit (G1001), Receipt ID (000009219), and Receipt Status (Fully Received). Below this is the 'Header' section with buttons for 'Close Short All Lines', 'Print Delivery Report', and 'Run PO Receipt Approval'. The 'Receipt Lines' section shows a table with columns: Line, Item, Description, Receipt Qty, \*Recv UOM, Receipt Price, Accept Qty, Status, Close Short, Serial, Device Track, Stock UOM, AM Status, and Device Track. The table contains one row with Line 1, Description Printer\_Scanner, Receipt Qty 1.0000, \*Recv UOM EA, Receipt Price 9000.00000, Accept Qty 1.0000, Status Received, and Device Track Pending. At the bottom, there are buttons for Save, Notify, Refresh, Add, and Update/Display.



- 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. You must edit the assigned values so that each Distribution Line has the same *Asset ID*.

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

Maintain Receipts

### Asset Management Information for Line 1

Business Unit: G1001      Status: Received  
 Receipt ID: 0000009220      Item: [Printer\\_Scanner](#)  
 Receipt Line: 1      Standard UOM: EA

[Next Asset ID](#)      [Use One Asset ID](#)

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**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: 0.2000  
 Cost Type:      Merchandise Amount: 1800.00

[Apply to Details](#)

Select Action: Assign Tag Ids      Multiplier: 1  
 Enter Starting Number:      \*Start Row: 1  
 Overwrite existing numbers      [Apply](#)

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**Asset Details** Personalize | Find | View All | First 1 of 1 | 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	0.2000			000000001144			NCP_EQP05

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Distribution Line: 2      Capitalize: Non Cap  
 Business Unit: G1001      CAP Sequence:  
 Profile ID: NCP\_EQP05      Employee ID:  
 CAP #:      Distributed Quantity: 0.8000  
 Cost Type:      Merchandise Amount: 7200.00

[Apply to Details](#)

Select Action: Assign Tag Ids      Multiplier: 1  
 Enter Starting Number:      \*Start Row: 1  
 Overwrite existing numbers      [Apply](#)

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**Asset Details** Personalize | Find | View All | First 1 of 1 | 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	0.8000			000000001145			NCP_EQP05

4. Copy the *Asset ID* from the first Distribution Line into the other lines so that they all match.

Distribution Line: 2 Capitalize: Non Cap  
 Business Unit: G1001 CAP Sequence:  
 Profile ID: NCP\_EQP05 Employee ID:  
 CAP #: Distributed Quantity: 0.8000  
 Cost Type: Merchandise Amount: 7200.00

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	0.8000			00000001144			NCP_EQP05

PO Comment:  
 Line:

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

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

Maintain Receipts  
 Receiving  
 Business Unit: G1001 Receipt Status: Fully Received  
 Receipt ID: 0000009220 [Add Header Comments](#) [Activities](#)

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		1.0000	EA	9000.00000	1.0000	Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track

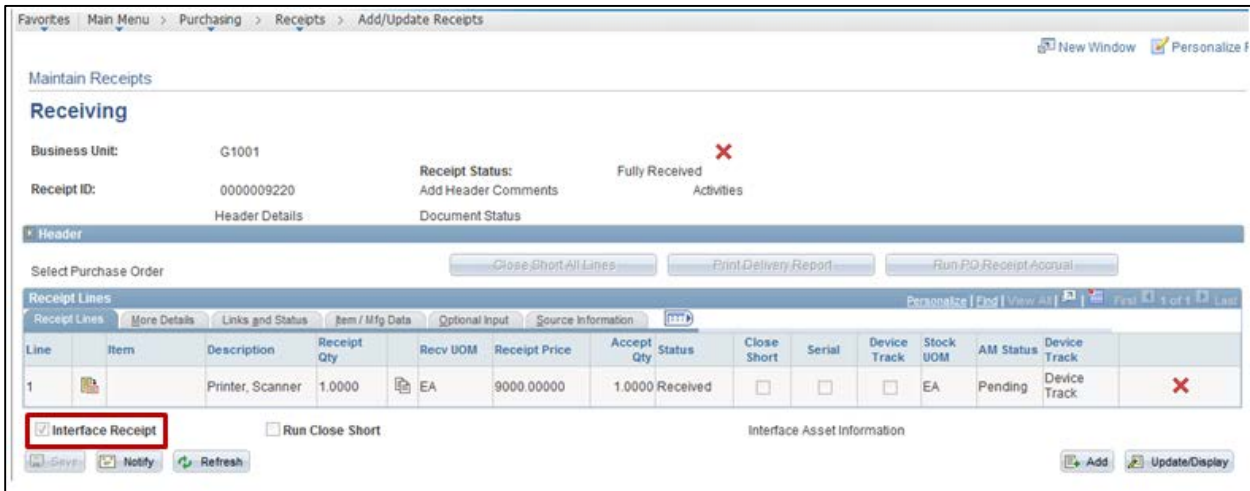
Interface Receipt  Run Close Short [Interface Asset Information](#)

6. Click on the **Save** button to save your changes.

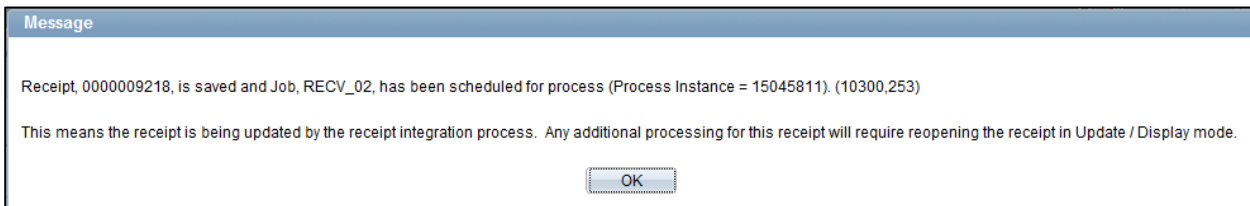
**Step 6: Optionally, Interface Receipt if Payment Expected Same Day**

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)”. When you use the *Search for an Asset* page to find the asset, a line for each source of funding can display in the results, depending on the search

criteria that that was used. (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** 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 1-2 of 2 Last

Asset Information   Asset Cost Information   Acquisition Details   Owner/Custodian   Work Maintenance   Work Maintenance 2   More...

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
<input type="radio"/>	G1001	00000001144	Printer, Scanner	Equipment			Received (Not in Service)
<input type="radio"/>	G1001	00000001144	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

**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 1-2 of 2 Last

Asset Information   Asset Cost Information   Acquisition Details   Owner/Custodian   Work Maintenance   Work Maintenance 2   More...

Unit	Asset ID	Description	Asset Type	Asset Subtype	Tag Number	Serial ID	Status
<input type="radio"/>	G1001	00000001144	Printer, Scanner	Equipment			In Service
<input type="radio"/>	G1001	00000001144	Printer, Scanner	Equipment			In Service