

## QUICK REFERENCE GUIDE

Updated November 1, 2019

### Receive a Single Asset with One Funding Source

It is important for buyers to determine whether a purchase qualifies as an asset that needs to be tracked on a purchase order line and receipt line in SWIFT. Contact your agency’s asset coordinator for guidance.

When an agency wants a purchase order to generate an asset in the Asset Management module, it must enter specific asset information on the purchase order record. After the agency receives the purchase order line in the Receiving module, SWIFT will record the asset record in the Asset Management module.

**IMPORTANT:** There may be different scenarios on the lines of a receipt. For example, the first line may be for a single quantity and a single funding source. The second line may be for a single quantity and multiple funding sources. Each process is slightly different. It is important to verify the status of each line before proceeding with the receipt.

This guide provides instructions for creating a receipt for a single asset with one funding source.

Steps to complete:

- Step 1: Populate the Receiving page with the purchase order information
- Step 2: Process the receipt line and select the Pending link for the asset
- Step 3: Review and update the Asset Management Information page
- Step 4: Save and process the receipt

### Steps to Receive a Single Asset with One Funding Source

#### Step 1: Populate the Receiving page with the purchase order information

1. **Navigate to the Maintain Receipts page.**

Navigation Options	Navigation Path
<b>Navigation Collection</b>	Procurement, Purchasing, Receipts, Receiving page.
<b>WorkCenter</b>	Procurement, Purchasing, Buyer WorkCenter, Main tab, Links section, Add/Update Receipts.

2. SWIFT displays the **Receiving** page. On the **Add a New Value** tab, press the **Add** button.
3. SWIFT displays the **Select Purchase Order** page. Enter criteria to locate and select the purchase order you want to receive. Select the **Search** button.
4. SWIFT displays the **Retrieved Rows** section on the bottom of the **Select Purchase Order** page. Check the **Sel** (Select) box near the row you wish to receipt. Then, press the **OK** button.

Retrieved Rows

Selected Rows Shipping Related More Details

Sel	PO Unit	PO ID	Origin	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	G1001	3000004731	509	1	1		03/04/2019	5.0000		Scanner, Printer	
<input checked="" type="checkbox"/>	G1001	3000004731	509	2	1		03/04/2019	1.0000		Scanner, Printer	

Select All Clear All

OK Cancel Refresh

## Step 2: Process the receipt line and select the Pending link for the asset

SWIFT opens up the **Receiving** page. Process the receipt line as needed. If the receipt is set up for an asset, SWIFT will display a **Pending** link in the **AM Status** column in the **Receipt Lines** section.

- Press the **Pending** link for the purchase order line you want to receive.

**IMPORTANT!** If you do not want the purchase order line to create an asset in the Asset Management module, correct the purchase order. Remove the *Profile ID* and *AM Unit* fields on the purchase order line. These fields are located on the **Asset Information** tab on the **Distribution** page of the purchase order.

Receipt Lines

Receipt Lines 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
1	Scanner, Printer	Scanner, Printer	1.0000	EA	25.00000	1.0000	Open				EA	Pending

## Step 3: Review and update the Asset Management Information page

SWIFT displays the **Asset Management Information** page showing the asset details to receive.

- On this page, tell SWIFT to assign the next available *Asset ID* number to the asset. Select the **Next Asset ID** button.

Asset Management Information for Line 1

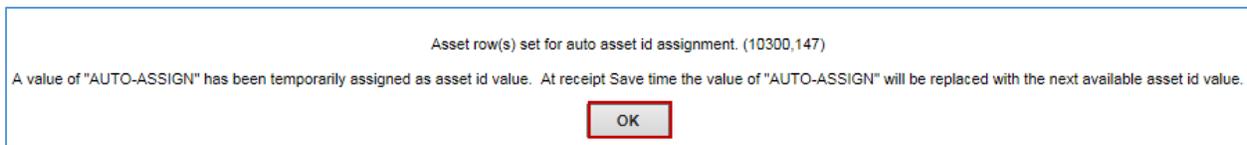
Business Unit G1001 Status Open

Receipt ID NEXT Item Scanner, Printer

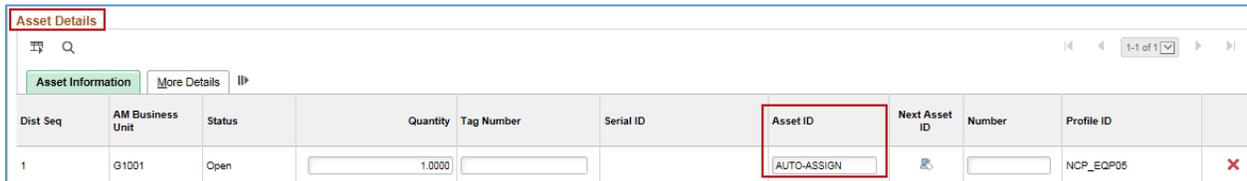
Receipt Line 1 Standard UOM EA

Next Asset ID

- SWIFT displays a message 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. Press the **OK** button.



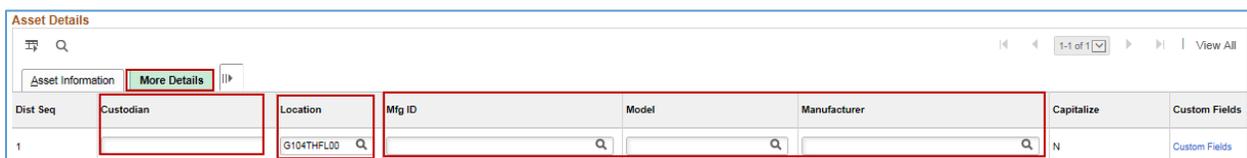
- SWIFT returns you to the **Asset Management Information** page. The *Asset ID* field on the **Asset Details** section now contains “AUTO-ASSIGN”.



2. As an option, enter a *Tag Number* on the **Asset Management Information** page.

If your agency uses asset tags, you can enter a *Tag Number* now. Or, you can enter it later in the **Asset Management** module after SWIFT generates the asset.

- *Tag Numbers* must be unique within a *Business Unit*.
  - The field length is 12 characters.
3. Verify the Location where the agency will place the asset in service.
    - Select the **More Details** tab on the **Asset Details** section.



- Accept the current *Location* or press the **Lookup** icon to choose a different Location.
4. As an option, you can enter additional asset information on the **More Details** tab.

Fields on the **More Details** tab on the **Asset Management Information** page

Field Name	Field Description
<b>Custodian</b>	Enter the <i>Employee ID</i> of the custodian. The <i>Employee ID</i> must exist in SWIFT.
<b>Mfg ID</b>	Press the <b>Lookup</b> icon to select a <i>Manufacturer ID</i> .
<b>Model</b>	Enter <i>Model</i> information for the asset. The field length is 30 characters.
<b>Manufacturer</b>	This is the manufacturer of the item you are receiving.

5. On the bottom of the **Asset Management Information**, press the **OK** button.

SWIFT returns you to the **Receiving** page for the asset.

## Step 4: Save and process the receipt

1. On the **Receiving** page, press the **Save** button.

**NOTE:** The *AM Status* field is still “Pending” before you save the receipt. There is no *Receipt ID* yet. The *Status* is “Open”.

The screenshot shows the 'Receiving' interface. At the top, 'Business Unit' is G1001 and 'Receipt Status' is Open. A 'Receipt ID' field contains 'NEXT'. Below the header, there are buttons for 'Close Short All Lines', 'Print Delivery Report', and 'Run PO Receipt Accrual'. The 'Receipt Lines' table has one row with the following data:

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	1.0000	EA	25.00000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track

At the bottom left, there are buttons for 'Save', 'Notify', and 'Refresh'. The 'Save' button is highlighted with a red box.

- After you save the receipt, SWIFT assigns a *Receipt ID*. The *Status* is now “Received”.
- 2. As an option, you can find the *Asset ID* SWIFT assigned. Knowing this *Asset ID* will make it easier to find the record in the Asset Management module. Press the **Pending** link in the *AM Status* column.

The screenshot shows the 'Receiving' interface after saving. 'Business Unit' is G1001 and 'Receipt Status' is Fully Received. A 'Receipt ID' field contains '0000015057'. The 'Receipt Lines' table has one row with the following data:

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	1.0000	EA	25.00000	1.0000	Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track

At the bottom left, there are buttons for 'Save', 'Notify', and 'Refresh'. The 'Save' button is highlighted with a red box. In the 'AM Status' column, the 'Pending' link is highlighted with a red box.

SWIFT displays the **Asset Management Information** page. The *Asset ID* is on the **Asset Details** section.

The screenshot shows the 'Asset Details' interface. The 'Asset Information' tab is selected. The table below shows the 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			000000001247			NCP_EQP05

The 'Asset ID' field contains '000000001247' and is highlighted with a red box.

- Press the **OK** button to return to the **Receiving** page.
- 3. As an option, press the **Interface Receipt** checkbox.

If you expect SWIFT to pay the invoice on the same day as you received the asset, there is a process to interface the receipt record.

# **SWIFT** STATEWIDE INTEGRATED FINANCIAL TOOLS

**NOTE:** If the voucher record processes at the same time as the receipt record into the Asset Management module, SWIFT will not correctly save the receipt information. Please review the SWIFT reference guide on the Receiver Interface Push Process (Manual Receiver Push Process). Follow the guide on manually processing the receipt.

**IMPORTANT!** Manually running the receiver interface push process must be the last step when receiving an asset. After SWIFT runs this process, you can no longer make any changes on the receipt.

**You have successfully received a single asset with one funding source.**