

QUICK REFERENCE GUIDE

Updated November 1, 2019

Receive a Single Asset with Split Funding

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.

When a single asset has split funding, the key is to update the record in the Asset Management Information page so that you use the same Asset ID on each distribution line on the receipt. This guide provides instructions for creating a receipt for a single asset with split funding.

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: Assign the same Asset ID to each distribution line on the receipt
- Step 5: Save and process the receipt

Steps to receive a single asset with split funding

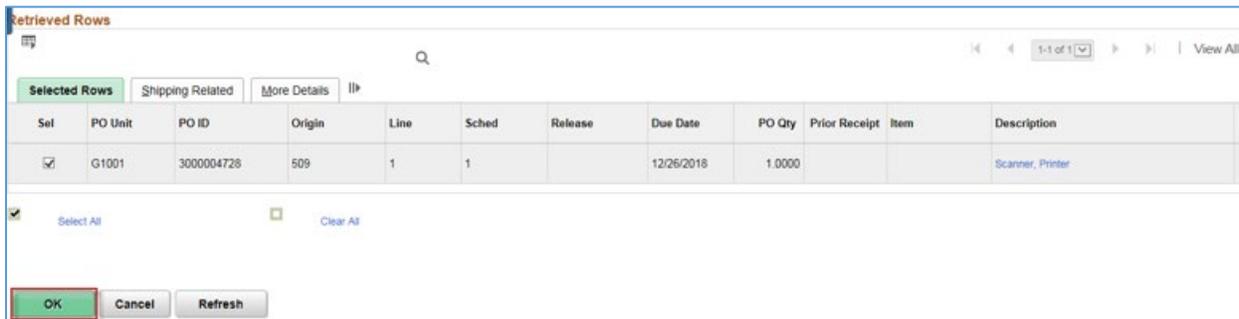
Step 1: Populate the Receiving page with the purchase order information

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

Navigation Options	Navigation Path
Navigation Collection	Procurement, Purchasing, Receipts, Receiving page.
WorkCenter	Procurement, Purchasing, Buyer WorkCenter, Main menu, 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.

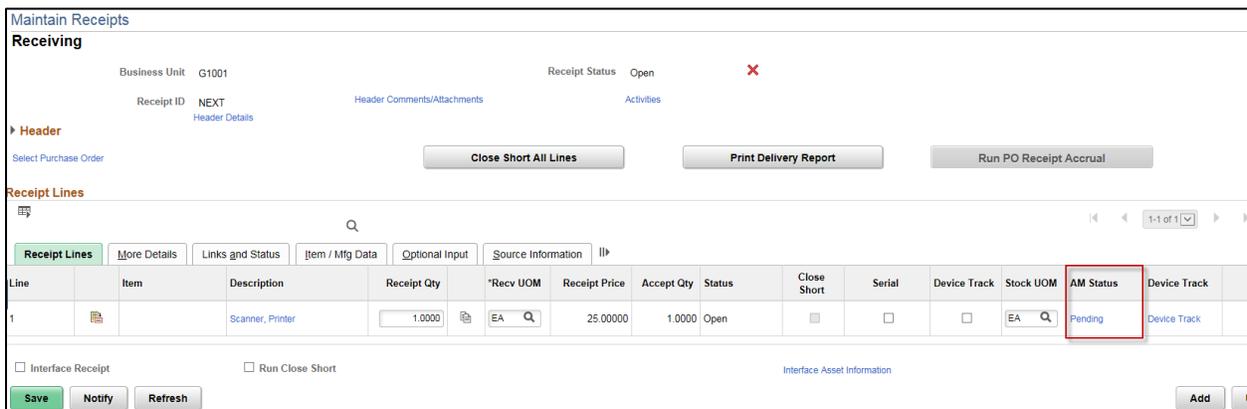
- SWIFT displays the **Retrieved Rows** section on the bottom of the **Select Purchase Order** page. Check the **Sel** (Select) boxes near the rows you wish to receipt. Then, press the **OK** button.



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

SWIFT opens up the **Receiving** page. 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.

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

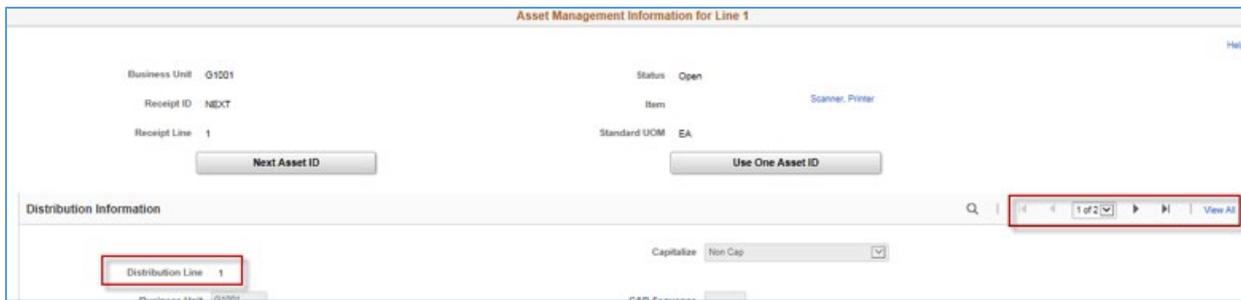


Step 3: Review and update the Asset Management Information for Line page

SWIFT displays the **Asset Management Information for Line** page.

- For a single asset with split funding, you need to view the distribution records.

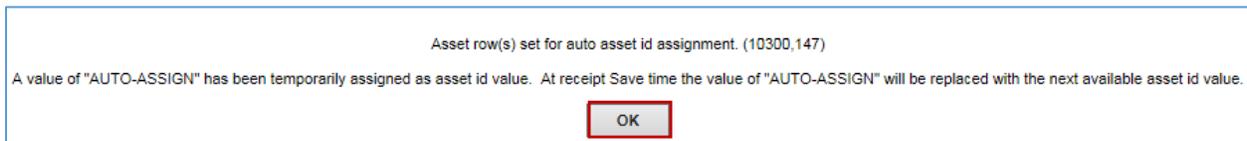
Press the **View All** link in the **Distribution Information** section to view all the distribution records or use the arrow keys to view the distributions one at a time.



2. You also need SWIFT to assign the next available *Asset ID* number in your *Business Unit* to the asset.
 - Select the **Next Asset ID** button.



- SWIFT displays a message asking if you want to accept “AUTO-ASSIGN” for the temporary value of the *Asset ID* field. SWIFT will replace this value with the next available *Asset ID* value when you save the receipt. Press the **OK** button.



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

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	G1001	Open	0.0000			AUTO-ASSIGN			NCP_EGP05

3. As an option, enter a *Tag Number* on the lines of 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.
4. Verify the *Location* where the agency will place the asset in service.

- Select the **More Details** tab on the **Asset Details** section.

The screenshot shows the 'Asset Details' page with the 'More Details' tab active. A table below the tabs has several fields highlighted with red boxes: 'Custodian', 'Location' (containing 'G104THFL00'), 'Mfg ID', 'Model', and 'Manufacturer'. The 'Capitalize' field contains 'N' and 'Custom Fields' is a link.

- Accept the current *Location* or press the **Lookup** icon to choose a different Location.
5. 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
Custodian	Enter the <i>Employee ID</i> of the custodian. The <i>Employee ID</i> must exist in SWIFT.
Mfg ID	Press the Lookup icon to select a <i>Manufacturer ID</i> .
Model	Enter <i>Model</i> information for the asset. The field length is 30 characters.
Manufacturer	This is the manufacturer of the item you are receiving.

- On the bottom of the **Asset Management Information for line page**, press the **OK** button. SWIFT returns you to the **Receiving** page for the asset.
6. Press the **Save** button on the **Receiving** page.

NOTE: The *AM Status* field is still “Pending” before you save the receipt. There is no *Receipt ID* yet. The *Status* is “Open”. After you save the receipt, SWIFT assigns a *Receipt ID*. The *Status* is now “Received”.

The screenshot shows the 'Receiving' page for a receipt. The 'Receipt ID' is 0000015057. The 'Receipt Lines' table has one line with 'Scanner, Printer' and a quantity of 1.0000. The 'Status' column shows 'Received' and the 'AM Status' column shows 'Pending'. At the bottom, there are 'Save', 'Notify', and 'Refresh' buttons.

Step 4: Assign the same Asset ID to each distribution line

1. SWIFT will assign a different *Asset ID* to each distribution line. Edit the assigned numbers so that the same *Asset ID* is used for all associated distribution lines.
- Press the **Pending** link on the *AM Status* column.
2. SWIFT displays the updated **Asset Management Information for Line** page.

On the **Distribution Information** section, you will see several **Distribution Line** sections. Each line has a different *Asset ID*.

- View of Distribution Line 1 with an Asset ID of 1233

Distribution Information 1-2 of 2

Distribution Line **1** Capitalize: Non Cap

Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 0.5000
 Cost Type: Merchandise Amount: 12.50

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers **Apply**

Asset Details 1-1 of 1

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	0.5000			00000001233			NCP_EQP05

- View of Distribution Line 2 with an Asset ID of 1234

Distribution Line **2** Capitalize: Non Cap

Business Unit: G1001 CAP Sequence:
 Profile ID: NCP_EQP05 Employee ID:
 CAP #: Distributed Quantity: 0.5000
 Cost Type: Merchandise Amount: 12.50

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers **Apply**

Asset Details 1-1 of 1

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	0.5000			00000001234			NCP_EQP05

3. Make sure to copy the *Asset ID* from the first distribution line into the other lines so that all *Asset IDs* match.

- Record the assigned *Asset ID* if you need it for reference in the Asset Management module
- Press the **OK** button at the bottom of the page.

Step 5: Save and process the receipt.

1. SWIFT returns you to the **Receiving** page. Press the **Save** button
2. 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.

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 an asset with split funding.