Receive Assets with Multiple Quantities and 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.

**WARNING**! There are cases when a purchase order and its receipts are very complicated. It may be simpler to manually create the assets in the Asset Management module rather than using the Receipts module to create the assets. Consult with your agency’s asset coordinator in these complicated cases.

This guide describes how the steps to receive assets with multiple quantities and split funding. When an 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 associated distribution line on the receipt.

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 Asset ID’s, update Asset ID’s and save the page
- Step 5: Save and process the receipt
Steps to Receive Assets with Multiple Quantities and Split Funding

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

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

<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigation Collection</td>
<td>Procurement, Purchasing, Receipts, Receiving page</td>
</tr>
<tr>
<td>WorkCenter</td>
<td>Procurement, Purchasing, Buyer WorkCenter, Main menu, Links section, Add/Update Receipts</td>
</tr>
</tbody>
</table>

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) 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 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.
- Look at the Receipt Lines section of the Receiving page. In this example, the Receipt Qty equals "3.0000". We will receipt all three assets.

**IMPORTANT:** Do not check the Serial checkbox at this time.

- 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.

1. Display all distribution lines for the assets being received. There are two funding sources in this example.
   - Press the View All icon on the top of the page to display all distribution lines.

2. Add new rows for each of the distribution lines for the assets.

Each of the Asset Details sections displays the specific portion of the asset Quantity. In this example, there are three assets to receive. The funding on the purchase order was split 40/60 between all assets. The Quantity of the first distribution is 1.2000 (3 x 0.40). The Quantity of the second distribution is 1.8 (3 x 0.60) for a total of three lines.
On the Asset Details section, press the Add New Row icon (e.g., plus sign) at the far right of the Asset Details section for each asset to create a line.

**NOTE:** You may need to slide to the right to locate this icon. In this example, you need a total of three rows (one for each quantity) per distribution line.

- Determine each distribution section for the asset.

- Edit the Quantity field so that the total for that line is divided evenly among all rows.

In this example, the first row had a total quantity of 1.2. This quantity needs to be divided among this set of lines \((1.2/3 = .40)\). The second row had a total quantity of 1.8 \((1.8/3 = .60)\).
3. Assign the next available Assets IDs for your Business Unit to the assets.
   - On the header of this page, 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. 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 for Line** page. The Asset ID field on the **Asset Details** section now contains “AUTO-ASSIGN” on all lines.
4. As an option, enter a Tag Number on the lines of the Asset Management Information for line 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.

5. 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.

6. 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

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

- On the bottom of the Asset Management Information for line page, press the OK button.
SWIFT displays the Receiving page.

Step 4: Assign Asset ID’s, Update Asset ID’s and SAVE.3

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”.

- After you save the receipt, SWIFT assigns a Receipt ID. The Status is now “Received”. SWIFT has also assigned Asset IDs to the assets.

2. Update the Asset IDs that SWIFT assigned.

- Press the Pending link in the Asset Status column.

SWIFT displays the Asset Management Information for line page.

- You can see on the Asset Details section that SWIFT has assigned unique Asset IDs to each distribution sequence.
- Change the assigned values so that the same Asset ID appears on the corresponding rows of each distribution.
In this example, SWIFT assigned six *Asset ID's* (three assets x two funding strings each).

- Note the *Asset ID's* to help you track them in the Asset Management module. At the bottom of the page, press the OK button to return to the Receiving page.
- On the Receiving page, press the Save button.

- Verify that all your work was save correctly by selecting the **Pending** link in the *Asset Status* column.
- Save any additional changes that are made.
- 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.

**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.

4. Save and process the receipt.

You have successfully received multiple assets with split funding.