

QUICK REFERENCE GUIDE

Updated November 1, 2019

Receive an Asset with Multiple Quantities

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.

The key to receiving a single asset with multiple quantities is to enter Serial IDs for each distribution sequence. This process is covered in Step 3 of this guide. This guide provides instructions for creating a receipt for an asset with multiple quantities and 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 an asset with multiple quantities

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.
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.

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	3000004520	513	1	1		03/05/2019	5.0000			Installation - receive, delive

Select All Clear All

OK Cancel Refresh

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

1. 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.
- Look at the **Receipt Lines** section of the **Receiving** page. In this example, the *Receipt Qty* equals "5.000". We will receipt all five assets.
- Check the **Serial** checkbox. "Serializing" the receipt tells SWIFT to create a separate line on the receipt for each of the individual items. SWIFT will transfer these lines to the Asset Management module.
- Press the **Pending** link for the purchase order line you want to receive.

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	Device Track
1		Installation - receive, delive	5.0000	LO	100.00000	5.0000	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LO	Pending	Device Track

Step 3: Review and update the Asset Management Information page

SWIFT displays the **Asset Management for Line** page. SWIFT creates five lines on the **Asset Details** section: there is one line for each quantity. There are three lines visible by default. Select the **Next** or **View All** buttons to see the other lines.

Asset Details

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	1.0000	<input type="text"/>	<input type="text"/>	NEXT	<input type="text"/>	<input type="text"/>	FURNITURE
2	G1001	Open	1.0000	<input type="text"/>	<input type="text"/>	NEXT	<input type="text"/>	<input type="text"/>	FURNITURE
3	G1001	Open	1.0000	<input type="text"/>	<input type="text"/>	NEXT	<input type="text"/>	<input type="text"/>	FURNITURE

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1. On the header of 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	Installation - receive, deliv
Receipt Line	1	Standard UOM	LO

- 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.

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.

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

Asset Details											
1-5 of 5 View 3											
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	1.0000			AUTO-ASSIGN			FURNITURE	✘	
2	G1001	Open	1.0000			AUTO-ASSIGN			FURNITURE	✘	
3	G1001	Open	1.0000			AUTO-ASSIGN			FURNITURE	✘	

2. Enter *Serial IDs* for each asset line.

Because you checked the **Serial** box on the **Receiving** page, you need to enter *Serial IDs* for each asset line on this page.

- The field is alpha-numeric. SWIFT does not allow symbols.
- If you know the correct serial number for each item, enter them.
- If you do not know the serial numbers or if the assets do not have serial numbers, enter placeholder values. Placeholder values must be unique on this page.

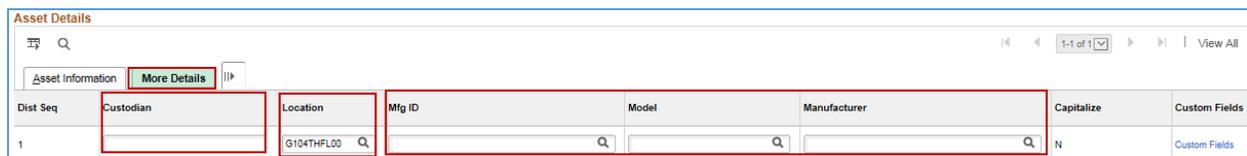
Asset Details											
1-5 of 5 View 3											
Asset Information More Details											
Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID		
1	G1001	Open	1.0000		4520-1	AUTO-ASSIGN			FURNITURE	✘	
2	G1001	Open	1.0000		4520-2	AUTO-ASSIGN			FURNITURE	✘	
3	G1001	Open	1.0000		4520-3	AUTO-ASSIGN			FURNITURE	✘	
4	G1001	Open	1.0000		4520-4	AUTO-ASSIGN			FURNITURE	✘	
5	G1001	Open	1.0000		4520-5	AUTO-ASSIGN			FURNITURE	✘	

NOTE: After SWIFT runs the asset integration processes, you can change or delete the placeholder serial numbers from the records in the Asset Management module.

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.



- 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**, press the **OK** button.

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”.
- After you save the receipt, SWIFT assigns a *Receipt ID*. The *Status* is now “Received”.

Receiving

Business Unit: G1001 Receipt Status: Fully Received

Receipt ID: 0000015067

Header: Select Purchase Order

Buttons: 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	Device Track
1		Scanner, Printer	1.0000	EA	25.00000	1.0000	Received				EA	Pending	Device Track

Interface Receipt Run Close Short

Buttons: Save, Notify, Refresh, Add, Update/Display

- 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.

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

Asset Details

Asset Information

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	G1001	Open	1.0000		G10011	000000001332			FURNITURE
2	G1001	Open	1.0000		G10012	000000001333			FURNITURE
3	G1001	Open	1.0000		G10013	000000001334			FURNITURE

- Press the **OK** button to return to the **Receiving** page.
- 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 multiple assets with one funding source.