

QUICK REFERENCE GUIDE

February 20, 2024

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.

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

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

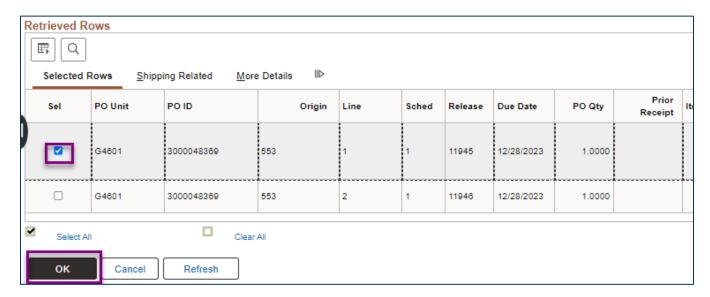
Navigation Options	Navigation Path
Navigation Collection	Procurement, Purchasing, Receipts, Receiving page.
WorkCenter	Procurement, Purchasing, Buyer WorkCenter, Main tab, Links section, Add/Update Receipts.

- 2. SWIFT displays the Receiving page. On the Add a New Value page, press the **Add** button.
- 3. SWIFT displays the Select Purchase Order page.
 - a. Enter criteria to locate and select the purchase order you want to receive.
 - b. Select the **Search** button.





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



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

- 1. SWIFT opens up the Receiving page. Process the receipt line as needed.
- 2. 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.



Step 3: Review and update the Asset Management Information page

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

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



b. 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.

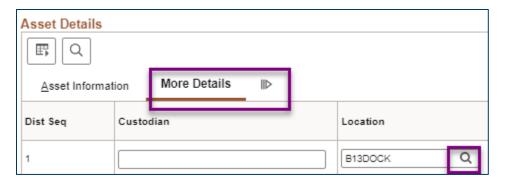


c. SWIFT returns you to the Asset Management Information page. The Asset ID field on the Asset Details section now contains "AUTO-ASSIGN."



- 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.
 - a. Select the More Details tab on the Asset Details section.
 - b. 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
Custodian	Enter the Employee ID of the custodian. The Employee ID must exist in SWIFT.
Mfg ID	Press the Lookup icon to select a Manufacturer ID.
Model	Enter Model information for the asset. The field length is 30 characters.
Manufacturer	This is the manufacturer of the item you are receiving.

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

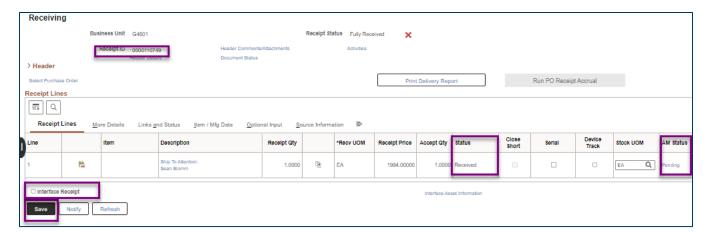
Step 4: Save and process the receipt

SWIFT returns you to the Receiving page for the asset.

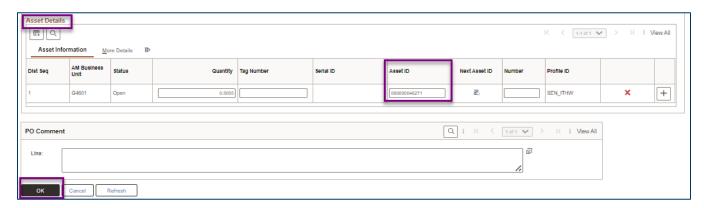
NOTE: The AM Status field is still "Pending" before you save the receipt. There is no Receipt ID yet. The Status is "Open."

- 1. Press the **Save** button at the bottom of the page.
- 2. After you save the receipt, SWIFT assigns a Receipt ID. The Status is now "Received."





- 3. 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.
 - a. Press the **Pending** link in the AM Status column.
 - b. SWIFT displays the Asset Management Information page. The Asset ID is on the Asset Details section.
 - c. Press the **OK** button to return to the Receiving page.



4. 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 <u>Run the Receiver Interface</u> <u>Push Process for Asset Transactions</u> Quick Reference Guide. 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.