

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.

Select Purchase Order

Search Criteria

PO Unit: G4601 Origin:

ID: 3000048369

Line: Schedule:

Release:

Item ID:

Ship To:

Ship Via:

Retrieve Open PO Schedules

Days +/- Today:

Start Date:

End Date:

Supplier Name: [Supplier Lookup](#)

Supplier Item ID:

Manufacturer ID:

Manufacturer's Item ID:

UPN ID:

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

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.

Retrieved Rows

Selected Rows **Shipping Related** **More Details**

Sel	PO Unit	PO ID	Origin	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	It
<input checked="" type="checkbox"/>	G4601	3000048369	553	1	1	11945	12/28/2023	1.0000		
<input type="checkbox"/>	G4601	3000048369	553	2	1	11946	12/28/2023	1.0000		

Select All Clear All

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.

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		Ship To Attention: Sean Blom	<input type="text" value="1.0000"/>	<input type="text" value="EA"/>	1994.0000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="EA"/>	Pending

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.

Asset Management Information for Line 1

Business Unit	G4801	Status	Open
Receipt ID	NEXT	Item	
Receipt Line	1	Standard UOM	EA

Next Asset ID

Use One Asset ID

- 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.

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.

OK

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

Asset Details

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Asset Information
More Details

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID
1	G4801	Open	0.5055			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.

Asset Details

Asset Information **More Details** ▶

Dist Seq	Custodian	Location
1	<input type="text"/>	B13DOCK <input type="text" value=""/>

- 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.

- 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.”

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

Receiving

Business Unit: G4601 Receipt Status: Fully Received

Receipt ID: 0000110749

Header Comments/Attachments Document Status Activities

> Header

Select Purchase Order 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
1		Ship To Attention: Sean Blomm	1.0000	EA	1994.00000	1.0000	Received	<input type="checkbox"/>		<input type="checkbox"/>	EA	Pending

Interface Receipt Interface Asset Information

Save Notify Refresh

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.

Asset Details

Asset Information More Details ID

Diet Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	G4601	Open	0.0055			000000046271			SEN_JTHW

PO Comment

Line:

OK Cancel Refresh

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 [Run the Receiver Interface Push Process for Asset Transactions](#) 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.