

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.

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.

Select Purchase Order

Search Criteria

PO Unit: Origin:

ID: Days +/- Today:

Line: Schedule:

Release:

Item ID:

Ship To:

Ship Via:

Retrieve Open PO Schedules

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

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"/>	G4601	3000048281	553	1	1	11870	12/21/2023	1.0000			Ship To Attention: Matt Xiong

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. 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.

2. 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: Matt Xiong	<input type="text" value="1.0000"/>	<input type="text" value="EA"/>	2476.00000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="EA"/>	Pending

Step 3: Review and update the Asset Management Information page

SWIFT displays the Asset Management Information for Line page.

1. 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. In the Distribution section, select the **View All** link.
3. You also need SWIFT to assign the next available Asset ID number in your Business Unit to the asset.
 - a. Select the **Next Asset ID** button.

Asset Management Information for Line 1

Help

Business Unit G4601 Status Open

Receipt ID NEXT Item Ship To Attention:

Receipt Line 1 Standard UOM EA

Distribution Information
 | < > | 1 of 2 | > > |

- b. 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.

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.

- c. SWIFT returns you to the Asset Management Information for Line page.
 - i. The Asset ID field now contains "AUTO-ASSIGN."
 - ii. You can see Asset Details for both distribution 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	G4601	Open	0.2733			AUTO-ASSIGN			SEN_I_THW

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	G4601	Open	0.7262			AUTO-ASSIGN			SEN_I_THW

4. 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.
5. 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.
 6. As an option, you can enter additional asset information on the More Details tab.

The screenshot shows the 'Asset Details' form. At the top, there are two tabs: 'Asset Information' and 'More Details'. The 'More Details' tab is selected and highlighted with a purple box. Below the tabs, there are four columns: 'Dist Seq', 'Custodian', 'Location', and 'Mfg ID'. The 'Dist Seq' column contains the value '1'. The 'Custodian' column has an empty text input field. The 'Location' column contains the value 'G48RECVDC' and is highlighted with a purple box. To the right of the 'Location' input is a small circular icon with a magnifying glass, also highlighted with a purple box. The 'Mfg ID' column has an empty text input field.

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.

7. 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.

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.”

8. Press the **Save** button on the bottom of the Receiving page.

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

Receipt ID: 0000110757

Header Comments/Attachments: Document Status

Activities

> Header

Select Purchase Order

Print Delivery Report

Run PO Receipt Accrual

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: Matt Xiong	1.0000	EA	2476.00000	1.0000	Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending

Interface Receipt

Interface Asset Information

Save | Notify | Refresh

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

- SWIFT will assign a different Asset ID to each distribution line. Use the same Asset ID on each distribution line on the receipt.
 - 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.
- SWIFT displays the updated Asset Management Information for Line page. In the Distribution Information section, you will see several Distribution Line sections. Select the **View All** link to see all distributions.
- 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.

Asset Details

Asset Information | More Details

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number
1	G4601	Open	0.7282			00000004628		

PO Comment

Line:

OK | Cancel | Refresh

Step 5: Save and process the receipt

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

2. As an option, press the **Interface Receipt** checkbox.

The screenshot shows the 'Receipt Lines' interface. At the top, there are navigation tabs: 'Receipt Lines', 'More Details', 'Links and Status', 'Item / Mfg Data', 'Optional Input', and 'Source Information'. Below the tabs is a table with the following columns: Line, Item, Description, Receipt Qty, *Recv UOM, Receipt Price, Accept Qty, Status, Close Short, and Serial. The table contains one row with the following data: Line 1, Item (with a small icon), Description 'Ship To Attention: Matt Xiong', Receipt Qty 1.0000, *Recv UOM EA, Receipt Price 2476.00000, Accept Qty 1.0000, Status Received, Close Short (checkbox), and Serial (checkbox). Below the table, there is a checkbox labeled 'Interface Receipt' which is highlighted with a red box. To the right of this checkbox is a link labeled 'Interface Asset Information'. At the bottom of the interface, there are three buttons: 'Save' (highlighted with a red box), 'Notify', and 'Refresh'.

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial
1		Ship To Attention: Matt Xiong	1.0000	EA	2476.00000	1.0000	Received	<input type="checkbox"/>	<input type="checkbox"/>

Interface Receipt [Interface Asset Information](#)

Save Notify Refresh

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 [Run the Receiver Interface Push Process for Asset 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.