SWIFT STATEWIDE INTEGRATED
FINANCIAL TOOLS

QUICK REFERENCE GUIDE

February 20, 2024

Receiving Assets Decision Process

It is important to verify the status of each receipt line to determine how to receive an asset. The receiving process for an asset is based on the quantity and funding sources on each receipt line. It is important to use the correct receiving process to generate accurate asset records in the Asset Management module. This Quick Reference Guide shows a chart that describes the decisions for receiving assets in the Receipts module. It provides the steps to review the receipt to determine the correct asset receiving process. Step 4 lists the correct Quick Reference Guides to receive the asset.

Chart that describes the decisions for receiving assets
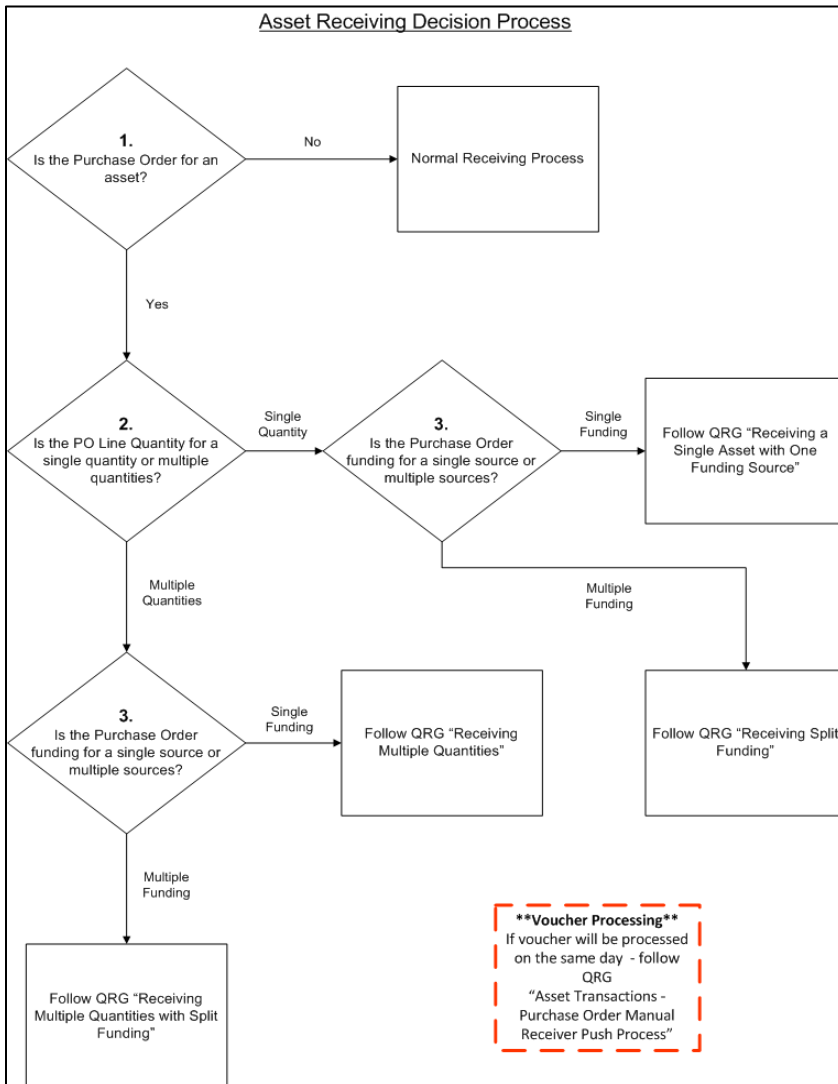
Steps to review a receipt to determine the correct asset receiving process

Step 1: Is the receipt for an asset?

- If the purchase order is for an asset, use the AM Status field in the Maintain Receipts page of the Receipts module. Proceed to Step 2 of this decision process to determine the applicable asset receiving process.
- If the purchase order is not for an asset, SWIFT will not display AM Status field. Follow the normal receiving process for the purchase.

Step 2: Is the quantity on the receipt line for a single or multiple quantity?

Review the Quantity of each line of the purchase order. Enter that number in the Accept Qty on the receipt line.

- **Single Quantity Receipt:**
  For example, if the purchase order is for five computers and your agency set it up with five lines each with a Quantity of "1," then this is a single quantity receipt. In the Receipts module, enter "1.0" in the Accept Qty field on each line on the Maintain Receipts page.

- **Multiple Quantity Receipt:** For example, if your agency set up one purchase order line with a single line with a Quantity of "2," then this is a multiple quantity receipt. In the Receipts module, enter "2.0" in the Accept Qty field on the Maintain Receipts page.

Step 3: Is the funding on the receipt line from a single or multiple sources?

After determining the quantity on each receipt line, review the funding on them. The funding (distribution) for a receipt line can be from a single or multiple sources. Agencies enter funding for a purchase order on the Distributions for Schedules page for each purchase order line. Determine if the funding (distribution) on the receipt line is from a single or multiple sources.

1. After you create a receipt against a purchase order, access the Asset Management Information page of receipt line.
2. Select the Pending link in the AM Status column on the receipt line.

3. SWIFT opens up the Asset Management Information for Line page.
   a. The first section is Distribution Information. On the right side of the header, you can see the number of distribution lines. In this example, there are two distribution lines.
   b. Press the **View All** link to display all distribution lines for the receipt line based on the purchase order line.

SWIFT STATEWIDE INTEGRATED
FINANCIAL TOOLS

Step 4: Proceed to the correct guide to receive the asset

After answering all three questions about this purchase order, you can select the correct receiving process for the asset. See the table below.

IMPORTANT: Be aware that there may be different scenarios on the lines of a purchase order. For example, the first purchase order line may be for a single quantity and a single funding source. The second purchase order line may be for a single quantity and multiple funding sources. Each process is slightly different, so it is important to verify the status of each line before proceeding with the receipt.

You can find these guides in the Receipts Quick Reference Guides webpage.

Receiving Scenario for Purchase	Follow the Guide to Receive the Asset
Purchase is not an asset	Use the normal receiving process.
Single quantity, single funding source	"Receiving a Single Asset with One Funding Source" guide.
Single quantity, multiple funding sources	"Receiving a Single Asset with Split Funding" guide.
Multiple quantities, single funding source	"Receiving Assets with Multiple Quantities" guide.
Multiple quantities, multiple funding sources	"Receiving Multiple Quantities with Split Funding" guide.