

QUICK REFERENCE GUIDE

February 20, 2024

Receive Assets with Multiple Quantities and 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.

WARNING! There are cases when a purchase order and its receipts are very complicated. It may be simpler to manually create the assets in the Asset Management module rather than using the Receipts module to create the assets. Consult with your agency’s asset coordinator in these complicated cases.

When an 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 associated distribution line on the receipt.

This guide describes how the steps to receive assets with multiple quantities and split funding.

Step 1: Review the purchase order for asset information using the Purchase Order Inquiry

1. Navigate to the **PO Inquiry** page.

Navigation Option	Navigation Path
Navigation Collection	Procurement, Purchasing, Purchase Order. Left menu, PO Inquiry, Purchase Orders.

2. In the Purchase Order Inquiry page, enter the **PO ID** and select **Search** at the bottom of the page.
3. In the Results section, select the **PO ID**.

- SWIFT displays the Purchase Order Inquiry page for that purchase order. Go to the **Lines** section and select the **Schedules** icon.

Lines

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		Computers: Desktops, Laptops,	43211500	2.0000	EA	3,988.00 USD	Approved

- SWIFT opens the Schedules page.
 - You can see the **PO Qty**. In this example, it is 2.0.
 - Select the **Distributions** icon.

Schedules

Sched	Due Date	Time Due	Revision	Ship To	Attention To	PO Qty	Price	Merchandise Amount	Status
1	02/28/2024			T790931000		2.0000	1,994.00000	3,988.00 USD	Active

- SWIFT displays the Distributions for Schedule page. In the Distributions section, you can see the split distributions.

In this example, Distribution 1 is 50.5517 percent and Distribution 2 is 49.4483 percent for two items. You will need to receive these assets with multiple quantities and split funding.

Distributions

Dist	Status	Percent	Merchandise Amt	GL Unit	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Sub Acct	SW Cost	Agency Cost 1 (CF1)
1	Open	50.5517	2,016.00	USD	MN001	5500	G463C000	G464602	471603		60805
2	Open	49.4483	1,972.00	USD	MN001	2001	G463SM63	G464607	471603		60805

Step 2: Populate the Receiving page with the purchase order information

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

Navigation Options	Navigation Path
Navigation Collection	Procurement, Purchasing, Receipts, Receiving page.

Navigation Options	Navigation Path
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 such as the **PO ID** for 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.

Select Purchase Order

Search Criteria

PO Unit: G4601 Origin: Days +/- Today: Start Date: End Date: Supplier Name: Supplier Item ID: Manufacturer ID: Manufacturer's Item ID: UPN ID:

PO ID: 3000048395 Line: Schedule: Release: Item ID: Ship To: Ship Via: Retrieve Open PO Schedules

Receipt Qty Options: No Order Qty Ordered Qty PO Remaining Qty

Retrieved Rows

Selected Rows	Shipping Related	More Details	ID								
<input checked="" type="checkbox"/>											
Sel	PO Unit	PO ID	Origin	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	G4601	3000048395	553	1	1	11974	02/28/2024	2.0000			Computers: Desktops, Laptops,

Select All Clear All

OK Cancel Refresh

Step 3: 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.

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.

3. Look at the Receipt Lines section of the Receiving page.

In this example, the Receipt Qty equals “2.000.” We will receipt both assets.

- a. **IMPORTANT:** Do not check the Serial checkbox at this time.
- b. Press the **Pending** link for the purchase order line you want to receive.

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status
1		Computers: Desktops, Laptops.	2.0000	EA	1994.00000	2.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending

Step 4: Review and update the Asset Management Information page

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

1. SWIFT displays all distribution lines for the assets being received. Press the **View All** icon on the top of the page to display all distribution lines.

Asset Management Information for Line 1	
Business Unit	G4601
Receipt ID	NEXT
Receipt Line	1
Status	Open
Item	Computers: Desktops, Laptops.
Standard UOM	EA
<input type="button" value="Next Asset ID"/> <input type="button" value="Use One Asset ID"/>	
Distribution Information	
<input type="button" value="View All"/>	

2. Add new rows for each of the distribution lines for the assets.
 - a. Each of the Asset Details sections displays the specific portion of the asset Quantity.

In this example, there are two assets to receive. Because of the split funding, we will create four assets. From the PO Inquiry we know the funding on this purchase order was split 50.5517/49.4483.

- i. The Quantity of the first distribution is 1.0110. The asset amount is 51.1077, which is 1.0110×50.551 .

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID		
1	G4601	Open	1.0110			NEXT			SEN_JTHW		<input type="button" value="+"/>

- ii. The Quantity of the second distribution is .9890. The asset amount is 48.9043, which is $.9890 \times 49.4483$.

The screenshot shows the 'Asset Details' form with a table containing one row. The 'Quantity' field is highlighted with a purple box and contains the value '0.9890'. At the far right of the table, there is a plus sign icon (+) also highlighted with a purple box, indicating the 'Add New Row' button.

- b. In the Asset Details section, press the **Add New Row** icon for each asset line. It is a plus sign. This icon is located at the far right of the Asset Details section for each asset to create a line.

In this example, you need a total of two rows (one for each quantity) per distribution line.

- 3. Determine each distribution section for the asset.
 - a. Edit the Quantity field so that the total for that line is divided evenly among all rows.

In this example, the first row has a total quantity of 1.0110. This quantity needs to be divided by two because there are two lines. The total quantity for each lines is .505. ($1.0110/2 = .505$).

The screenshot shows 'Asset Management Information for Line 1' with a table of two rows. Both rows have their 'Quantity' fields highlighted with purple boxes and contain the value '.505'. The 'Next Asset ID' column contains the text 'NEXT'.

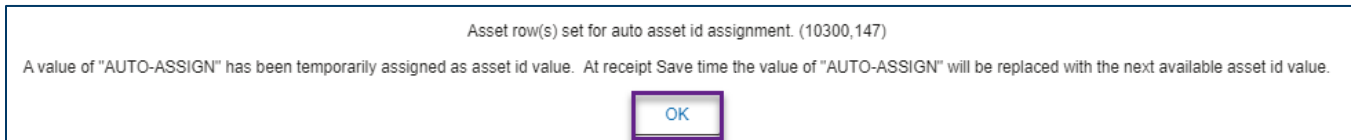
The second row has a total quantity of .495 for each line ($.9890/2$).

The screenshot shows the 'Asset Details' form with a table of two rows. Both rows have their 'Quantity' fields highlighted with purple boxes and contain the value '.495'. At the far right of each row, there is a plus sign icon (+) highlighted with a purple box.

- 4. Assign the next available Assets IDs for your Business Unit to the assets.
 - a. In header of this page, select the **Next Asset ID** button.

The screenshot shows the header section of 'Asset Management Information for Line 1'. It displays fields for Business Unit (G4801), Status (Open), Receipt ID (NEXT), Receipt Line (1), Item (Computers: Desktops, Laptops), and Standard UOM (EA). At the bottom, there are two buttons: 'Next Asset ID' (highlighted with a purple box) and '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.



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

Line 1

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	0.5050			AUTO-ASSIGN			SEN_ITHW	✗	+
2	G4601	Open	0.5050			AUTO-ASSIGN			SEN_ITHW	✗	+

Line 2

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	0.4950			AUTO-ASSIGN			SEN_ITHW	✗	+
2	G4601	Open	0.4950			AUTO-ASSIGN			SEN_ITHW	✗	+

- 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.
- Verify the **Location** where the agency will place the asset in service.
 - Select the **More Details** tab in the **Asset Details** section.
 - Accept the current Location or press the **Lookup** icon to choose a different Location.
- As an option, you can enter additional asset information on the More Details tab.

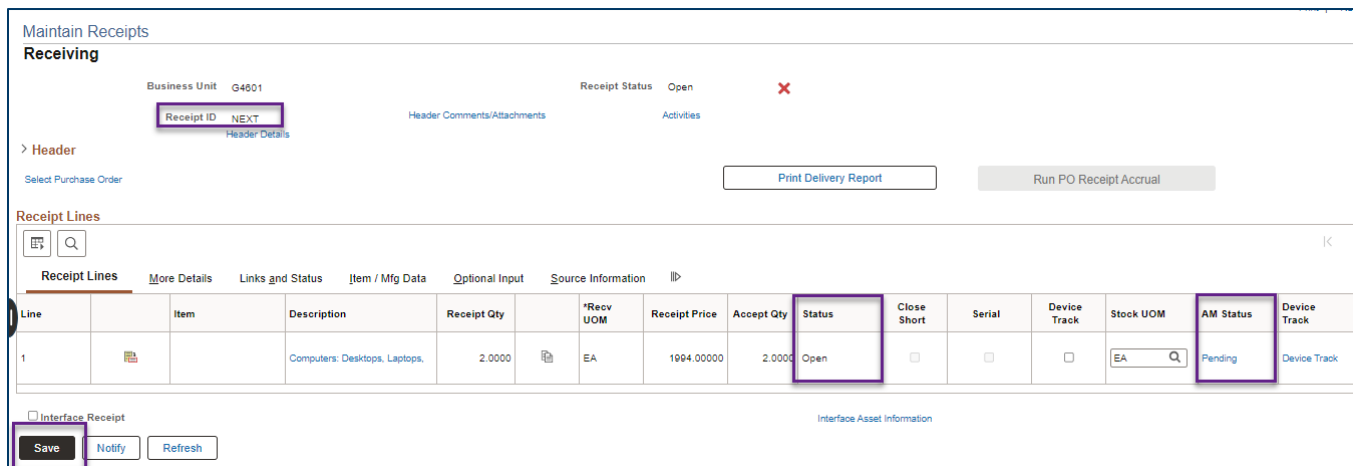
Fields on the More Details tab on the Asset Management Information page

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: Assign Asset ID's, Update Asset ID's and Save.

- SWIFT returns you to the Receiving page for the asset.
 - 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.



- After you save the receipt, SWIFT assigns a Receipt ID.
 - The Status is now "Received."
 - SWIFT has also assigned Asset IDs to the assets.
- Update the Asset IDs that SWIFT assigned.
 - Press the **Pending** link in the AM Status column.
 - SWIFT displays the Asset Management Information page. You can see on the Asset Details section that SWIFT has assigned unique Asset IDs to each distribution sequence.

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	G4801	Open	0.5050			000000048283			SEN_I THW	✗	+
2	G4801	Open	0.5050			000000048284			SEN_I THW	✗	+

- c. Select the **View all** link.
- d. **Change the assigned values** so that the same Asset ID appears on the corresponding rows of each distribution.

Line 1

Asset Details											
Asset Information More Details View All											
Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID		
1	G4801	Open	0.5050			000000048283			SEN_I THW	✗	+
2	G4801	Open	0.5050			000000048283			SEN_I THW	✗	+

Line 2

Asset Details											
Asset Information More Details View All											
Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID		
1	G4801	Open	0.4850			000000048283			SEN_I THW	✗	+
2	G4801	Open	0.4850			000000048283			SEN_I THW	✗	+

PO Comment											
Line: <input type="text"/>											
<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/>											

- e. In this example, SWIFT assigned four Asset ID's (two assets x two funding strings each).
- f. Note the Asset ID's to help you track them in the Asset Management module.

4. At the bottom of the page, press the **OK** button to return to the Receiving page.
5. On the Receiving page, press the **Save** button.
6. Verify that all your work was save correctly by selecting the **Pending link** in the Asset Status column.
 - a. Save any additional changes that are made.
 - b. Press the **OK** button to return to the Receiving page.
7. 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.

8. Save and process the receipt.