SWIFT STATEWIDE INTEGRATED
FINANCIAL TOOLS

QUICK REFERENCE GUIDE

February 20, 2024

Receive an Asset with Multiple Quantities

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.

The key to receiving a single asset with multiple quantities is to enter Serial IDs for each distribution sequence. This process is covered in Step 3 of this guide.

This guide provides instructions for creating a receipt for an asset with multiple quantities and 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.

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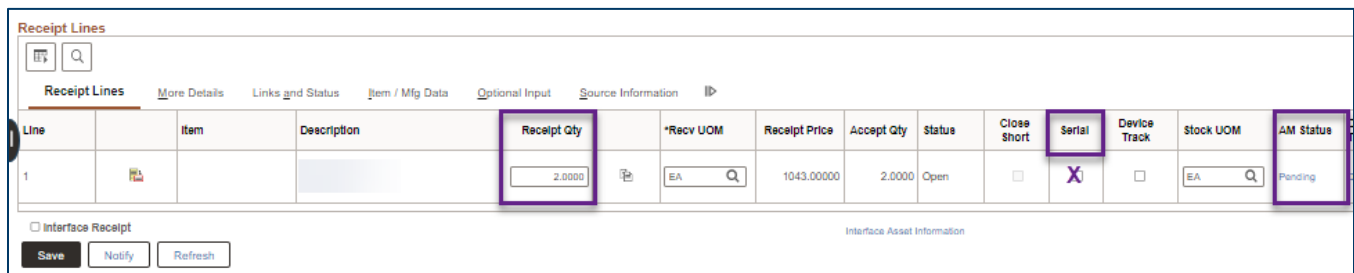
Step 3: Review and update the Asset Management Information page

SWIFT displays the Asset Management Information page showing the asset details to receive. SWIFT creates two lines on the Asset Details section: there is one line for each quantity. There are two lines visible by default. Select the **Next** or **View All** links to see the other lines.

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

2. 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.

3. 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.

   a. Because you checked the Serial box on the Receiving page, you need to enter **Serial IDs** for each asset line on this page.

   - The field is alpha-numeric. SWIFT does not allow symbols.
   - If you know the correct serial number for each item, enter them.
   - If you do not know the serial numbers or if the assets do not have serial numbers, enter placeholder values. Placeholder values must be unique on this page.

NOTE: After SWIFT runs the asset integration processes, you can change or delete the placeholder serial numbers from the records in the Asset Management module.

b. 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.

4. 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.

5. 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.

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

Step 4: Save and process the receipt

1. 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."

2. Press the **Save** button. After you save the receipt, SWIFT assigns a Receipt ID. The Status in the Line 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.
4. As an option, press the **Interface Receipt** checkbox.

NOTE: 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.