**AM Tool 4 - Asset Receipts**

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V.1.1

This document provides instruction on how to process a receipt that contains asset data. This document does not outline all steps to entering a Receipt; only those asset-specific steps are highlighted.

**Foundation Information**

Integration cannot begin on the **Receipt**. The **Receipt** will only have asset data if the associated **Purchase Order** had asset information.

The **Receipt** provides an **Asset Management Information page** to record physical data, including **Tag Number, Serial ID, Location, Custodian, and manufacturing information**. The Receipt passes the information to Asset Management so the asset can be added with its Physical Information.

Note: Because physical data is sent to AM after the **Receipt** is processed, the asset data on the **Receipt** must be correct. That means the **Serialize/Use One Asset ID** buttons have been selected if applicable and the **Profile ID** is correct. For this reason, some agencies have chosen to start the integration on the **Voucher** level. It is easier to correct errors in the AM Loader Tables when the integration begins on the **Voucher**. The decision on where to start the integration should be made by the agency based on the Purchasing Staff Members’ ability to select **Profile IDs**. A Voucher Processor might be more comfortable with this task because he/ she is familiar with selecting Account Codes.

**Homepage Navigation:** POs & Receiving>Receiving>Add/Update Receiving ***or***

**NavBar**: Purchasing>Receipts>Add/Update Receipts

Access asset data on the Maintain Receipts - Receiving page using the AM Status link.

The receipt information must be correct for the asset information to flow into the AM Loader Tables correctly. The example below is the most basic: One asset with one funding source. Other more complex examples are covered in **Scenarios 1.1, 1.2, and 1.3.**

One Asset with One Distribution Line

Click the **Pending** hyperlink.



Populate any known Physical fields on the **Asset Management Information for Line 1 page**.

 

Select the **More Details tab** to populate additional Asset Physical Information.



Click OK and Save. When the receipt is saved, a batch job will automatically run. The **AM Status** should change to **Moved** when you navigate back into the Receipt. An Asset ID will be assigned automatically in the Asset Management module. That asset will have a status of ‘Received’ until cost is integrated from the voucher.