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PO.020.240 - RECEIVING A SINGLE ASSET WITH MULTIPLE DISTRIBUTIONS

Purpose	To receive a single Asset with multiple distributions.
Description	When receiving an asset, it is necessary to assign a Serial ID to the asset. While only the Serial ID is required to mark the item as Received, the Tag Number is used to track the asset and verify that another asset with the same Tag Number does not exist in the system.
Security Role	**BOR_PO_RECV_GOODS**
Dependencies/ Constraints	None
Additional Information	If the purchase order distribution line has an Asset Management Business Unit and Profile ID specified, the item(s) are identified as asset purchases in the system. Once an item that was marked as an asset purchase is received, the receiver assigns a Tag Number and/or Serial ID on the receipt. The distributions section of a Purchase Order contains information about how the item quantity will be charged to the institution. Multiple distributions allow institutions to split payment across multiple funds, departments, programs, etc. All assets must be received through core purchasing which is accessed through the following navigation: NavBar > Menu > Purchasing > Receipts > Add/Update Receipts

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Procedure

Below are step by step instructions on how to receive a single asset with multiple distributions.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Purchasing** link.
4.	Click the **Receipts** link.
5.	Click the **Add/Update Receipts** link. The system navigates to the Receiving search page. *Note: The system populates the Business Unit and Receipt Number information should default to 'NEXT.' PO Receipt checkbox should be checked.*
6.	Click the **Add** button. The system navigates to the Select Purchase Order page.
7.	Enter the purchase order number in the **ID** field.
8.	Click the **Search** button. The system returns search results under the Retrieved Rows section. *Note: If no search results appear, clear out all search criteria except for PO Unit and ID.*
9.	Click the **Sel** checkbox next to lines to receive. *Note: If users need to select all the checkboxes for multiple rows, navigate down and click the **Select All** link at the bottom of the page.*
10.	Click the **OK** button. The system navigates to the Maintain Receipts – Receiving page.
11.	Verify the **Receipt Qty** populated correctly from the purchase order. Additionally, if the quantity received is less than the quantity ordered, adjust Receipt Quantity as needed.
12.	Click the **Serial** checkbox. *Note: This checkbox is only available for Asset Lines.*
13.	Click the **Pending** link in the AM Status column.
14.	On the Distribution Information section, navigate to the far right and click the **View All** link to see all distribution lines.

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Step	Action
15.	Enter the same **Tag Number** and **Serial ID** for all Distribution Sequences. For example, say the Tag Number is 1234 and the Serial ID is 5678. If the asset was split over two (2) distributions, enter Tag Number 1234 and Serial ID 5678 for both Dist Seq 1 and Dist Seq 2. *Note: If the Tag Number information is not entered correctly, users will receive the following error message, "Multiple Tag number values have been assigned to the same Asset ID. Only one per Asset ID allowed. Only one Tag Number may be assigned to one Asset ID. Correct the incorrect value."*
16.	Verify that 'NEXT' and the corresponding number is listed in the **Asset ID** field for the corresponding Distribution Line. For example, if the asset was split over two (2) distributions, the Asset ID for Dist Seq 1 should be 'NEXT1' and the Asset ID for the Dist Seq 2 should be 'NEXT2.'
17.	Click the **OK** button.
18.	Click the **Save** button.
19.	Verify the **Receipt Status** updates to "**Fully Received**."