

PO.020.250 – RECEIVING A SINGLE ASSET

Purpose	<ul style="list-style-type: none"> • To receive a single asset item. • To understand what information must be included on the receipt to receive an asset.
Description	<p>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.</p> <p>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.</p>
Security Role	BOR_PO_RECV_GOODS
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how marking an item as an asset.

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. <i>Note: The Business Unit populates and Receipt Number information should default to 'NEXT.' PO Receipt checkbox should be checked.</i>
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. <i>Note: If no search results appear, clear out all search criteria except for PO Unit and ID.</i>
9.	Click the Sel checkbox next to lines to receive. <i>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.</i>
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. <i>Note: This checkbox is only available for Asset Lines.</i>
13.	Click the Pending link in the AM Status column.
14.	Navigate to the Asset Details section.
15.	Enter a tag number in the Tag Number field.
16.	Click the enter a serial identification number in the Serial ID field.
17.	Click the OK button.
18.	Click the Save button.

Step	Action
19.	Verify the Receipt Status updates to “Fully Received.”