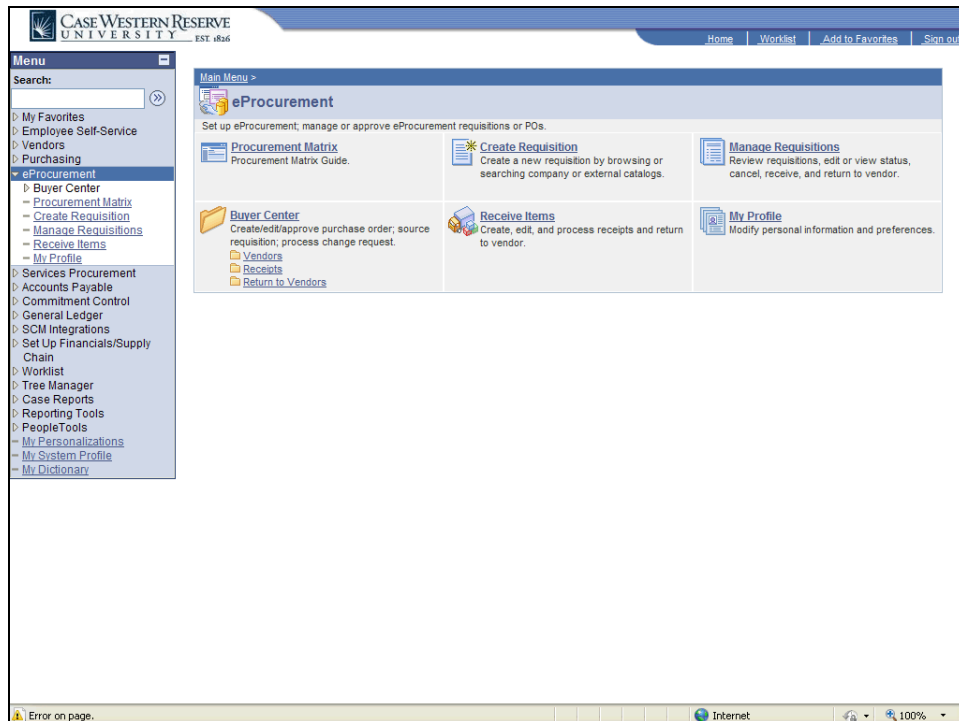


Information Technology Services Reference Sheet Receiving an Asset

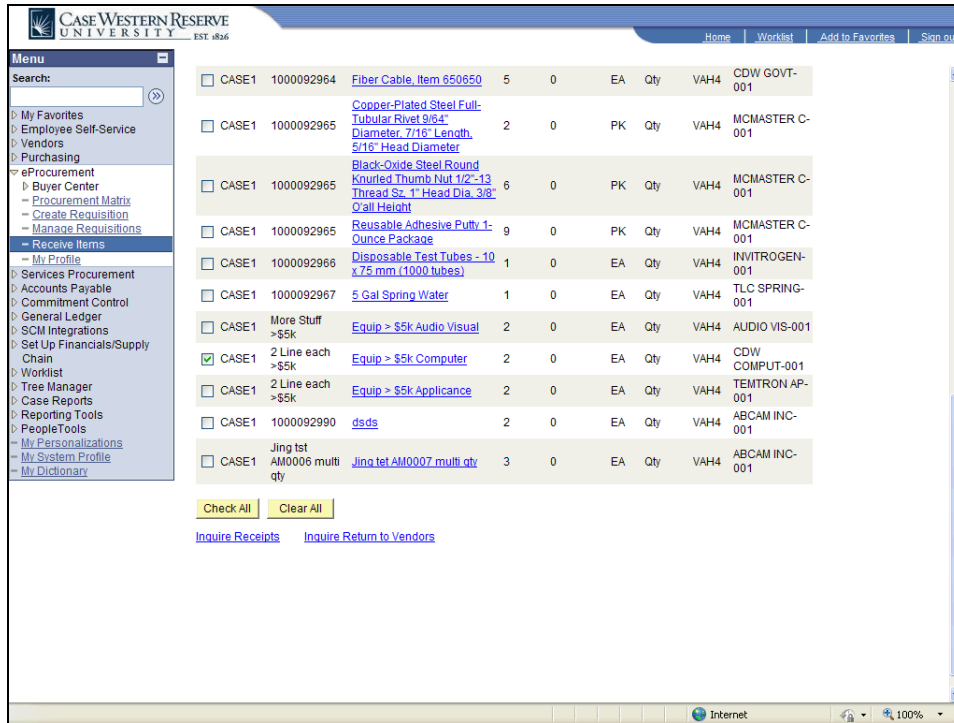
Procedure

This guide explains how to receive an item that is a major equipment asset over \$5,000.



Step	Action
1.	Log into PeopleSoft Financials. Click eProcurement and then Click the Receive Items link. Receive Items

Receiving an Asset



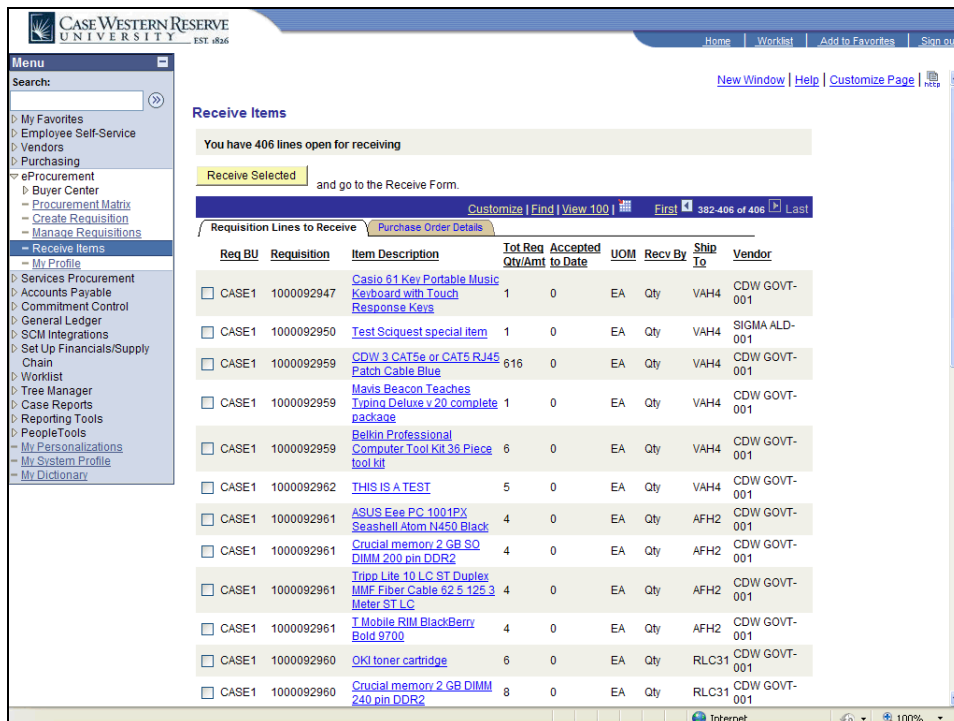
Menu

- My Favorites
- Employee Self-Service
- Vendors
- Purchasing
- Procurement
 - Buyer Center
 - Procurement Matrix
 - Create Requisition
 - Manage Requisitions
 - Receive Items**
 - My Profile
- Services Procurement
- Accounts Payable
- Commitment Control
- General Ledger
- SCM Integrations
- Set Up Financials/Supply Chain
- Worklist
- Tree Manager
- Case Reports
- Reporting Tools
- People Tools
 - My Personalizations
 - My System Profile
 - My Dictionary

Case	Requisition	Item Description	Qty	UOM	EA	PK	Qty	VAH4	Vendor
<input type="checkbox"/>	CASE1 1000092964	Fiber Cable, Item 650650	5	0	EA	Qty	VAH4	CDW GOVT-001	
<input type="checkbox"/>	CASE1 1000092965	Copper-Plated Steel Full-Tubular Rivet 9/64" Diameter, 7/16" Length, 5/16" Head Diameter	2	0	PK	Qty	VAH4	MCMaster C-001	
<input type="checkbox"/>	CASE1 1000092965	Black-Oxide Steel Round Knurled Thumb Nut 1/2"-13 Thread Sz, 1" Head Dia, 3/8" Crall Height	6	0	PK	Qty	VAH4	MCMaster C-001	
<input type="checkbox"/>	CASE1 1000092965	Reusable Adhesive Putty 1-Ounce Package	9	0	PK	Qty	VAH4	MCMaster C-001	
<input type="checkbox"/>	CASE1 1000092966	Disposable Test Tubes - 10 x 75 mm (1000 tubes)	1	0	EA	Qty	VAH4	INVITROGEN-001	
<input type="checkbox"/>	CASE1 1000092967	5 Gal Spring Water	1	0	EA	Qty	VAH4	TLC SPRING-001	
<input type="checkbox"/>	CASE1 More Stuff >\$5k	Equip > \$5k Audio Visual	2	0	EA	Qty	VAH4	AUDIO VIS-001	
<input checked="" type="checkbox"/>	CASE1 2 Line each >\$5k	Equip > \$5k Computer	2	0	EA	Qty	VAH4	CDW COMPUT-001	
<input type="checkbox"/>	CASE1 2 Line each >\$5k	Equip > \$5k Appliance	2	0	EA	Qty	VAH4	TEMTRON AP-001	
<input type="checkbox"/>	CASE1 1000092990	dsds	2	0	EA	Qty	VAH4	ABCAM INC-001	
<input type="checkbox"/>	CASE1 Jing tet AM0006 multi qty	Jing tet AM0007 multi qty	3	0	EA	Qty	VAH4	ABCAM INC-001	

Buttons: Check All, Clear All, Inquire Receipts, Inquire Return to Vendors

Step	Action
2.	The Receive Items page appears. Click the checkbox next to the item that is to be received.

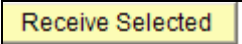
Receive Items

You have 406 lines open for receiving

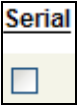
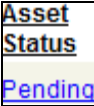
Receive Selected and go to the Receive Form.

Customize | Find | View 100 | First 382-406 of 406 | Last

Req BU	Requisition	Item Description	Tot Req Qty/Amt	Accepted to Date	UOM	Recv By	Ship To	Vendor
<input type="checkbox"/>	CASE1 1000092947	Casio 61 Key Portable Music Keyboard with Touch Response Keys	1	0	EA	Qty	VAH4	CDW GOVT-001
<input type="checkbox"/>	CASE1 1000092950	Test Scquest special item	1	0	EA	Qty	VAH4	SIGMA ALD-001
<input type="checkbox"/>	CASE1 1000092959	CDW 3 CAT5e or CAT5 RJ45 Patch Cable Blue	616	0	EA	Qty	VAH4	CDW GOVT-001
<input type="checkbox"/>	CASE1 1000092959	Mavis Beacon Teaches Typing Deluxe v 20 complete package	1	0	EA	Qty	VAH4	CDW GOVT-001
<input type="checkbox"/>	CASE1 1000092959	Belkin Professional Computer Tool Kit 36 Piece tool kit	6	0	EA	Qty	VAH4	CDW GOVT-001
<input type="checkbox"/>	CASE1 1000092962	THIS IS A TEST	5	0	EA	Qty	VAH4	CDW GOVT-001
<input type="checkbox"/>	CASE1 1000092961	ASUS Eee PC 1001PX Seashell Atom N450 Black	4	0	EA	Qty	AFH2	CDW GOVT-001
<input type="checkbox"/>	CASE1 1000092961	Crucial memory 2 GB SO DIMM 200 pin DDR2	4	0	EA	Qty	AFH2	CDW GOVT-001
<input type="checkbox"/>	CASE1 1000092961	Tripp Lite 10 LC ST Duplex MMF Fiber Cable 62.5 125.3 Meter ST LC	4	0	EA	Qty	AFH2	CDW GOVT-001
<input type="checkbox"/>	CASE1 1000092961	T Mobile RIM BlackBerry Bold 9700	4	0	EA	Qty	AFH2	CDW GOVT-001
<input type="checkbox"/>	CASE1 1000092980	OKI toner cartridge	6	0	EA	Qty	RLC31	CDW GOVT-001
<input type="checkbox"/>	CASE1 1000092980	Crucial memory 2 GB DIMM 240 pin DDR2	8	0	EA	Qty	RLC31	CDW GOVT-001

Step	Action
3.	Click the Receive Selected button. 



Step	Action
4.	If the item being received has multiple quantities of the same item, click the Serial checkbox. 
5.	If an item is an asset the Asset Status will say Pending. Click the Pending link. 

Serial checkbox - If you are receiving an order that has multiple quantities of an item, check the Serial checkbox to have all of the quantity of items listed in a separate line to be received.

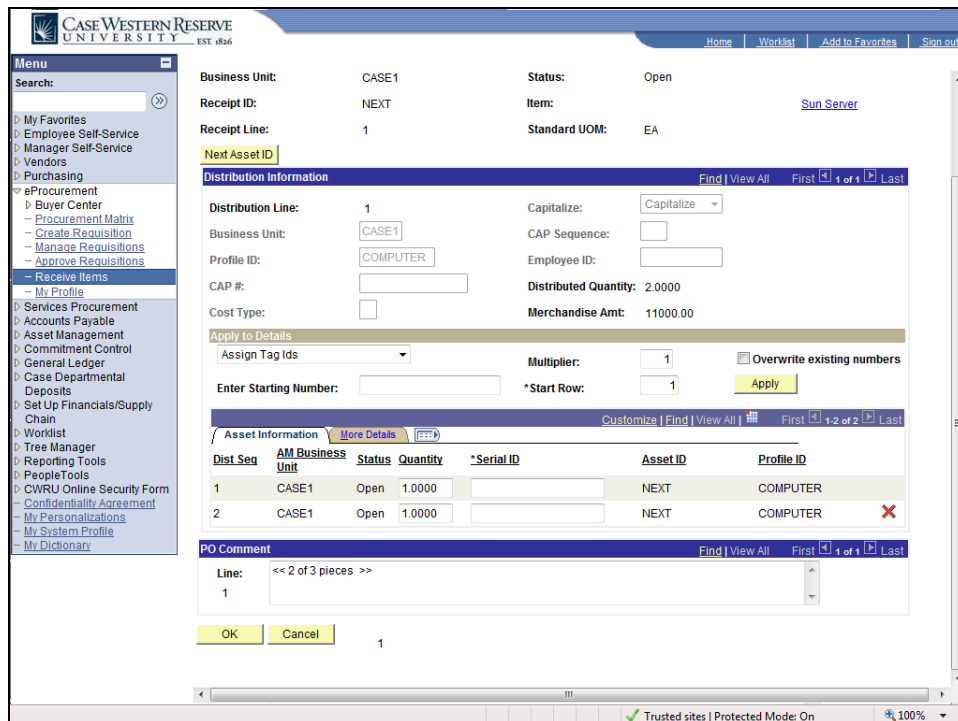
AM Status - Asset Management Status - This displays the status of the item data in relation to PeopleSoft Asset Management.

Receiving an Asset

If an item status is *Pending*: this indicates that the receipt line is asset-related and is pending interface with PeopleSoft Asset Management. Click the link to access the Asset Management Information for Line page where asset information can be recorded.

If an item status is *Moved*: this indicates that the receipt line has been interfaced to PeopleSoft Asset Management.

If the item is not asset-related, the AM Status is not shown.



The screenshot shows the 'Asset Management Information for Line' page. Key fields include Business Unit (CASE1), Status (Open), Receipt ID (NEXT), and Receipt Line (1). The 'Distribution Information' section shows Distribution Line 1 with Business Unit CASE1, Profile ID COMPUTER, and a quantity of 2,000. The 'Asset Information' table lists two items with quantities of 1,000 each. The 'PO Comment' section shows 'Line: << 2 of 3 pieces >>'.

Dist Seq	AM Business Unit	Status	Quantity	*Serial ID	Asset ID	Profile ID
1	CASE1	Open	1,000		NEXT	COMPUTER
2	CASE1	Open	1,000		NEXT	COMPUTER

Step	Action
6.	Enter the Serial ID for each item, this is a required field. This is the Serial Number from the manufacturer and is usually located on the item ordered. *Serial ID

Serial ID - Required Field. The Serial ID is the serial number of the item that has been received. This is usually on the item or within the documentation.

Asset ID - The default value is *NEXT*. *NEXT* is passed to PeopleSoft

Asset Management, where the next asset ID is assigned.

Profile ID - The asset profile links to the asset category and useful life, which are used for asset accounting and depreciation. This value is not available for change by the receiving agent and is populated by the value on the receipt distribution.

Cancel Row button - Do not click the red X to cancel at the receiving time.

Step	Action
7.	Click the More Details tab. More Details

The screenshot displays the 'More Details' tab for a receipt distribution. The main content area shows the following information:

- Business Unit:** CASE1
- Status:** Open
- Receipt ID:** NEXT
- Item:** Sun Server
- Receipt Line:** 1
- Standard UOM:** EA

Below this is the 'Distribution Information' section for Distribution Line 1:

- Business Unit:** CASE1
- Profile ID:** COMPUTER
- Capitalize:** Capitalize
- CAP Sequence:** []
- Employee ID:** []
- CAP #:** []
- Distributed Quantity:** 2.0000
- Cost Type:** []
- Merchandise Amt:** 11000.00

There is an 'Apply to Details' section with fields for 'Assign Tag Ids', 'Multiplier' (1), and '*Start Row' (1). Below this is a table with columns: Dist Seg, *Custodian, *Location, Model, Manufacturer, VIN, and Ca. The table contains two rows of data.

At the bottom, there is a 'PO Comment' section with a 'Line' field showing '<< 2 of 3 pieces >>' and a value of 1. There are 'OK' and 'Cancel' buttons.

Step	Action
8.	To enter the name of the custodian in the Custodian field, click the Lookup icon to search. Click the Advanced Lookup link to see other ways to search, such as by Last Name, First Name or EmplID. The name will be in the format lastname,firstname middle initial (if there is one).

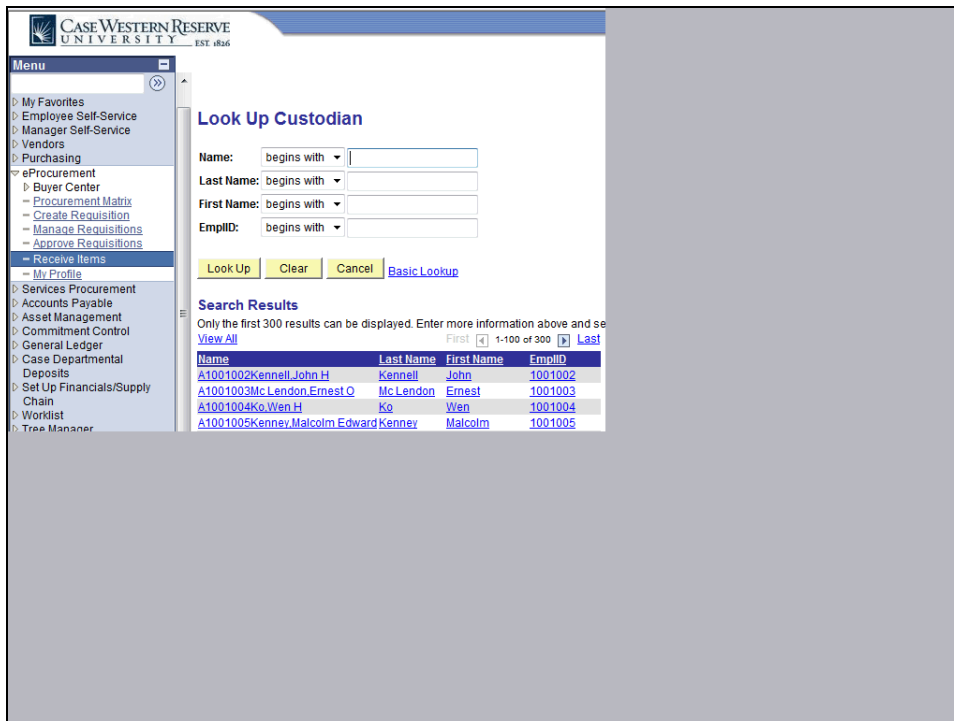
Custodian - The recipient of the asset item on the selected distribution sequence. If there are multiple accounting lines for the same item, the name of the Custodian must be the same.

Location - Select the Asset Location for the asset receipt line. For an asset with multiple distribution lines (split funding), the Asset Location must be consistent for all distribution lines.

Model - (optional) Enter the Model name if you have it.

Manufacturer - (optional) Enter the Manufacturer name if you have it.

VIN - Vehicle Identification Number if you have it.



Step	Action
9.	The Advanced Lookup link allows other ways to search, such as by Name, Last Name, First Name or EmplID. Use the dropdown to narrow the search by using begins with or contains. The name will be in the format lastname,firstname middle initial (if there is one).

Custodian - The recipient of the asset item on the selected distribution

Receiving an Asset

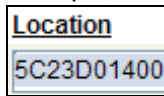
sequence. If there are multiple accounting lines for the same item, the name of the Custodian must be the same.

Location - Select the Asset Location for the asset receipt line. For an asset with multiple distribution lines (split funding), the Asset Location must be consistent for all distribution lines.

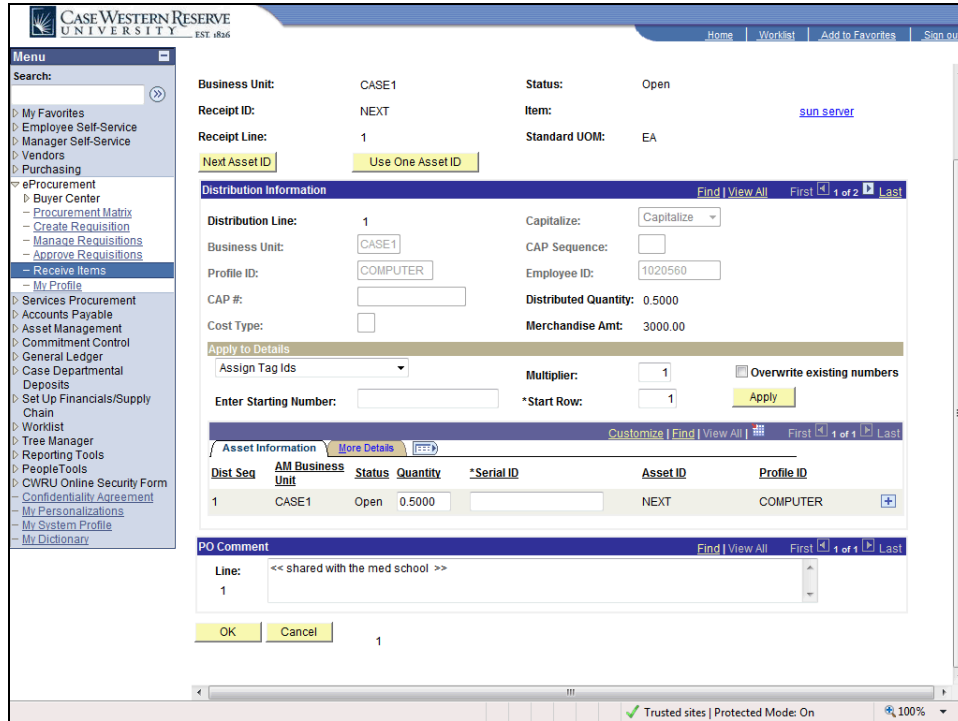
Model - (optional) Enter the Model name if you have it.

Manufacturer - (optional) Enter the Manufacturer name if you have it.

VIN - Vehicle Identification Number if you have it.

Step	Action
10.	<p>The Location field will be pre-populated with the 10 digit asset location code of the Ship To location that was entered on the requisition.</p> <p>To enter another code, if necessary, use the Lookup icon to search. Use the link Advanced Lookup to search with more fields such as Location Code, Description, Building Number, and Room number..</p> <p>The 10 digit code is a combination of the building code, room, and location. For example, 5C23 is the School of Dental Medicine building Room D01400.</p> 
11.	The Advanced Lookup allows more detailed searching to find the correct Location code.
12.	The Model , Manufacturer and VIN fields are optional for completion.
13.	PO Comment Line field displays the purchase order comments for the selected item.

Receiving an Asset




The screenshot shows the 'Receiving an Asset' process in the procurement system. Key elements include:

- Business Unit:** CASE1
- Status:** Open
- Receipt ID:** NEXT
- Item:** sun server
- Receipt Line:** 1
- Standard UOM:** EA
- Buttons:** Next Asset ID, Use One Asset ID
- Distribution Information:**
 - Distribution Line:** 1
 - Business Unit:** CASE1
 - Profile ID:** COMPUTER
 - Employee ID:** 1020560
 - Capitalize:** Capitalize
 - CAP Sequence:** [empty]
 - Employee ID:** 1020560
 - Distributed Quantity:** 0.5000
 - Cost Type:** [empty]
 - Merchandise Amt:** 3000.00
- Apply to Details:**
 - Assign Tag Ids:** [dropdown]
 - Multiplier:** 1
 - Overwrite existing numbers:** [checkbox]
 - Enter Starting Number:** [input]
 - *Start Row:** 1
 - Apply:** [button]
- Asset Information Table:**

Dist Seg	AM Business Unit	Status	Quantity	*Serial ID	Asset ID	Profile ID
1	CASE1	Open	0.5000		NEXT	COMPUTER
- PO Comment:** Line: << shared with the med school >>
- Buttons:** OK, Cancel

Step	Action
14.	<p>NOTE: If you have multiple distribution lines for the item(s) click the Use One Asset ID button to receive one asset ID for the item.</p> <p>In addition, for an item with multiple accounting lines (split funding), make sure that the Serial ID, Custodian, Location Make, Model and VIN are the same. If not, an error will be generated.</p> <p>Use One Asset ID</p>
15.	<p>Click the OK button.</p> <p>OK</p>



Step	Action
16.	The Receive Items page returns. To finish, click the Save Receipt button. 
17.	This completes how to receive an Asset. End of Procedure.