Version 1.2 04/24/2019

# Scenario - Multiple Assets with One Distribution Line on Same Receipt

**AM Scenario 1.1: Multiple Assets with One Distribution Line on Same Receipt**

There are two options for processing a receipt that includes multiple assets with the same funding source.

# Option 1: Serial Button Not Checked



Click on the **‘**Pending’hyperlink.



After adding the correct number of rows by clicking the

+ button (one for each asset), the page would look similar to this illustration.

# Each Receipt Distribution Sequence Line that is interfaced into the AM Interface tables will be a separate Load Line, so each asset should have its own line.

The **More Details** Tab holds 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. Asset IDs will be assigned automatically in the Asset Management module. Those assets will have a status of ‘Received’ until cost is integrated from the voucher.

# Option 2: Serial Button Checked



Click on the ‘Pending’hyperlink.



# Each Receipt Distribution Sequence Line that is interfaced into the AM Interface tables will be a separate Load Line, so each asset should have its own line.



The **More Details** Tab holds 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. Asset ID’s will be assigned automatically in the Asset Management module. Those assets will have a status of ‘Received’ until cost is integrated from the voucher.