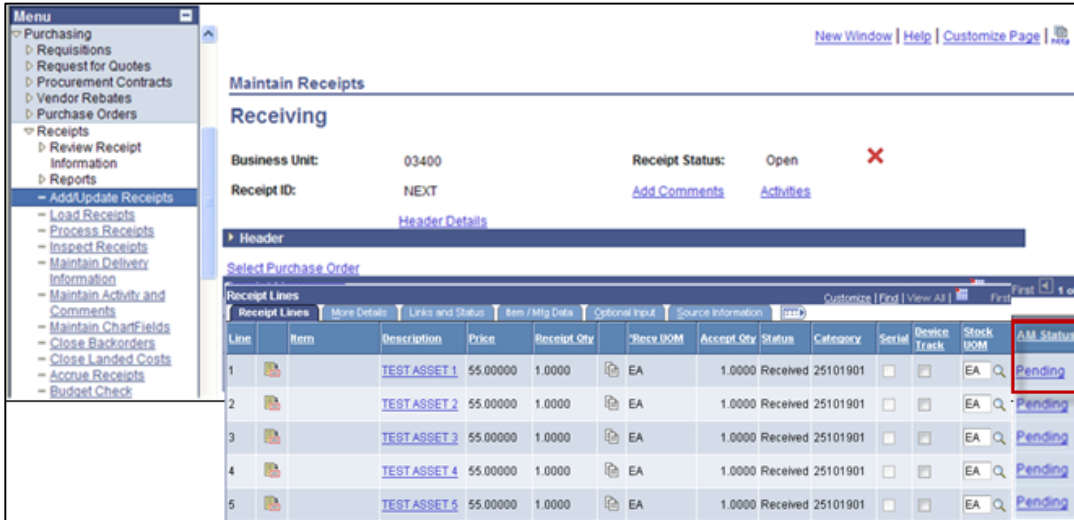




Scenario - Multiple Assets with Multiple Distribution Lines on Same Receipt

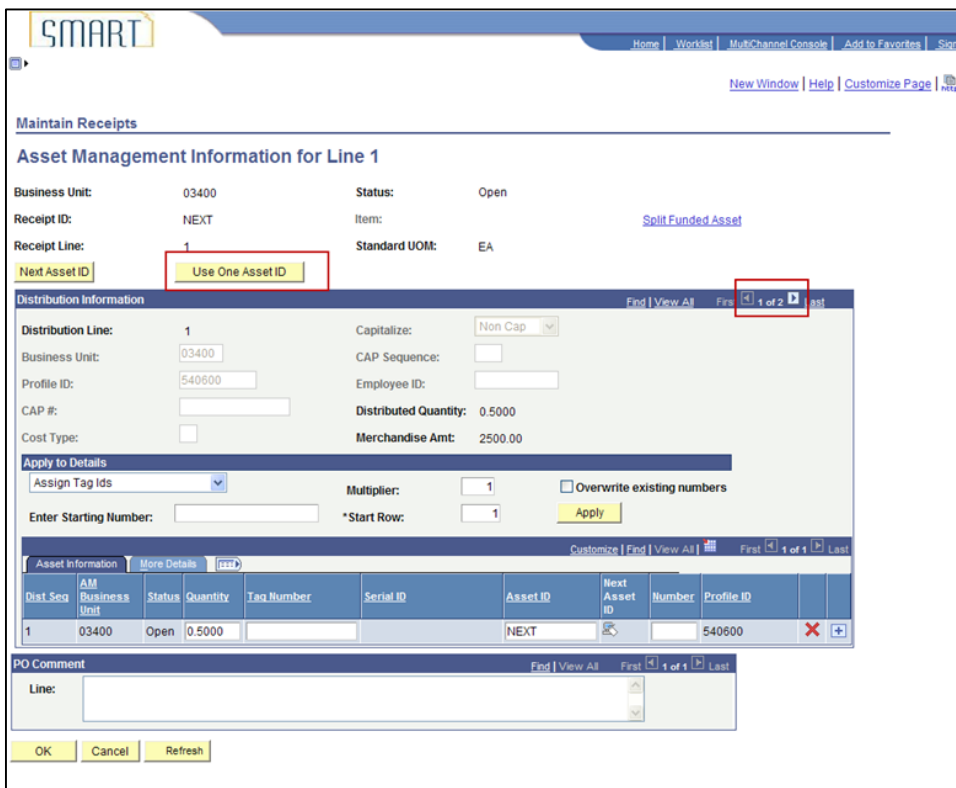
If the PO was set up using the recommended method from AM Tool 3, your Receipt should look similar to the screenshot below where each asset has its own Receipt line. (If it does not, skip to page 3.)



Accessed from Pending Hyperlink

Note: If there are multiple split-funded assets on the same receipt, you must click the **Pending** hyperlink for each receipt line to access the “Use One Asset ID” button. Then click the “**Use One Asset ID**” box for each split-funded asset (each receipt line). This is an important step because if you don’t do this, the receiving process will create more assets than you need. Every distribution line with asset data would create a unique Asset ID, which would be incorrect.

This is an example of one of the Receipt lines.



This example has two split Distribution Lines indicated by the multiple rows available on the page (1 of 2). These Purchase Order Distribution Lines can be combined into one asset by using the **Use One Asset ID** button. This will combine the two Distribution Lines into One Load Line in the AM Interface Tables. **Perform this step for each Receipt Line.**

Distribution Line #1

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	03400	Open	0.5000			NEXT		1	540600

Distribution Line #2 (accessed by clicking the Show Next Row button in the Distribution Information section (in red box on page 1))

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	03400	Open	0.5000			NEXT		1	540600

By using the **Use One Asset ID** feature, both Distribution Lines for this Purchase Order Line have the Number field set to '1'. This will ensure the Distribution Lines will be combined into one Load Line in the Interface Tables, yet retain the split ChartField information in Asset Management.

Fields	Description
Quantity	This field holds the quantity for the Purchase Order Distribution Line. If the Purchase Order Line (and Schedule) has two Distribution Lines, the Quantity will match the split quantity from the PO Line.
Tag Number	Enter the Tag Number assigned to each asset if known at this time.
Asset ID	The default value is NEXT, which is passed to Asset Management, where the next Asset ID is assigned. Do not override the default.

The **More Details** Tab holds additional Asset Physical Information.

Dist Seq	Custodian	Location	Mfg ID	Model	Manufacturer	Capitalize
1		KTOPE				N

Fields	Description
Custodian	If the Asset Custodian is known at this time, the name can be entered now. Names must be entered into the system as <u>LastFirst</u> with no spaces. The name should be entered exactly how the name is in <u>SHaRP</u> .
Location	Indicates the physical location of the asset. Full addresses are stored for each location in SMART. Note: The Purchasing Ship-To Locations use the same table to store Location Codes. Therefore, SMART Asset Management uses a unique naming convention. All asset locations begin with K (for Kansas), then the next letter is the first letter of the city. For example, all asset locations in Topeka would start "KT". The last 3 characters are unique to the property.
Manufacturing Information	Enter the manufacturing 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.

Alternate Method if Purchase Order Not Set Up Per AM Tool 3

If the PO was not set up so that every asset has its own Receipt line, additional steps will be necessary to ensure the correct number of assets are loaded in Asset Management.

In this example, there is a Receipt Quantity of 3.000 with two distribution lines.

Maintain Receipts

Receiving

Business Unit: 03400 Receipt Status: Open ✘

Receipt ID: NEXT [Add Comments](#) [Activities](#)

[Header Details](#)

[Select Purchase Order](#)

Receipt Lines Customize | Find | View All | First 1 of 1 Last

Line	Item	Description	Price	Receipt Qty	*Recy UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Status	Device Track
1		3 SPLIT FUNDED ASSETS	500.00000	3.0000	EA	3.0000	Open			EA	Pending	Device Track ✘

Accessed from Pending Hyperlink

Maintain Receipts

Asset Management Information for Line 1

Business Unit: 03400 Status: Open

Receipt ID: NEXT Item: [3 SPLIT FUNDED ASSETS](#)

Receipt Line: 1 Standard UOM: EA

Next Asset ID: Use One Asset ID

Distribution Information Find | View All | First 1 of 2 Last

Distribution Line: 1 Capitalize: Non Cap

Business Unit: 03400 CAP Sequence:

Profile ID: 540590 Employee ID:

CAP #: Distributed Quantity: 1.5000

Cost Type: Merchandise Amt: 750.00

Apply to Details

Assign Tag Ids: Multiplier: 1 Overwrite existing numbers

Enter Starting Number: *Start Row: 1

Asset Information Customize | Find | View All | First 1 of 1 Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	03400	Open	1.5000			NEXT			540590

Notice how the Quantity is split according to the Distributions. 50% (or 1.5 assets) are included on the first distribution line.

Left as is, this would create two assets, each with a quantity of 1.5000. Neither would be split-funded. Since the goal is 3 assets, each with 2 distributions, manual intervention is required.

Maintain Receipts

Asset Management Information for Line 1

Business Unit: 03400 Status: Open

Receipt ID: NEXT Item: [3 SPLIT FUNDED ASSETS](#)

Receipt Line: 1 Standard UOM: EA

Next Asset ID: Use One Asset ID

Distribution Information Find | View All | First 2 of 2 Last

Distribution Line: 2 Capitalize: Non Cap

Business Unit: 03400 CAP Sequence:

Profile ID: 540590 Employee ID:

CAP #: Distributed Quantity: 1.5000

Cost Type: Merchandise Amt: 750.00

Apply to Details

Assign Tag Ids: Multiplier: 1 Overwrite existing numbers

Enter Starting Number: *Start Row: 1

Asset Information Customize | Find | View All | First 1 of 1 Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	03400	Open	1.5000			NEXT			540590

50% (or 1.5 assets) are included on the second distribution line.

To correctly split out the assets and the distributions, follow these steps:

1. Click the Use One Asset ID button on the first distribution line. This will consolidate the funding lines.
2. Click OK so that the Maintain Receipts page displays again. The Serialize button will be grayed out.
3. Click the Pending hyperlink again.
4. Manually click the + button to add additional rows under each distribution line. You should have the same number of rows as the number of assets under each distribution line. In the example below, the + button was clicked 2 times for each distribution line, for a total of 3 assets.
5. Change the Quantity and Asset ID for every line. Be careful that the correct Asset ID (ex NEXT2) is matched up with the same Distribution Sequence number (Dist Seq column) on each of the funding streams. You will manually enter NEXT2, NEXT3, etc. NEXT will automatically use the next available Asset ID; NEXT2 will enter the Asset ID available after NEXT, and so on.

Maintain Receipts

Asset Management Information for Line 1

Business Unit: 03400 Status: Open
 Receipt ID: NEXT Item: [3 SPLIT FUNDED ASSETS](#)
 Receipt Line: 1 Standard UOM: EA

Next Asset ID Use One Asset ID

Distribution Information Find | View 1 First 1-2 of 2 Last

Distribution Line: 1 Capitalize: Non Cap
 Business Unit: 03400 CAP Sequence:
 Profile ID: 540590 Employee ID:
 CAP #: Distributed Quantity: 1.5000
 Cost Type: Merchandise Amt: 750.00

After manually adding rows, changing quantities, and updating the Asset ID columns, your Receipt should look similar to this. Notice how NEXT1 is on Dist Seq 2 on both Distribution Lines. Be sure to match up every Asset ID with the correct Dist Seq for each distribution.

Apply to Details
 Assign Tag Ids Multiplier: 1 Overwrite existing numbers
 Enter Starting Number: *Start Row: 1 Apply

Asset Information More Details Customize | Find | View All First 1-3 of 3 Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID		
1	03400	Open	0.5000			NEXT			540590	✗	+
2	03400	Open	0.5000			NEXT1			540590	✗	+
3	03400	Open	0.5000			NEXT2			540590	✗	+

Distribution Line: 2 Capitalize: Non Cap
 Business Unit: 03400 CAP Sequence:
 Profile ID: 540590 Employee ID:
 CAP #: Distributed Quantity: 1.5000
 Cost Type: Merchandise Amt: 750.00

Apply to Details
 Assign Tag Ids Multiplier: 1 Overwrite existing numbers
 Enter Starting Number: *Start Row: 1 Apply

Asset Information More Details Customize | Find | View All First 1-3 of 3 Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID		
1	03400	Open	0.5000			NEXT			540590	✗	+
2	03400	Open	0.5000			NEXT1			540590	✗	+
3	03400	Open	0.5000			NEXT2			540590	✗	+

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.