



Miami-Dade County

Create a Receipt with an Asset Job Aid

Version 1.0

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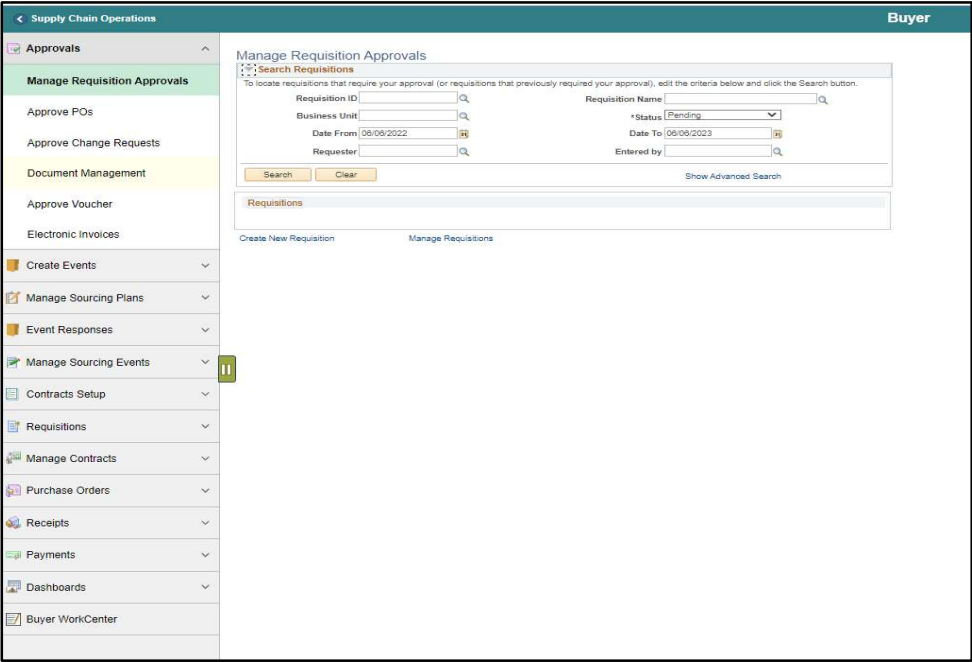
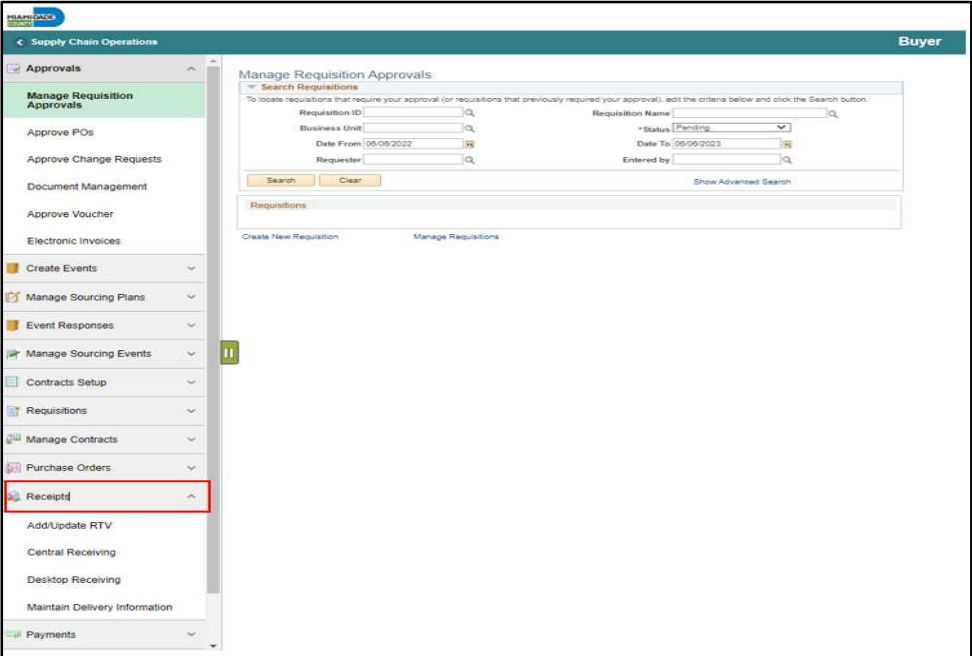
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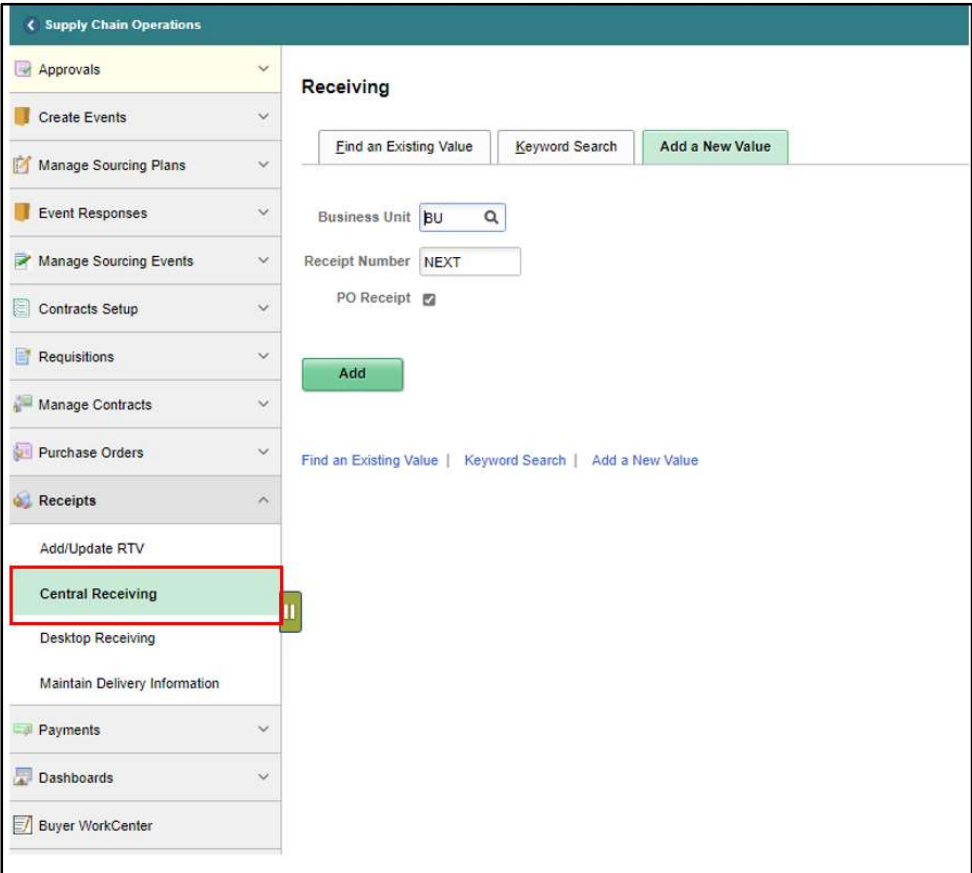
CREATE A RECEIPT WITH AN ASSET 3

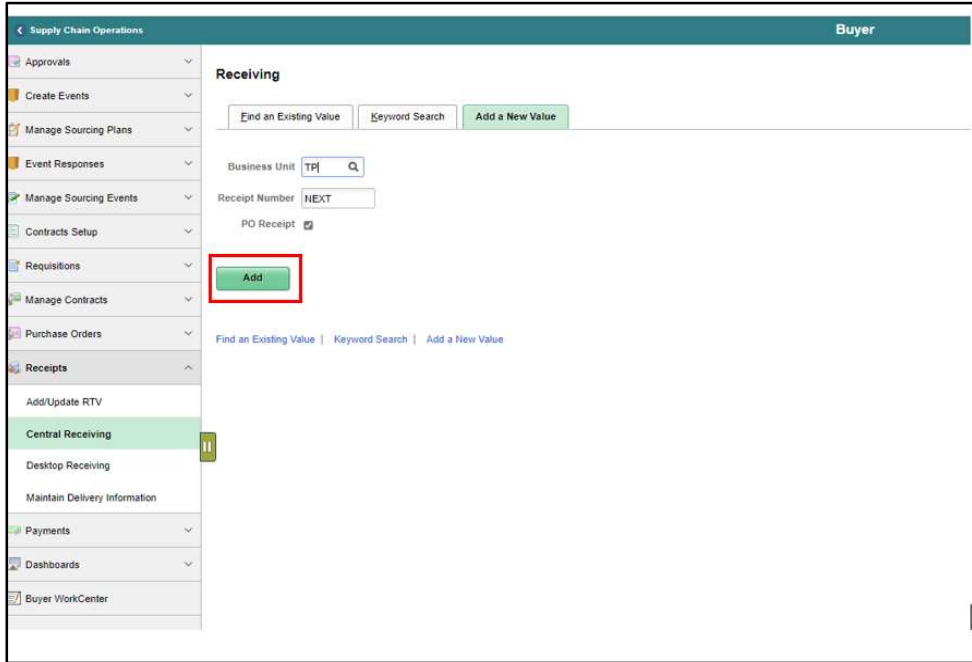
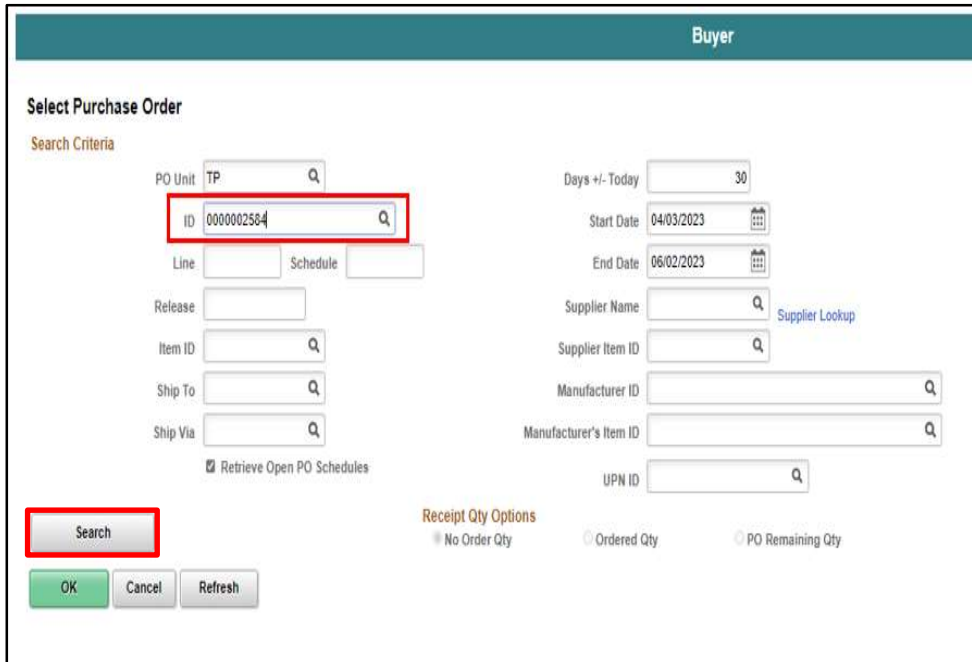
PURPOSE

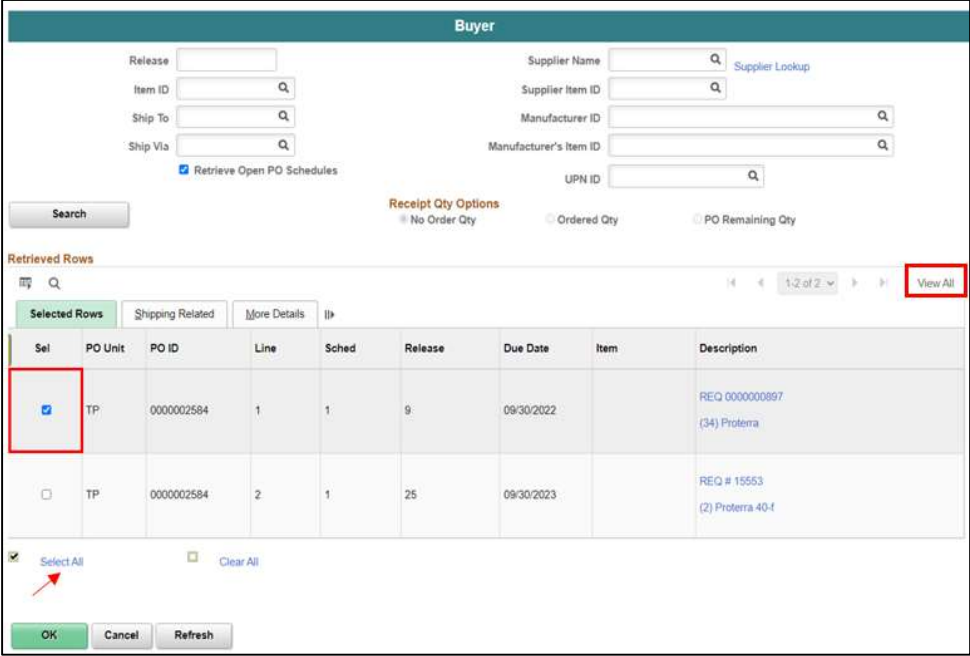
This document explains the key activities involved in creating a receipt with an asset. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

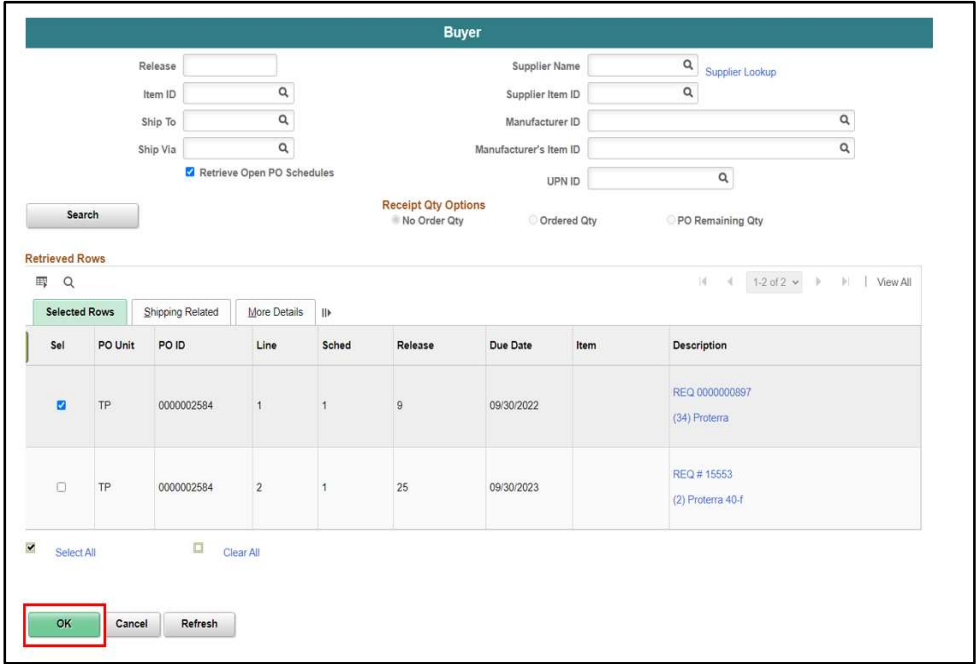
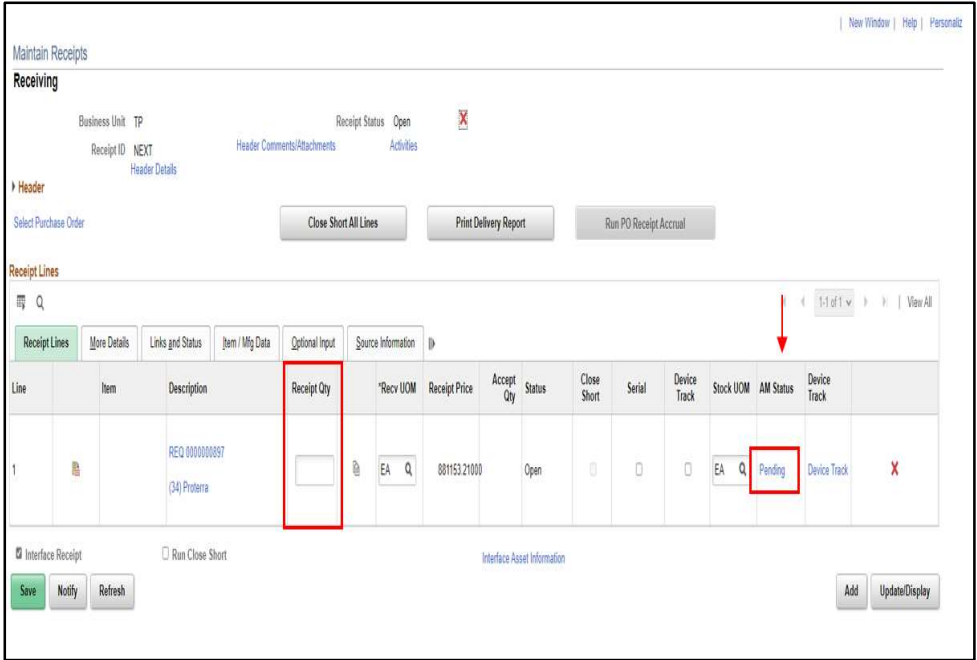
CREATE A RECEIPT WITH AN ASSET

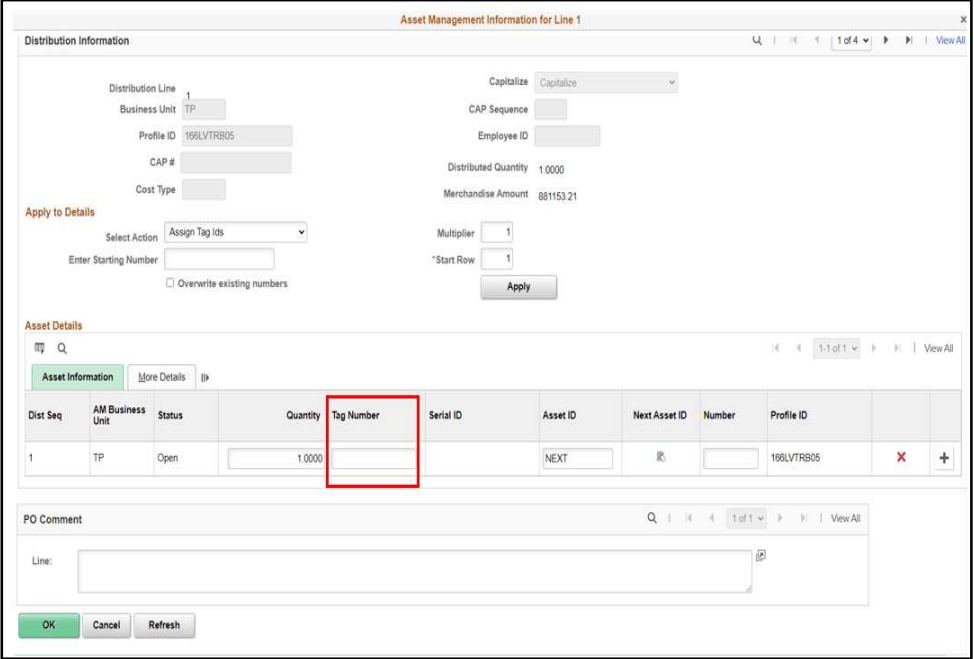
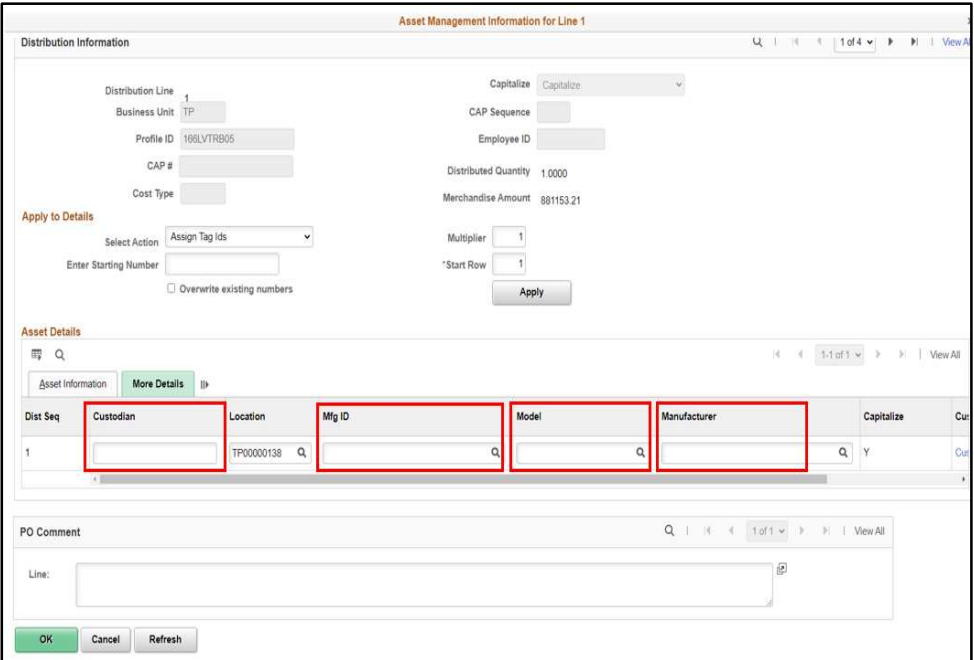
Step	Action
1.	Login to INFORMS
2.	<p>Navigate to Buyer Finance/Supply Chain (FSCM) > Supply Chain Operations > Buyer</p> 
3.	<p>Select the Receipts pane.</p> 

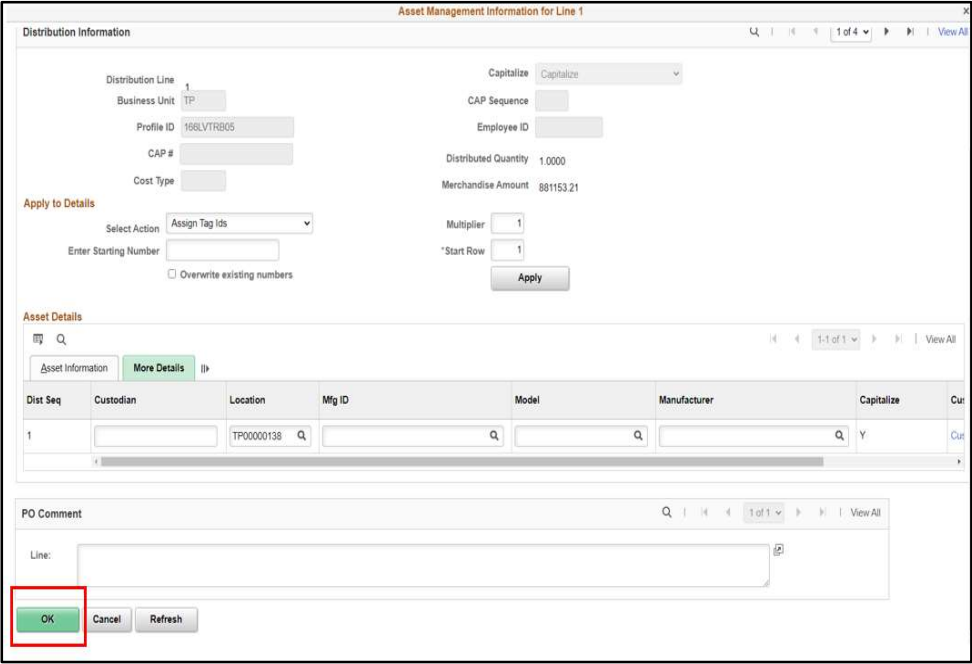
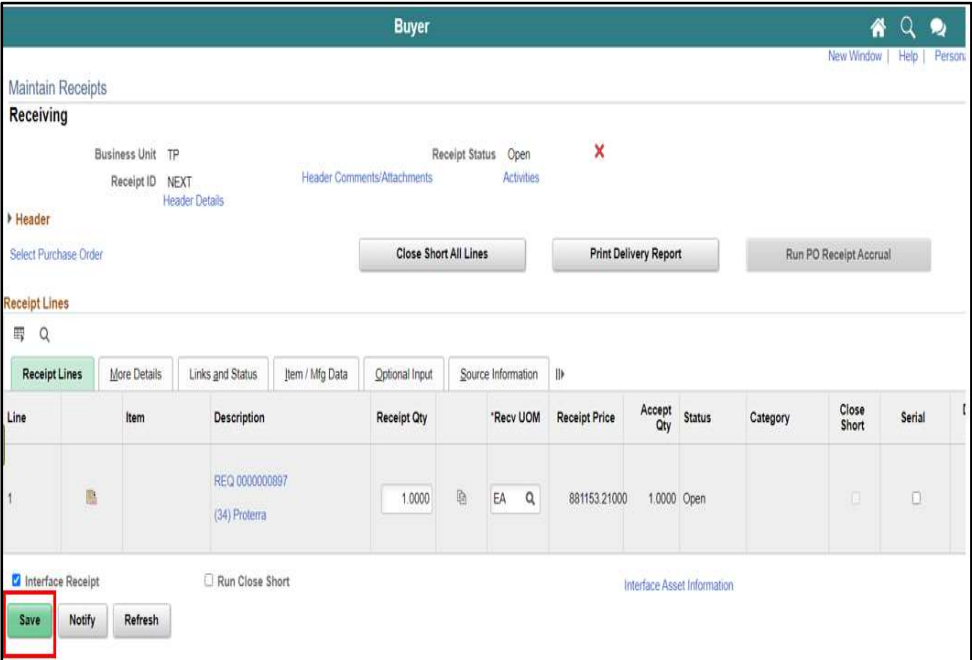
Step	Action
4.	<p>Select Central Receiving.</p>  <p>The screenshot displays the 'Supply Chain Operations' interface. On the left is a sidebar menu with items like Approvals, Create Events, Manage Sourcing Plans, Event Responses, Manage Sourcing Events, Contracts Setup, Requisitions, Manage Contracts, Purchase Orders, Receipts, Add/Update RTV, Central Receiving (highlighted with a red box), Desktop Receiving, Maintain Delivery Information, Payments, Dashboards, and Buyer WorkCenter. The main area is titled 'Receiving' and includes search filters: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'. Below these are input fields for 'Business Unit' (set to BU), 'Receipt Number' (set to NEXT), and a checked 'PO Receipt' checkbox. An 'Add' button is visible. At the bottom of the main area, the same search filters are repeated as links.</p>

Step	Action
5.	<p>Select the Add button.</p>  <p>The screenshot shows the 'Receiving' section of the 'Buyer' interface. On the left is a sidebar with various menu items. The main area has a header 'Receiving' with buttons for 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'. Below these are fields for 'Business Unit' (TP), 'Receipt Number' (NEXT), and a 'PO Receipt' checkbox. The 'Add' button is highlighted with a red box. At the bottom of the sidebar, 'Central Receiving' is highlighted with a green bar.</p>
6.	<p>Input the Purchase Order Number into the designated “ID” field and select the Search button.</p>  <p>The screenshot shows the 'Select Purchase Order' form in the 'Buyer' interface. It contains various search criteria fields: 'PO Unit' (TP), 'ID' (0000002564), 'Line', 'Schedule', 'Release', 'Item ID', 'Ship To', 'Ship Via', 'Days +/- Today' (30), 'Start Date' (04/03/2023), 'End Date' (06/02/2023), 'Supplier Name', 'Supplier Item ID', 'Manufacturer ID', 'Manufacturer's Item ID', and 'UPN ID'. The 'ID' field is highlighted with a red box. Below the fields are radio buttons for 'Receipt Qty Options': 'No Order Qty' (selected), 'Ordered Qty', and 'PO Remaining Qty'. A 'Search' button is highlighted with a red box. At the bottom are 'OK', 'Cancel', and 'Refresh' buttons.</p>

Step	Action
7.	<p>On the "Selected Rows" tab, select on the Purchase Order line that corresponds to the items that are currently being received.</p> <p>Note: To select all Purchase Order lines, you can Select on the "Select All" hyperlink at the lower left-hand corner of your screen. However, please note that this action will also select any hidden lines. To view all receipt lines, you may Select on the "View All" hyperlink located at the upper right-hand corner of the table.</p> 

Step	Action
8.	<p>Select the OK button.</p>  <p>The screenshot shows the 'Buyer' interface with search filters for Release, Item ID, Ship To, Ship Via, Supplier Name, Supplier Item ID, Manufacturer ID, Manufacturer's Item ID, and UPN ID. There are radio buttons for 'Receipt Qty Options' (No Order Qty, Ordered Qty, PO Remaining Qty). Below is a table of 'Retrieved Rows' with columns: Sel, PO Unit, PO ID, Line, Sched, Release, Due Date, Item, and Description. The first row is selected. At the bottom, the 'OK' button is highlighted with a red box.</p>
9.	<p>Enter Receipt Quantity.</p> <p>Note: If the Asset Profile ID was included in the Purchase Order, you should be able to see a column named "AM Status". Please Select on the "Pending" link under this column, in order to add the physical attributes of the asset.</p>  <p>The screenshot shows the 'Maintain Receipts' interface with the 'Receiving' section. It includes fields for Business Unit, Receipt ID, Receipt Status, and Receipt Date. Below is a table of 'Receipt Lines' with columns: Line, Item, Description, Receipt Qty, *Recv UOM, Receipt Price, Accept Qty, Status, Close Short, Serial, Device Track, Stock UOM, AM Status, and Device Track. The 'Receipt Qty' and 'AM Status' columns are highlighted with red boxes. The 'AM Status' column shows a 'Pending' link.</p>

Step	Action
10.	<p>Input the Tag Number on the Asset Information tab.</p> <p>Note: Tag number is obtained from ISD – Materials Management.</p>  <p>The screenshot shows the 'Asset Management Information for Line 1' window. The 'Distribution Information' tab is active. The 'Tag Number' field in the 'Asset Details' table is highlighted with a red box. The table has columns: Dist Seq, AM Business Unit, Status, Quantity, Tag Number, Serial ID, Asset ID, Next Asset ID, Number, Profile ID, and a delete button. The first row shows Dist Seq 1, AM Business Unit TP, Status Open, Quantity 1,000, and Tag Number is empty.</p>
11.	<p>Select the More Details tab and input the asset details information required by ISD – Materials Management.</p>  <p>The screenshot shows the 'Asset Management Information for Line 1' window with the 'More Details' tab active. The 'Custodian', 'Location', 'Mfg ID', 'Model', and 'Manufacturer' fields are highlighted with red boxes. The table has columns: Dist Seq, Custodian, Location, Mfg ID, Model, Manufacturer, Capitalize, and a delete button. The first row shows Dist Seq 1, Custodian is empty, Location TP00000138, Mfg ID is empty, Model is empty, Manufacturer is empty, Capitalize Y, and a delete button.</p>

Step	Action
12.	<p>Select the Ok button.</p> 
13.	<p>Select the Save button.</p> 

Step	Action
14.	<p>A new receipt number will be generated. Select the Ok button.</p> 