



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Receiving Assets

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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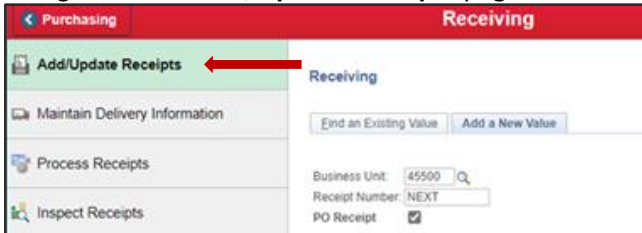
Receiving Assets

Entering Received Assets

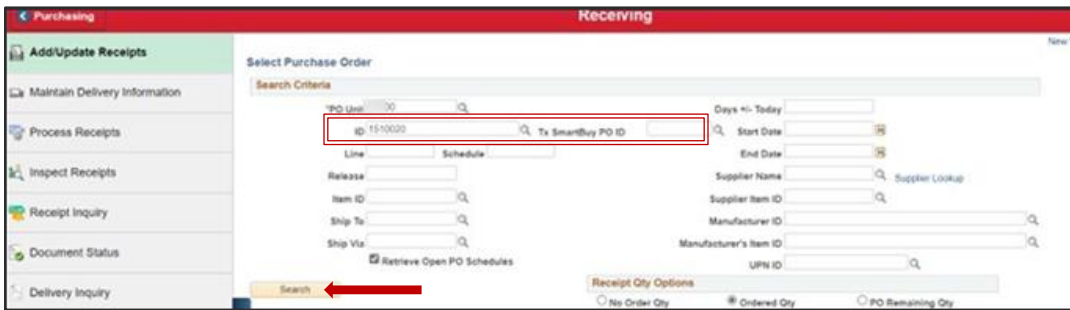
Navigation
Dashboard: Purchasing; **Tile:** Receiving

To enter a received asset:

1. Navigate to the **Add/Update Receipts** page.



2. Search for the asset by entering the PO number in the ID or TX SMARTBUY PO ID field. Users can access the search function in either field.



3. Select **Search**.
4. Select the **SEL** checkbox for the appropriate asset line.

Set	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	77200	1510020	1	1		05/06/2021	6.0000		12.9" iPad Pro WiFi 128GB-Spac	
<input type="checkbox"/>	77200	1510020	2	1		05/06/2021	6.0000		3-Yr AppleCare	
<input type="checkbox"/>	77200	1510020	3	1		05/06/2021	6.0000		Apple Pencil (2nd Generation)	
<input type="checkbox"/>	77200	1510020	4	1		05/06/2021	6.0000		Logitech Slim Folio Case w/Key	

5. Select **OK**.
6. Enter the quantity of the assets received.

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status
1		12.9" iPad Pro WiFi 128GB-Spac	6.0000	EA	999.00000	6.0000	Open

Note: This field defaults to the open purchase order amount. However, the number of under-shipments can be reduced.

7. Select the **Pending** hyperlink in the *AM Status* column.

Serial	Device Track	Stock UOM	AM Status	Device Track
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track X

8. Enter values in the TAG NUMBER, SERIAL ID, and ASSET IDENTIFICATION fields
 –or–
 Use the auto-numbering or auto-sequencing feature to populate the ASSET IDENTIFICATION and TAG NUMBER values.

Notes: Contact the property manager if there isn't an asset tag number.

Note: if the quantity received is greater than three, select **View All** to see all the lines.

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Number	Profile ID
1	0	Open	1.0000				1	284
2	7	Open	1.0000				2	284
3	00200	Open	1.0000				3	284

Notes: The ASSET IDENTIFICATION field populates when the TAG NUMBER is entered.

9. Select the first value in the series.

10. Select **Apply**.

Apply to Details

Asset Identification: 7776555
 Tag Number: 7776555
 Start Serial Number:

Multiplier: 1 *Start Row: 1
 Overwrite existing numbers

Distribution Information

Capitalize: Non Cap
 Distribution Line: 1
 Business Unit: 77200
 Profile ID: 284
 CAP #:
 Cost Type:
 Distributed Quantity: 6.0000
 Merchandise Amount: 5994.00

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Number	Profile ID
1	0	Open	1.0000	7776555		7776555	284	X
2	0	Open	1.0000	7776556		7776556	284	X
3		Open	1.0000	7776557		7776557	284	X
4		Open	1.0000	7776558		7776558	284	X
5	0	Open	1.0000	7776559		7776559	284	X
6		Open	1.0000	7776560		7776560	284	X

11. Enter the individual serial number in the SERIAL ID field.

The screenshot shows a table with columns: Dist Seq, AM Business Unit, Status, Quantity, Tag Number, Serial ID, Asset ID, Number, and Profile ID. The Serial ID column is highlighted with a red box. The data rows are as follows:

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Number	Profile ID
1	000000	Open	1.0000	7776555	WJ2KLF333LDJ66K	7776555		264
2	000000	Open	1.0000	7776556	WJ2KLF3344422JKL	7776556		264
3	000000	Open	1.0000	7776557	WJ2KLF337567BNMK	7776557		264
4	000000	Open	1.0000	7776558	WJ2KLF335667BLMN	7776558		264
5	000000	Open	1.0000	7776559	WK3LDKGJ999LN222	7776559		264
6	000000	Open	1.0000	7776560	WK3LDK69045YOMD	7776560		264

12. Select the **More Details** tab.

The screenshot shows the 'More Details' tab selected. It contains a table with columns: Dist Seq, Custodian, and Location. The Custodian column has a dropdown menu open, and the Location column has a search icon.

Dist Seq	Custodian	Location
1	WILLIAM	WAREHOUSE
2	WILLIAM	WAREHOUSE
3	WILLIAM	WAREHOUSE
4	WILLIAM	WAREHOUSE
5	WILLIAM	WAREHOUSE
6	WILLIAM	WAREHOUSE

13. Select a **Custodian** from the drop-down list.

Note: The custodian must have a seven-digit setup in Human Resources to be defined as a custodian. If needed, select a new location.

14. Select **OK**.

15. Enter comments, if desired.

The screenshot shows a 'PO Comment' dialog box with a 'Line:' label and a text input field. At the bottom, there are three buttons: 'OK', 'Cancel', and 'Refresh'.

16. Select **OK**.

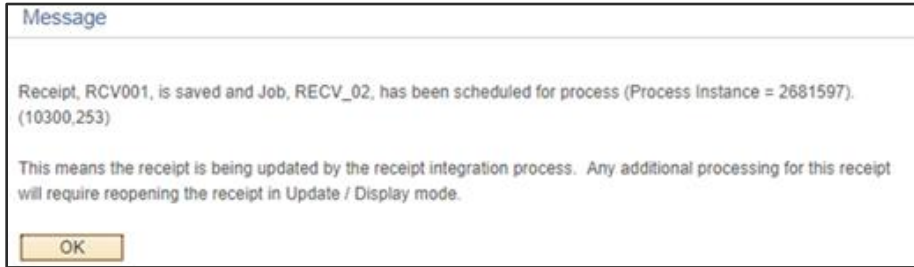
17. Select **Save**.

The screenshot shows a 'Receipt Lines' table with columns: Line, Item, Description, Receipt Qty, *Recv UOM, Receipt Price, Accept Qty, Status, and Close Short. The data row is as follows:

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short
		12.9" iPad Pro WiFi 128GB-Spac	6.0000	EA	999.00000	6.0000	Open	<input type="checkbox"/>

Below the table, there is a checkbox labeled 'Run Close Short' and a link 'Interface Asset Inform'. At the bottom, there are three buttons: 'Save', 'Notify', and 'Refresh'.

18. Select **OK** to acknowledge the confirmation message.



Moved to Destination displays in the RECEIPT STATUS field.



Revision History

Date	Description of Change	Changed By
Dec. 9, 2024	Initial release.	J. Goodman