



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Receiving Multi-Funded 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 Multi-Funded Assets

Adding a Received Multi-Funded Assets

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

To add a multi-funded asset, from the **Add/Update Receipts** page:

1. Select the **Add a New Value** tab.

The screenshot shows the 'Receiving' interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red box. Below the tabs, there are input fields for 'Business Unit' (set to '00'), 'Receipt Number' (set to 'NEXT'), and a checked 'PO Receipt' checkbox. At the bottom left, the 'Add' button is highlighted with a red box.

2. Select **Add**.
3. Enter the purchase order (PO) number in the ID field.

The screenshot shows the 'Select Purchase Order' dialog box. It has a 'Search Criteria' section with various input fields. The 'ID' field is highlighted with a red box. Other fields include 'PO Unit' (00), 'Days +/- Today' (90), 'Start Date' (04/03/2024), 'End Date' (09/30/2024), 'Supplier Name', 'Supplier Item ID', 'Manufacturer ID', 'Manufacturer's Item ID', and 'UPN ID'. There are also radio buttons for 'Receipt Qty Options': 'No Order Qty', 'Ordered Qty', and 'PO Remaining Qty' (which is selected). At the bottom left, the 'Search' button is highlighted with a red box. There are also 'OK', 'Cancel', and 'Refresh' buttons at the very bottom.

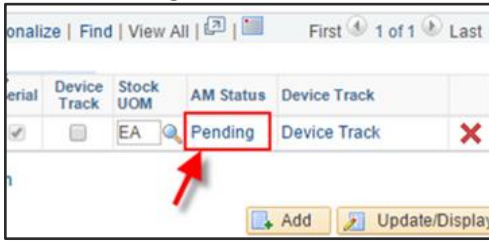
Note: The SHIP TO field must remain blank.

4. Select **Search**.
5. Select the **Set** check box to choose specific asset PO line(s) to receive.
 —OR—
 Select the **Select All** check box to choose all the asset lines.

The screenshot shows a table titled 'Retrieved Rows'. The table has the following columns: Set, PO Unit, PO ID, Line, Sched, Release, Due Date, PO Qty, Prior Receipt, Item, and Description. The first row has the following values: Set (checked), PO Unit (00), PO ID (0000002307), Line (1), Sched (1), Release (03/31/2016), PO Qty (2.0000), Prior Receipt, Item (LENOVO THINKPAD T450- INTEL I5), and Description. The 'Set' checkbox for the first row is highlighted with a red box. Below the table, there are 'Select All' and 'Clear All' checkboxes. At the bottom, there are 'OK', 'Cancel', and 'Refresh' buttons.

6. Select **OK**.

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

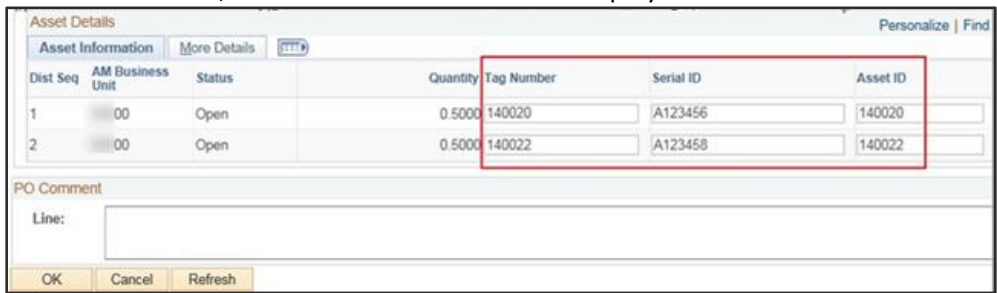


8. Enter the ASSET ID and TAG NUMBER under the **Apply to Details** section.

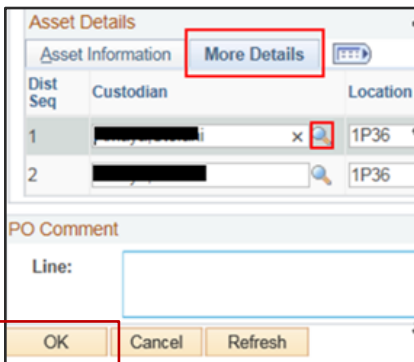


Note: The ASSET ID and TAG NUMBER fields **must** be the same.

9. Select **Apply**.
The TAG NUMBER, SERIAL ID and ASSET ID displays for each distribution line.



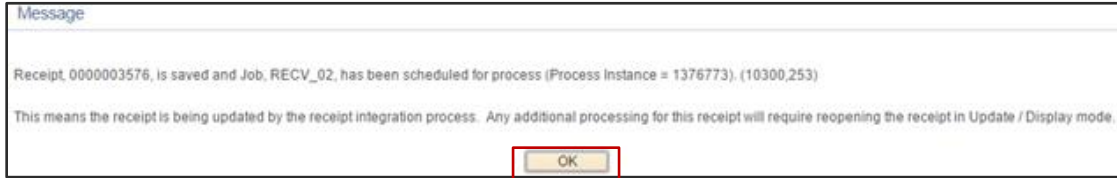
10. Select the **More Details** tab.
11. Enter a name for the CUSTODIAN.



12. Select **OK**.

13. Save the receipt.

A message displays confirming the receipt is saved.



14. Select **OK**.

15. Access the **Maintain Receipts** page.

The RECEIPT STATUS displays the receipt as *Moved to Destination*



Revision History

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