# Receiving – Assets

1. Navigate to Add a Receipt.

2. Fetch in the PO.

3. Select the Asset line you want to receive.

4. Enter the quantity of the asset to receive. This will default to the open purchase order amount.
5. Click the 'AM Status'link.

6. Populate Tag Number, Serial ID and Asset ID numbers in the following fields. If you do not have an Asset tag #, please contact your Property Manager. 
7. Go to the 'More Details' tab and select a Custodian from the drop-down list (if you know the custodian – otherwise the Asset Manager can add custodian information later). The custodian must have a 7-number setup in HR to be defined as a custodian.

Click OK.


1. Update the location of the asset if you know the asset location. Otherwise, the location may be updated at a later time in asset management.
2. Save the Receipt.

3. Click OK to acknowledge the confirmation message.

4. The asset shell is created in CAPPS AM as ‘Received not in Service’.



1. The Receipt ID is created.
