# Receiving – Assets – Multi-funded

1. Navigate to **Add** a Receipt.

2. Fetch in the PO Line(s).

3. Select the Asset PO line or lines you want to receive and click **OK**.

4. Click the 'AM Status'link.

5. In the 'Apply to Details' section, enter Tag Number, Serial ID, and Asset ID.
 **- Asset ID** and **Tag Number** **must be the same‼!**

6. The **Multiplier** defaults to “1”. If you want to sequence your Asset ID/Tag #s (AST1, AST2, AST3…) when receiving multiple assets by another number you can change the multiplier (Ex. if set to “2”, Asset ID/Tag#s will sequence by 2, or AST1, AST3, AST5…). Click **Apply**.
This populates the Tag Number, Serial ID and Asset ID for each distribution line. 
7. Go to the **'More Details**' tab and enter a **Custodian** (if you know the custodian – otherwise the Asset Manager can add custodian information later). Click OK.

8. Click **OK**.
9. **Save** the Receipt.
10. Click OK to acknowledge the confirmation message.

11. The Receipt ID is created.
