



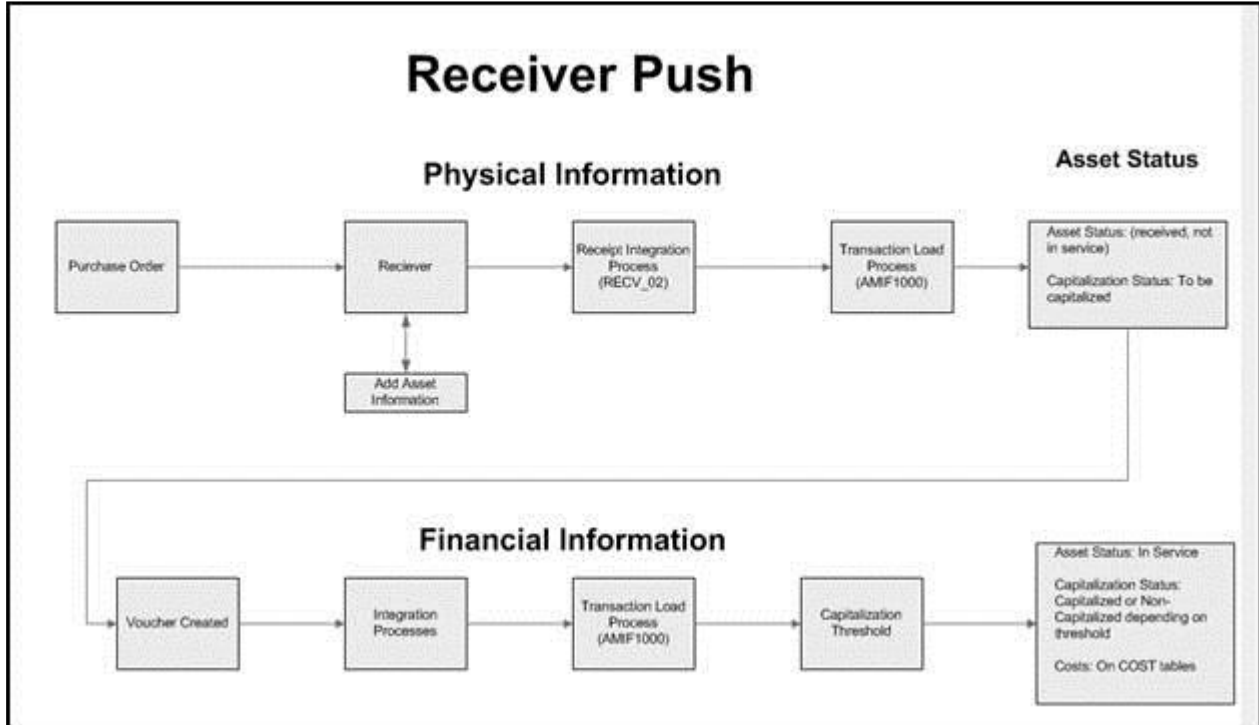
Creating an Asset from a Receiver

In Core-CT 9.2 asset information will be interfaced into Asset Management from Purchasing through a Receiver Push process. All assets will require a receipt. Receipts contain physical information related to an asset—e.g. Profile ID, Asset ID, Tag Number, Serial Number, Custodian, Location, manufacturer information, etc. It is important that this information is accurate and complete on the receiver before the asset information is pushed to Asset Management tables.

Physical information for assets is loaded to the assets tables via the Transaction Load process. Assets with physical information, but no financial information, have a status of “received, not in service”.

Financial information for an asset is contained on a voucher. This information is interfaced to asset management after physical information has been interfaced. This process “marries” the physical information for the asset with the financial information from the voucher. The asset now has a status of “In Service”.

The diagram below presents a high level overview of the Receiver Push process.



Receiving Process

Navigation: Purchasing > Receipts > Add/Update Receipts

1. Enter the value in the **Business Unit** field
2. Click the **Add** button

The screenshot shows the "Receiving" form interface. At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these, the form contains the following fields and options:

- Business Unit: DDTM1 (Q)
- Receipt Number: NEXT
- PO Receipt:
- An orange "Add" button.
- At the bottom, there are two buttons: "Find an Existing Value" (highlighted with a red box) and "Add a New Value".

3. Enter the Purchase Order ID or other search parameters
4. Click the **Search** button

The screenshot shows the 'Select Purchase Order' form. Under 'Search Criteria', the PO Unit is 'DOTM1' and the ID is '0000168359'. Other fields include Line / Schedule, Release, Item ID, Ship To, Ship Via, Days +/- Today, Retainage, Start Date, End Date, Supplier Name, Supplier Item ID, Manufacturer ID, and Manufacturer's Item ID. A 'Search' button is highlighted in red. Below the search criteria are 'Receipt Qty Options' with radio buttons for 'No Order Qty', 'Ordered Qty', and 'PO Remaining Qty'. At the bottom are 'OK', 'Cancel', and 'Refresh' buttons.

5. Select the lines to include on the receiver
6. Click the **OK** button

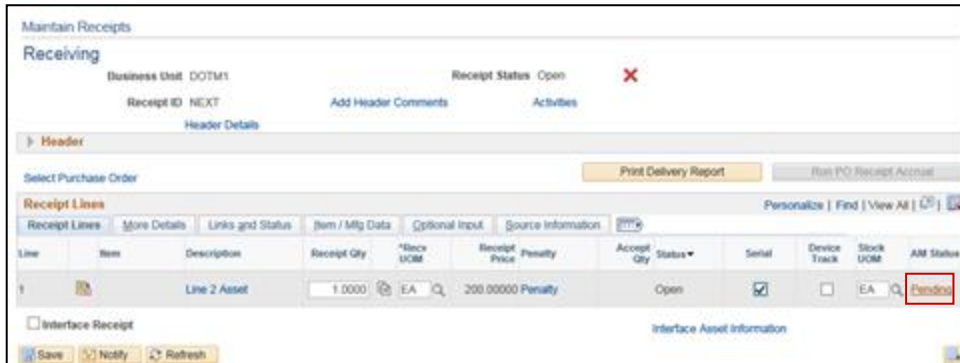
This screenshot is identical to the previous one, but the 'OK' button at the bottom left is highlighted in red, indicating the next step in the process.

This screenshot shows the 'Select Purchase Order' form with the 'Retrieved Rows' table displayed. The 'OK' button is highlighted in red. The table has columns for Sel, PO Unit, PO ID, Line, Sched, Release, Due Date, PO Qty, Prior Receipt, Item, and Description. One row is shown with 'Line 2 Asset' as the description.

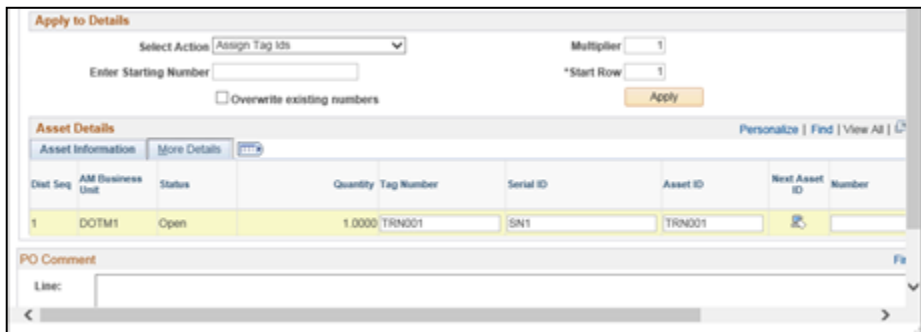
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	DOTM1	0000168359	2	1	47809	09/27/2016	10.0000	10.0000		Line 2 Asset

Below the table are 'Select All' and 'Clear All' buttons. At the bottom are 'OK', 'Cancel', and 'Refresh' buttons.

7. Verify the value in the **Receipt QTY** field
8. Serial numbers must be added to the receiver when the **Serial** checkbox is selected
9. The **Interface Receipt** checkbox defaults as selected and should not be changed
10. Click the **Pending** link



11. If the value in the **Receipt QTY** field is greater than one, Core-CT will add one new row for the receiver
12. Add values in the **Tag Number** field and **Serial ID** field for each row on the **Asset Details** grid. The **Tag Number** is usually the same as the **Asset ID**.
13. Use agency conventions to assign as **Asset ID** to each row on the **Asset Details** grid. **Asset IDs** must be unique within a business unit.



14. Click the **More Details** tab

The screenshot shows the 'Apply to Details' section with a dropdown menu set to 'Assign Tag Ids', a multiplier of 1, and an 'Apply' button. Below this is the 'Asset Details' section with tabs for 'Asset Information' and 'More Details' (highlighted with a red box). A table with columns 'Dist Seq', 'Custodian', 'Location', 'Mfg ID', 'Model', and 'Manufacturer' is visible, with the first row containing '1', 'ACORE', and search icons. Below the table is a 'PO Comment' section with a 'Line:' label and a text input field.

15. If it is known, and the responsibility of the Receiver, add Custodian, Location, and Manufacturer information for each row in the **Asset Details** grid.

16. Click the **OK** button

The screenshot shows the 'Asset Management Information for Line 1' dialog box. It includes fields for 'Receipt ID' (NEXT), 'Receipt Line' (1), and 'Item' (Standard UOM EA). A 'Next Asset ID' button is present. The 'Distribution Information' section contains fields for 'Business Unit' (DOTM1), 'Profile ID' (EQUIPMENT), 'CAP #', 'Cost Type', 'Capitalize' (Non Cap), 'CAP Sequence', 'Employee ID', 'Distributed Quantity' (1.0000), and 'Merchandise Amount' (200.00). Below this is another 'Apply to Details' section with the same 'Assign Tag Ids' dropdown and 'Apply' button. The 'Asset Details' section has tabs for 'Asset Information' and 'More Details' (highlighted with a red box). A table with columns 'Dist Seq', 'Custodian', 'Location', 'Mfg ID', 'Model', and 'Manufacturer' is visible, with the first row containing '1', 'BONCLADAVID', 'ADOT090107', 'DELL', and search icons. At the bottom are 'OK', 'Cancel', and 'Refresh' buttons.

17. Click the **Save** button

The screenshot shows the 'Maintain Receipts' interface. At the top, it displays 'Receiving' and 'Business Unit: DOTM1'. Below this, there are fields for 'Receipt ID: NEXT' and 'Receipt Status: Open'. A 'Save' button is highlighted with a red box. The main area contains a table with columns: Line, Item, Description, Receipt Qty, *Recv UOM, Receipt Price, Penalty, Accept Qty, Status, Serial, Device Track, Stock UOM, and AM State. The first row shows 'Line 2 Asset' with a quantity of 1,000 and a status of 'Open'. At the bottom, there are buttons for 'Save', 'Notify', and 'Refresh', along with a checkbox for 'Interface Receipt'.

Exceptions

Case 1

- If a receipt line has a quantity of greater than one, the assets on that line can be “unitized” into multiple identical assets by selecting the **Serial** check box. Core-CT will create additional lines on the receiver for each of the unitized assets. Each of the unitized assets should be assigned unique **Asset IDs, Tag Numbers, and Serial Numbers**. Different custodians and locations may be assigned. Manufacturer information for each line should be identical. These lines should be saved with the **Interface Receipt** check box selected.

Case 2

- A receiver contains several lines. Each line represents a component of a single asset. The lines require “consolidation” in order to create a single asset. Consolidation cannot be done on the receiver. It must be done in Asset Management. The **Interface Receipt** check box should not be selected.

Case 3

- A line on the receiver has a quantity of one. However, the line represents multiple assets (for example, a quantity of one Packet with a packet equaling three assets). This line requires “unitization”. These assets must be unitized in Asset Management. The **Serial** check box should not be selected. The **Interface Receipt** check box should not be selected.

The following table indicates what can and cannot be done on a receiver depending on the quantity of assets received and the choices that should be made.

Assets and Receivers				
	Serial	Interface Receiver	Consolidate	Unitize
Receiver Quantity > 1	Yes	Yes	N/A	On Receiver
Receiver Quantity = 1 Represents Multiple Assets	No	No	N/A	In AM
One asset on multiple receiver lines	No	No	In AM	In AM