

Receiving Assets That Require Consolidation

In Core-CT 9.2 all purchased assets require a receiver. Receivers contain physical information related to an asset, e.g., Asset Profile ID, Asset ID, Tag Number, Serial Number, Custodian, Location, and manufacturer information. Users responsible for creating receivers must verify this information is complete and accurate.

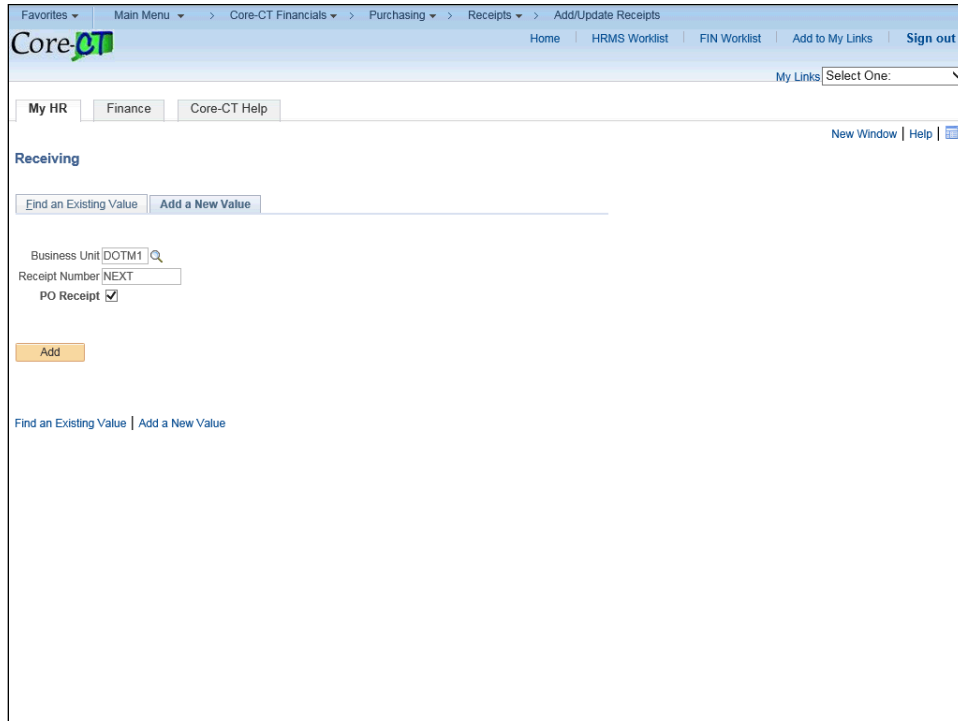
If the receiver has multiple lines but represent a single asset (e.g. a computer and a monitor) the two lines must be consolidated into a single asset with a single tag number and asset ID. The consolidation must be done in Asset Management after receiver information has been brought in from purchasing. If the receipt quantity on each line is greater than one, the lines must be first unitized and then consolidated. This must be done in Asset Management.

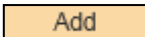
The Interface Receipt check box, which is selected by default, must be deselected in these cases. Otherwise the lines on the receiver will be automatically picked up by the Transaction Load process before any necessary unitization and consolidation can be accomplished in Asset Management.

Procedure

Navigation: Purchasing > Receipts > Add/Update Receipts

Step	Action
1.	Enter " DOTM1 " in the Business Unit field.



Step	Action
2.	Click the Add button. 

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Select Purchase Order

Search Criteria

PO Unit [DOTM1] Days +/- Today Retainage
 ID [0000168034] Start Date [BT]
 Line / Schedule / End Date [BT]
 Release Supplier Name Supplier Lookup
 Item ID Supplier Item ID
 Ship To Manufacturer ID
 Ship Via Manufacturer's Item ID
 Retrieve Open PO Schedules

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

Step	Action
3.	Enter " 0000168034 " in the ID field.

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Select Purchase Order

Search Criteria

PO Unit [DOTM1] Days +/- Today Retainage
 ID [0000168034] Start Date [BT]
 Line / Schedule / End Date [BT]
 Release Supplier Name Supplier Lookup
 Item ID Supplier Item ID
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 Retrieve Open PO Schedules

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

Step	Action
4.	Click the Search button. 

Retrieved Rows

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input type="checkbox"/>	DOTM1	0000168034	1	1	157	07/11/2016	2.0000	2.0000	CM_2157_5594042	HUSTLER BLADE MOWER 18.5
<input type="checkbox"/>	DOTM1	0000168034	2	1	158	07/11/2016	4.0000	4.0000	CM_2157_5594041	HUSTLER BLADE MOWER 18.5
<input type="checkbox"/>	DOTM1	0000168034	3	1	166	07/15/2016	1.0000			Shipping & Handling

Step	Action
5.	There are three separate purchase order lines that represent various elements of a complete purchase. The lines must be consolidated then unitized in the Asset Management module in order to create seven assets.

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Select Purchase Order

Search Criteria

PO Unit
 ID
 Line / Schedule /
 Release
 Item ID
 Ship To
 Ship Via
 Retrieve Open PO Schedules

Days +/- Today Retainage
 Start Date
 End Date
 Supplier Name [Supplier Lookup](#)
 Supplier Item ID
 Manufacturer ID
 Manufacturer's Item ID

Receipt Qty Options
 No Order Qty Ordered Qty PO Remaining Qty

Retrieved Rows [Personalize](#) | [Find](#) | [View All](#) |

Selected Rows	Shipping Related	More Details								
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input type="checkbox"/>	DOTM1	0000168034	1	1	157	07/11/2016	2.0000	2.0000	CM_2157_5594042	HUSTLER BLADE MOWER 18.5
<input type="checkbox"/>	DOTM1	0000168034	2	1	158	07/11/2016	4.0000	4.0000	CM_2157_5594041	HUSTLER BLADE MOWER 18.5
<input type="checkbox"/>	DOTM1	0000168034	3	1	166	07/15/2016	1.0000			Shipping & Handling

[Select All](#) [Clear All](#)

Step	Action
6.	Click the Select All link. <input type="button" value="Select All"/>

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Select Purchase Order

Search Criteria

PO Unit
 ID
 Line / Schedule /
 Release
 Item ID
 Ship To
 Ship Via
 Retrieve Open PO Schedules

Days +/- Today Retainage
 Start Date
 End Date
 Supplier Name [Supplier Lookup](#)
 Supplier Item ID
 Manufacturer ID
 Manufacturer's Item ID

Receipt Qty Options
 No Order Qty Ordered Qty PO Remaining Qty

Retrieved Rows [Personalize](#) | [Find](#) | [View All](#) | [Print](#)

Selected Rows	Shipping Related	More Details								
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	DOTM1	0000168034	1	1	157	07/11/2016	2.0000	2.0000	CM_2157_5594042	HUSTLER BLADE MOWER 18.5
<input checked="" type="checkbox"/>	DOTM1	0000168034	2	1	158	07/11/2016	4.0000	4.0000	CM_2157_5594041	HUSTLER BLADE MOWER 18.5
<input checked="" type="checkbox"/>	DOTM1	0000168034	3	1	166	07/15/2016	1.0000			Shipping & Handling

Select All Clear All

Step	Action
7.	Click the OK button. <input type="button" value="OK"/>

The screenshot shows the 'Receiving' interface in Core-CT. The 'Receipt Lines' table is the primary focus, with a red box highlighting the 'Receipt Qty' column. The table contains three lines of data:

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Penalty	Accept Qty	Status	Serial	Device Track
1	CM_2157_5594042	HUSTLER BLADE MOWER 18.50 INCH	2.0000	EA	15.12000	Penalty		Open		
2	CM_2157_5594041	HUSTLER BLADE MOWER 18.50 INCH	2.0000	EA	14.80000	Penalty		Open		
3		Shipping & Handling	1.0000	EA	10.00000	Penalty	1.0000	Open		

Below the table, there are buttons for 'Save', 'Notify', and 'Refresh', and a checkbox for 'Interface Receipt'.

Step	Action
8.	Accept the value that defaults in the Receipt Qty field for Line 1 , Line 2 , and Line 3 .

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Penalty	Accept Qty	Status	Serial	Device Track
1	CM_2157_5594042	HUSTLER BLADE MOWER 18.50 INCH		EA	15.12000	Penalty		Open	<input type="checkbox"/>	<input type="checkbox"/>
2	CM_2157_5594041	HUSTLER BLADE MOWER 18.50 INCH		EA	14.80000	Penalty		Open	<input type="checkbox"/>	<input type="checkbox"/>
3		Shipping & Handling	1.0000	EA	10.00000	Penalty	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>

Step	Action
9.	<p>Leave the Serial check box for Line 1, Line 2, and Line 3 unselected.</p> <p>The assets on this receipt cannot be serialized (unitized) on the receiver. They must be consolidated and then unitized in Asset Management.</p>

Core-CT

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Maintain Receipts

Receiving

Business Unit DOTM1 | Receipt Status Open

Receipt ID NEXT | Add Header Comments | Activities

Header Details

Select Purchase Order | Print Delivery Report | Run PO Receipt Accrual

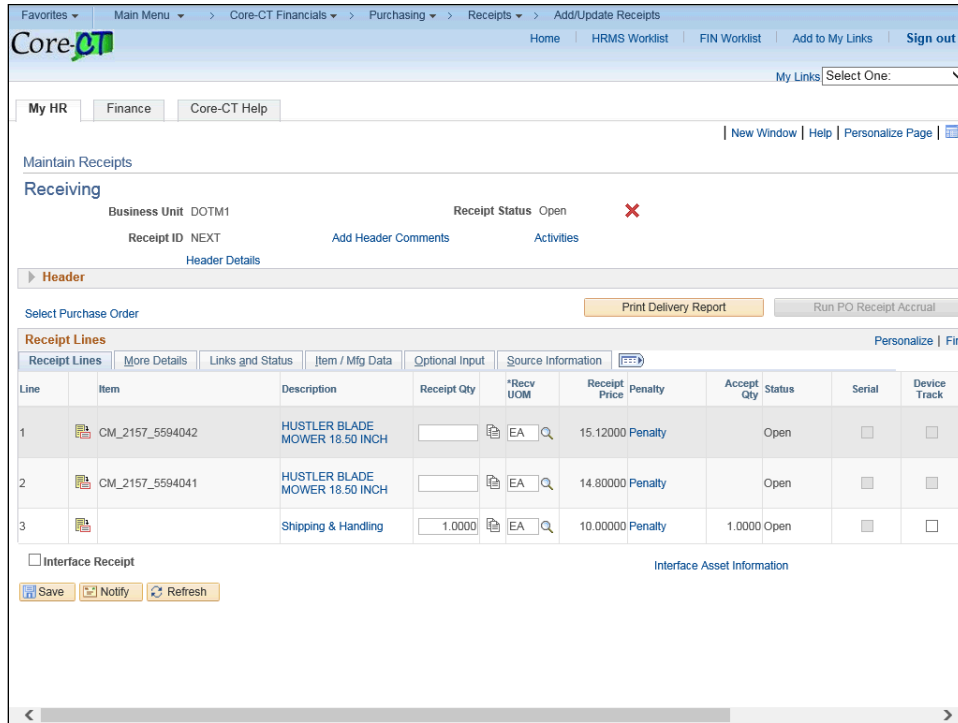
Receipt Lines


Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Penalty	Accept Qty	Status	Serial	Device Track
1	CM_2157_5594042	HUSTLER BLADE MOWER 18.50 INCH		EA	15.12000	Penalty		Open		
2	CM_2157_5594041	HUSTLER BLADE MOWER 18.50 INCH		EA	14.80000	Penalty		Open		
3		Shipping & Handling	1.0000	EA	10.00000	Penalty	1.0000	Open		

Interface Receipt | Interface Asset Information

Save | Notify | Refresh

Step	Action
10.	<p>The receipt will not interface into Asset Management because the lines must be consolidated and unitized in Asset Management.</p> <p>Click the check box to deselect the Interface Receipt option.</p> <p><input type="checkbox"/></p>



Step	Action
11.	Click the Save button. 
Step	Action
12.	End of Procedure.