



Receiving Split Distributions

All assets require a receiver, i.e. physical information related to an asset, and Asset Processors must verify that the information is complete and accurate. New to Core-CT 9.2 is the utilization of receiving for split distributions. For serialized items, the split distributions receipt allocation type directs online receipts to split each asset across all the distributions according to the distribution percentage. Receipt Line Asset records will reflect split distributions for each serial asset/item. It is the responsibility of the Asset Processors to assign Asset IDs, Tag IDs, and Serial IDs to the split distributions.

Navigation:

Main Menu > Core-CT FIN > Purchasing > Receipts > Add/Update Receipts

1. Enter the **Business Unit**.
2. Click the **Add** button.

The screenshot shows the "Receiving" interface. At the top, there are two tabs: "Finance" and "Core-CT Help". Below the tabs, the word "Receiving" is displayed in blue. There are two buttons: "Find an Existing Value" and "Add a New Value". Below these buttons, there are three input fields: "Business Unit" with the value "DEPM1" and a search icon, "Receipt Number" with the value "NEXT", and "PO Receipt" with a checked checkbox. At the bottom left, there is a red-bordered "Add" button.

3. Enter the **PO Unit**.
4. Enter the **ID** for a split funded PO.
5. Click the **Search** button.

Finance | Core-CT Help

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

Search

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

OK Cancel Refresh

6. Select the **Asset** to receive.
7. Click the **OK** button.

The screenshot shows the 'Select Purchase Order' dialog box. It features a 'Search Criteria' section with various input fields: PO Unit (DEPM1), ID (51997), 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. There is a 'Search' button and a 'Retrieve Open PO Schedules' checkbox. Below this is the 'Receipt Qty Options' section with radio buttons for 'No Order Qty', 'Ordered Qty', and 'PO Remaining Qty'. A table titled 'Retrieved Rows' contains one row with the following data: Sel (checkbox), PO Unit (DEPM1), PO ID (0000051997), Line (1), Sched (1), Release (327), Due Date (11/08/2016), PO Qty (30.0000), Prior Receipt (2.0000), Item (HP EliteDesk 800 G2 Desktop MI), and Description (HP EliteDesk 800 G2 Desktop MI). At the bottom, there are 'Select All' and 'Clear All' checkboxes, and 'OK', 'Cancel', and 'Refresh' buttons.

8. The **Receiving** page displays.
9. Click the **Links and Status** tab.

The screenshot shows the 'Receiving' page. At the top, it displays 'Business Unit: DEPM1' and 'Receipt Status: Open' with a red 'X' icon. Below this are 'Receipt ID: NEXT', 'Add Header Comments', and 'Activities'. A 'Header' section is visible. The main area is titled 'Select Purchase Order' and includes 'Print Delivery Report' and 'Run PO Receipt Accrual' buttons. Below this is the 'Receipt Lines' table with tabs for 'Receipt Lines', 'More Details', 'Links and Status', 'Item / Mfg Data', 'Optional Input', and 'Source Information'. The table has columns: Line, Item, Description, Receipt Qty, Recv UOM, Receipt Price, Penalty, Accept Qty, Status, Serial, Device Track, Stock UOM, AM Status, and Device Track. The first row shows: Line 1, Item HP EliteDesk 800 G2 Desktop MI, Description HP EliteDesk 800 G2 Desktop MI, Receipt Qty 28.0000, Recv UOM EA, Receipt Price 660.00000, Penalty, Accept Qty 28.0000, Status Open, Serial, Device Track, Stock UOM EA, AM Status Pending, and Device Track. At the bottom, there are 'Interface Receipt' and 'Interface Asset Information' sections, and 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display' buttons.

10. Click the **Distribution** icon.

The screenshot shows the 'Maintain Receipts' interface. At the top, it displays 'Business Unit: DEPM1' and 'Receipt Status: Open'. Below this, there are buttons for 'Add Header Comments' and 'Activities'. The 'Receipt Lines' table is visible, with columns for 'Line', 'Item', 'Description', 'Allocation Type', 'Process Complete', 'Inspect Status', 'Serial Control', 'Serial Status', 'Lot Control', 'Lot Status', 'Match', 'Receipt Match Status', 'Qty Pct', 'Quantity Status', and 'Due Date'. A red box highlights the 'Distribution' icon in the 'Allocation Type' column for line 1.

Line	Item	Description	Allocation Type	Process Complete	Inspect Status	Serial Control	Serial Status	Lot Control	Lot Status	Match	Receipt Match Status	Qty Pct	Quantity Status	Due Date
1	HP EliteDesk 800 G2 Desktop Mt	Specify		N	Complete	N	Incomplete	N	Incomplete	Y	No Match			11/08/2016

11. The **Receipts Distributions** page displays.

12. Click the **Allocation Type** drop down menu to select the **Split Distributions** allocation type.

The screenshot shows the 'Receipt Distributions' interface. It displays 'Business Unit: DEPM1', 'Receipt ID: NEXT', and 'Receipt Line: 1'. The 'Status' is 'Open'. The 'Allocation Type' dropdown menu is open, showing options: 'First in First Out', 'FIFO', 'Specify', and 'Split Distributions'. The 'Split Distributions' option is selected. Below this, there is a table for 'Distribution Information' with columns for 'Line', 'Status', 'Location', 'Qty Std UOM', 'Qty VND UOM', 'Merchandise Amt', 'Merch Amt Base', 'IN Unit', 'Attention To', 'Consigned', 'Non-Owned', and 'Per Ins'.

Line	Status	Location	Qty Std UOM	Qty VND UOM	Merchandise Amt	Merch Amt Base	IN Unit	Attention To	Consigned	Non-Owned	Per Ins
1		ADEP354001	18.6676	18.6676	12,320.62 USD	12,320.62 USD		J. Traynor (AirLab)	<input type="checkbox"/>	<input type="checkbox"/>	
2		ADEP354001	9.3324	9.3324	6,159.38 USD	6,159.38 USD		J. Traynor (AirLab)	<input type="checkbox"/>	<input type="checkbox"/>	

13. Click the **OK** button.

Receipt Distributions

Business Unit: DEPM1
 Receipt ID: NEXT
 Receipt Line: 1
 Line Quantity Received: 28.0000
 Line Cost Received: 18480.00

Status: Open
 *Allocation Type: Split Distributions

Distribution Information

Line	Status	Location	Qty Std UOM	Qty VND UOM	Merchandise Amt	Merch Amt Base	IN Unit	Attention To	Consigned	Non-Owned	Per Ins
1		ADEP354001	18.6676	18.6676	12,320.62 USD	12,320.62 USD		J. Traynor (AirLab)	<input type="checkbox"/>	<input type="checkbox"/>	
2		ADEP354001	9.3324	9.3324	6,159.38 USD	6,159.38 USD		J. Traynor (AirLab)	<input type="checkbox"/>	<input type="checkbox"/>	

OK Cancel Refresh

14. The **Receiving** page displays.

15. Click the **Receipt Lines** tab.

Finance Core-CT Help

Maintain Receipts

Receiving

Business Unit: DEPM1
 Receipt ID: NEXT
 Receipt Status: Open
 Add Header Comments Activities

Header

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	Stock UOM	AM Status	Device Track
1		HP EliteDesk 800 G2 Desktop MI	28.0000	EA	660.00000	Penalty	28.0000	Open		<input type="checkbox"/>	EA	Pending	Device Track

Interface Receipt Interface Asset Information

Save Notify Refresh Add Update/Display

16. Change the **Receipt Qty** to the number of assets to receive.

17. Click the **Serial** button.

The screenshot shows the 'Receiving' interface in the 'Maintain Receipts' section. The 'Receipt Lines' table has one row with the following data:

Line	Item	Description	Receipt Qty	*Rcv UOM	Receipt Price	Penalty	Accept Qty	Status	Category	Serial	Device Track	Stock UOM	AM Status	Device Track
1	HP EliteDesk 800 G2 Desktop Ml		2	EA	660.00000	Penalty	28.00000	Open		<input checked="" type="checkbox"/>	<input type="checkbox"/>	EA	Pending	<input type="checkbox"/>

The 'Receipt Qty' field (value: 2) and the 'Serial' checkbox (checked) are highlighted with red boxes. The 'AM Status' is 'Pending'. Below the table, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Dis'.

18. Click the AM Status **Pending** link.

This screenshot is identical to the previous one, but the 'AM Status' cell, which contains the text 'Pending', is highlighted with a red box. The 'Serial' checkbox remains checked.

19. The **Asset Management Information for Line 1** page displays.

20. Click the **View All** link.

Asset Management Information for Line 1

Business Unit DEPM1 Status Open
 Receipt ID NEXT Item HP EliteDesk 800 G2 Desktop MI
 Receipt Line 1 Standard UOM EA

Apply to All Distributions

Starting Asset ID Multiplier *Start Row
 Starting Tag Number Overwrite existing numbers
 Starting Serial ID

Distribution Information Find **View All** First 1 of 2 Last

Capitalize Non Cap
 Distribution Line 1
 Business Unit DEPM1 CAP Sequence
 Profile ID 1CNTRLITEM Employee ID
 CAP # Distributed Quantity 1.3334
 Cost Type Merchandise Amount 880.04

Asset Details Personalize Find View All First 1-2 of 2 Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Number	Profile ID	
1	DEPM1	Open	0.6667	<input type="text"/>	<input type="text"/>	NEXT	1	1CNTRLITEM	✘
2	DEPM1	Open	0.6667	<input type="text"/>	<input type="text"/>	NEXT	2	1CNTRLITEM	✘

21. All of the assets display.

Asset Management Information for Line 1

Business Unit DEPM1 Status Open
 Receipt ID NEXT Item HP EliteDesk 800 G2 Desktop Ml
 Receipt Line 1 Standard UOM EA

Apply to All Distributions

Starting Asset ID Multiplier *Start Row
 Starting Tag Number Overwrite existing numbers
 Starting Serial ID

Distribution Information Find | View 1 First 1-2 of 2 Last

Distribution Line 1 Capitalize Non Cap
 Business Unit DEPM1 CAP Sequence
 Profile ID 1CNTRLITEM Employee ID
 CAP # Distributed Quantity 1.3334
 Cost Type Merchandise Amount 880.04

Asset Details Personalize | Find | View All | First 1-2 of 2 Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Number	Profile ID	
1	DEPM1	Open	0.6667	<input type="text"/>	<input type="text"/>	NEXT	1	1CNTRLITEM	✘
2	DEPM1	Open	0.6667	<input type="text"/>	<input type="text"/>	NEXT	2	1CNTRLITEM	✘

Distribution Line 2 Capitalize Non Cap
 Business Unit DEPM1 CAP Sequence
 Profile ID 1CNTRLITEM Employee ID
 CAP # Distributed Quantity 0.6666
 Cost Type Merchandise Amount 439.96

Asset Details Personalize | Find | View All | First 1-2 of 2 Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Number	Profile ID	
1	DEPM1	Open	0.3333	<input type="text"/>	<input type="text"/>	NEXT	1	1CNTRLITEM	✘
2	DEPM1	Open	0.3333	<input type="text"/>	<input type="text"/>	NEXT	2	1CNTRLITEM	✘

22. Enter the **Starting Tag Number** and **Starting Serial ID** to apply these designations to *all* of the assets being received.

Asset Management Information for Line 1

Business Unit DEPM1 Status Open
 Receipt ID NEXT Item HP EliteDesk 800 G2 Desktop Mi
 Receipt Line 1 Standard UOM EA

Apply to All Distributions

Starting Asset ID Multiplier *Start Row
 Starting Tag Number TAG1 Overwrite existing numbers
 Starting Serial ID SERIAL1

Distribution Information Find | View 1 First 1-2 of 2 Last

Distribution Line 1 Capitalize Non Cap
 Business Unit DEPM1 CAP Sequence
 Profile ID 1CNTRLITEM Employee ID
 CAP # Distributed Quantity 1.3334
 Cost Type Merchandise Amount 880.04

Asset Details Personalize | Find | View All | First 1-2 of 2 Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Number	Profile ID	
1	DEPM1	Open	0.6667	<input type="text"/>	<input type="text"/>	NEXT	<input type="text" value="1"/>	1CNTRLITEM	✘
2	DEPM1	Open	0.6667	<input type="text"/>	<input type="text"/>	NEXT	<input type="text" value="2"/>	1CNTRLITEM	✘

Distribution Line 2 Capitalize Non Cap
 Business Unit DEPM1 CAP Sequence
 Profile ID 1CNTRLITEM Employee ID
 CAP # Distributed Quantity 0.6666
 Cost Type Merchandise Amount 439.96

Asset Details Personalize | Find | View All | First 1-2 of 2 Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Number	Profile ID	
1	DEPM1	Open	0.3333	<input type="text"/>	<input type="text"/>	NEXT	<input type="text" value="1"/>	1CNTRLITEM	✘
2	DEPM1	Open	0.3333	<input type="text"/>	<input type="text"/>	NEXT	<input type="text" value="2"/>	1CNTRLITEM	✘

23. Click the **Apply** button.

24. The **Tag Numbers** and **Serial IDs** will automatically populated based on the values in the **Starting Tag Number** and **Starting Serial ID** fields.

Asset Management Information for Line 1

Business Unit DEPM1 Status Open
 Receipt ID NEXT Item HP EliteDesk 800 G2 Desktop Mi
 Receipt Line 1 Standard UOM EA

Apply to All Distributions

Starting Asset ID Multiplier *Start Row
 Starting Tag Number Overwrite existing numbers
 Starting Serial ID

Distribution Information Find | View 1 First 1-2 of 2 Last

Distribution Line 1 Capitalize Non Cap
 Business Unit DEPM1 CAP Sequence
 Profile ID 1CNTRLITEM Employee ID
 CAP # Distributed Quantity 1.3334
 Cost Type Merchandise Amount 880.04

Asset Details Personalize | Find | View All | First 1-2 of 2 Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Number	Profile ID	
1	DEPM1	Open	0.6667	TAG1	SERIAL1	NEXT	1	1CNTRLITEM	✘
2	DEPM1	Open	0.6667	TAG2	SERIAL2	NEXT	2	1CNTRLITEM	✘

Distribution Line 2 Capitalize Non Cap
 Business Unit DEPM1 CAP Sequence
 Profile ID 1CNTRLITEM Employee ID
 CAP # Distributed Quantity 0.6666
 Cost Type Merchandise Amount 439.96

Asset Details Personalize | Find | View All | First 1-2 of 2 Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Number	Profile ID	
1	DEPM1	Open	0.3333	TAG1	SERIAL1	NEXT	1	1CNTRLITEM	✘
2	DEPM1	Open	0.3333	TAG2	SERIAL2	NEXT	2	1CNTRLITEM	✘

25. Click the **OK** button.

Asset Details Personalize | Find | View All | [?] [] First 1-2 of 2 Last

Asset Information More Details [?]

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Number	Profile ID	
1	DEPM1	Open	0.6667	TAG1	SERIAL1	NEXT	1	1CNTRLITEM	✘
2	DEPM1	Open	0.6667	TAG2	SERIAL2	NEXT	2	1CNTRLITEM	✘

Capitalize

Distribution Line 2
 Business Unit CAP Sequence
 Profile ID Employee ID
 CAP # Distributed Quantity 0.6666
 Cost Type Merchandise Amount 439.96

Asset Details Personalize | Find | View All | [?] [] First 1-2 of 2 Last

Asset Information More Details [?]

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Number	Profile ID	
1	DEPM1	Open	0.3333	TAG1	SERIAL1	NEXT	1	1CNTRLITEM	✘
2	DEPM1	Open	0.3333	TAG2	SERIAL2	NEXT	2	1CNTRLITEM	✘

PO Comment Find | View All First 1 of 1 Last

Line:

26. Click the **Save** button.

Maintain Receipts

Receiving

Business Unit DEPM1 Receipt Status Open ✘

Receipt ID NEXT Add Header Comments Activities

Header Details

> Header

Select Purchase Order Print Delivery Report Run PO Receipt Accrual

Receipt Lines Personalize | Find | View All | [?] [] First 1 of 1 Last

Receipt Lines More Details Links and Status Item / Mtg Data Optional Input Source Information [?]

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Penalty	Accept Qty	Status	Category	Serial	Device Track	Stock UOM	AM Status	Device Track
1		HP EliteDesk 800 G2 Desktop Mi	2.0000	EA	660.00000	Penalty	2.0000	Open			<input checked="" type="checkbox"/>	EA	Pending	Device Track ✘

Interface Receipt Interface Asset Information