

Asset Management
Created on 3/17/2017 7:41:00 AM



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Asset Management

Asset Management 9.2

Receiving an Asset

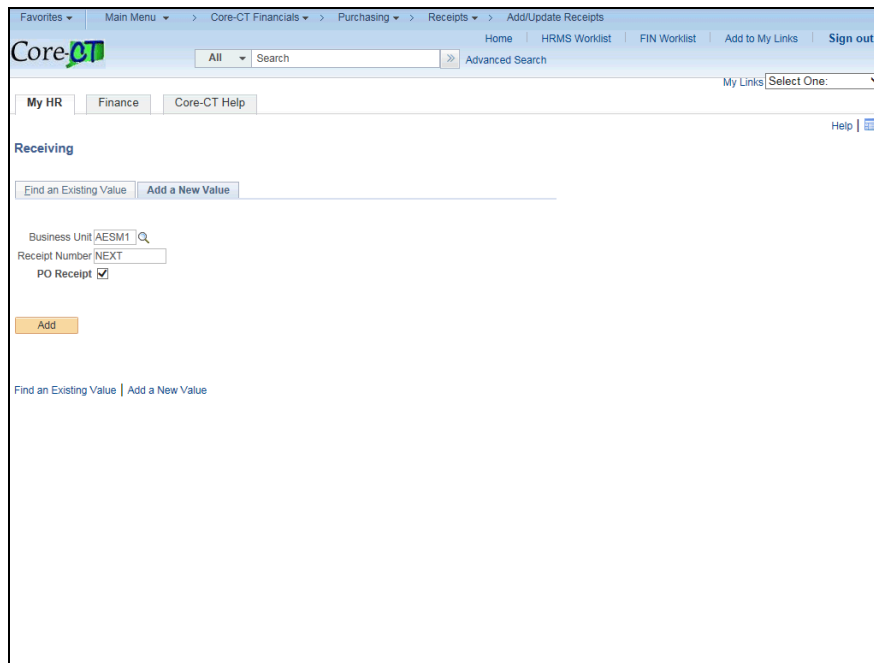


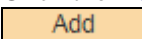
In Core-CT 9.2 all purchased assets require a receiver. Receivers contain physical information related to an asset (Asset Profile ID, Asset ID, Tag Number, Serial Number, Custodian, Location, and manufacturer information). Users responsible for creating receivers must verify that information is complete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

Procedure

After completing this topic, you will be able to receive assets.

Navigation: Purchasing > Receipts > Add/Update Receipts



Step	Action
1.	Click the Add button. 

Core-CT
All Search Advanced Search

My HR Finance Core-CT Help My Links Select One

Select Purchase Order

Search Criteria

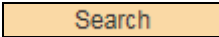
PO Unit AESM1 x ID
 ID
 Line / Schedule /
 Release
 Item ID
 Ship To 0930000001
 Ship Via
 Retrieve Open PO Schedules

Days +/- Today 30 Retainage
 Start Date 12/24/2016
 End Date 02/22/2017
 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

Step	Action
2.	Click the Search button. 

Core-CT
All Search Advanced Search

My HR Finance Core-CT Help My Links Select One

Select Purchase Order

Search Criteria

PO Unit AESM1 x ID
 ID
 Line / Schedule /
 Release
 Item ID
 Ship To 0930000001
 Ship Via
 Retrieve Open PO Schedules

Days +/- Today 30 Retainage
 Start Date 12/24/2016
 End Date 02/22/2017
 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

Retrieved Rows Personalize Find View All 1-3 of

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"/>	AESM1	0000012582	1	1		12/28/2016	5.0000			Diversity Training on 9/25/16:
<input checked="" type="checkbox"/>	AESM1	0000012654	1	1	365	12/29/2016	1.0000		HP EliteDesk 800 G2 SFF Per Qu	
<input type="checkbox"/>	AESM1	0000012655	1	1	366	12/29/2016	1.0000		HP EliteDesk 800 G2 SFF Per Qu	

Select All Clear All

Step	Action
3.	Select the appropriate asset to receive. Click the Sel option. <input type="checkbox"/>

The screenshot shows the 'Select Purchase Order' interface in the Core-CT system. The search criteria section includes fields for PO Unit (AESM1), ID, Line/Schedule, Release, Item ID, Ship To (0830000001), and Ship Via. There are also date fields for Start Date (12/24/2016) and End Date (02/22/2017), and a 'Days +/- Today' field set to 30. A 'Search' button is located below the search criteria. The 'Retrieved Rows' section displays a table with the following data:

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input type="checkbox"/>	AESM1	0000012582	1	1		12/28/2016	5.0000			Diversity Training on 9/25/16.
<input checked="" type="checkbox"/>	AESM1	0000012654	1	1	365	12/29/2016	1.0000			HP EliteDesk 800 G2 SFF Per Qu
<input type="checkbox"/>	AESM1	0000012655	1	1	366	12/29/2016	1.0000			HP EliteDesk 800 G2 SFF Per Qu

Step	Action
4.	Use the Vertical Scrollbar to navigate to the bottom of the page. Click the Vertical Scrollbar .

Core-CT Financials > Purchasing > Receipts > Add/Update Receipts

Home | HRMS Worklist | FIN Worklist | Add to My Links | Sign out

Search: [All] Search [Advanced Search]

My Links [Select One]

My HR | Finance | Core-CT Help

Select Purchase Order

Search Criteria

PO Unit: AESM1 | ID: | Line / Schedule: / | Release: | Item ID: | Ship To: 0930000001 | Ship Via: | Days +/- Today: 30 | Retainage: | Start Date: 12/24/2016 | End Date: 02/22/2017 | Supplier Name: | Supplier Lookup: | Supplier Item ID: | Manufacturer ID: | Manufacturer's Item ID: |

Retrieve Open PO Schedules

Receipt Qty Options: No Order Qty | Ordered Qty | PO Remaining Qty

Retrieved Rows: Personalize | Find | View All | 1-3 of

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"/>	AESM1	0000012582	1	1		12/28/2016	5.0000			Diversity Training on 9/25/16:
<input checked="" type="checkbox"/>	AESM1	0000012654	1	1	365	12/29/2016	1.0000			HP EliteDesk 800 G2 SFF Per Qu
<input type="checkbox"/>	AESM1	0000012655	1	1	366	12/29/2016	1.0000			HP EliteDesk 800 G2 SFF Per Qu

Select All | Clear All

OK | Cancel | Refresh

Step	Action
5.	Click the OK button.

Core-CT Financials > Purchasing > Receipts > Add/Update Receipts

Home | HRMS Worklist | FIN Worklist | Add to My Links | Sign out

Search: [All] Search [Advanced Search]

My Links [Select One]

My HR | Finance | Core-CT Help

Maintain Receipts

Receiving

Business Unit: AESM1 | Receipt Status: Open | Add Header Comments | Activities

Receipt ID: NEXT | Header Details

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

Receipt Lines: Personalize | Find | View All | 1-3 of

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information							
Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Penalty	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Status
1		HP EliteDesk 800 G2 SFF Per Qu	1.0000	EA	776.83000	Penalty	1.0000	Open			EA	Pending

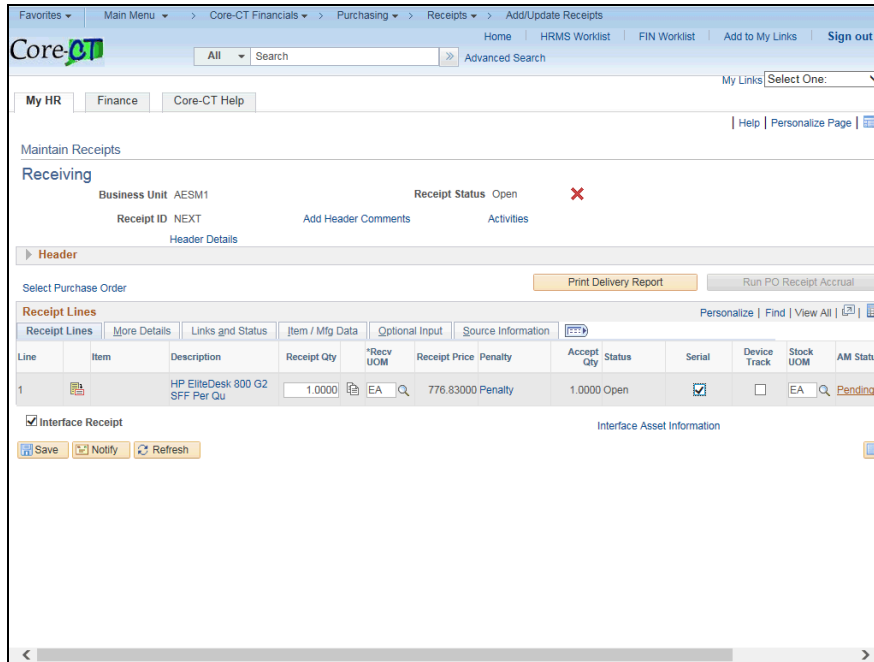
Interface Receipt | Interface Asset Information

Save | Notify | Refresh

Step	Action
6.	Accept the default value in the Receipt Qty field.

The screenshot shows the 'Maintain Receipts' interface. At the top, there's a navigation bar with 'Core-CT' logo and search options. Below that, there are tabs for 'My HR', 'Finance', and 'Core-CT Help'. The main content area is titled 'Maintain Receipts' and 'Receiving'. It shows a 'Business Unit' of 'AESM1' and a 'Receipt Status' of 'Open'. There are buttons for 'Receipt ID NEXT', 'Add Header Comments', and 'Activities'. A 'Header' section is expanded, showing 'Select Purchase Order' and 'Print Delivery Report' buttons. Below that is the 'Receipt Lines' table with columns: Line, Item, Description, Receipt Qty, *Recv UOM, Receipt Price Penalty, Accept Qty, Status, Serial, Device Track, Stock UOM, and AM Status. The first row shows '1', 'HP EliteDesk 800 G2 SFF Per Qu', '1.0000', 'EA', '776.83000 Penalty', '1.0000 Open', an unchecked checkbox, 'EA', and 'Pending'. At the bottom, there are 'Save', 'Notify', and 'Refresh' buttons, and an 'Interface Receipt' section with 'Interface Asset Information'.

Step	Action
7.	<p>The Serial option enables entry of a serial number on the receiver.</p> <p>Click the Serial option.</p> <input type="checkbox"/>



Step	Action
8.	<p>The Pending link in the AM Status field only displays if the AM Business Unit and Profile ID have been entered on the Requisition / Purchase Order.</p> <p>Click the Pending link.</p> <p>Pending</p>

Asset Management Information for Line 1

Business Unit AESM1 Status Open
 Receipt ID NEXT Item HP EliteDesk 800 G2 SFF Per Qu
 Receipt Line 1 Standard UOM EA

Next Asset ID

Distribution Information

Capitalize Non Cap

Distribution Line 1
 Business Unit AESM1 CAP Sequence
 Profile ID TCNTRLITEM Employee ID
 CAP # Distributed Quantity 1.0000
 Cost Type Merchandise Amount 776.83

Apply to Details

Select Action Assign Tag Ids Multiplier 1
 Enter Starting Number *Start Row 1
 Overwrite existing numbers Apply

Asset Details

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	P
1	AESM1	Open	1.0000			NEXT			1

PO Comment

Line:

Step	Action
9.	Use the Asset Management Information for Line 1 page to review asset information and to add additional asset physical information in the Asset Details section.

Asset Management Information for Line 1

Business Unit AESM1 Status Open
 Receipt ID NEXT Item HP EliteDesk 800 G2 SFF Per Qu
 Receipt Line 1 Standard UOM EA

Next Asset ID

Distribution Information

Capitalize Non Cap

Distribution Line 1
 Business Unit AESM1 CAP Sequence
 Profile ID TCNTRLITEM Employee ID
 CAP # Distributed Quantity 1.0000
 Cost Type Merchandise Amount 776.83

Apply to Details

Select Action Assign Tag Ids Multiplier 1
 Enter Starting Number *Start Row 1
 Overwrite existing numbers Apply

Asset Details

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	P
1	AESM1	Open	1.0000			NEXT			1

PO Comment

Line:

Step	Action
10.	Enter TRN001 in the Tag Number field.

Step	Action
11.	Enter SN1 in the Serial ID field.

Asset Management Information for Line 1

Business Unit AESM1 Status Open
 Receipt ID NEXT Item HP EliteDesk 800 G2 SFF Per
 Receipt Line 1 Standard UOM EA

Next Asset ID

Distribution Information

Distribution Line 1 Capitalize Non Cap
 Business Unit AESM1 CAP Sequence
 Profile ID ICNTRLITEM Employee ID
 CAP # Distributed Quantity 1.0000
 Cost Type Merchandise Amount 776.83

Apply to Details

Select Action Assign Tag Ids Multiplier 1
 Enter Starting Number *Start Row 1
 Overwrite existing numbers Apply

Asset Details

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number
1	AESM1	Open	1.0000	TRN001	SN1	NEXT		

PO Comment

Line:

Step	Action
12.	Follow agency policy in assigning Asset IDs.

Asset Management Information for Line 1

Business Unit AESM1 Status Open
 Receipt ID NEXT Item HP EliteDesk 800 G2 SFF Per
 Receipt Line 1 Standard UOM EA

Next Asset ID

Distribution Information

Distribution Line 1 Capitalize Non Cap
 Business Unit AESM1 CAP Sequence
 Profile ID ICNTRLITEM Employee ID
 CAP # Distributed Quantity 1.0000
 Cost Type Merchandise Amount 776.83

Apply to Details


Select Action Assign Tag Ids Multiplier 1
 Enter Starting Number *Start Row 1
 Overwrite existing numbers Apply

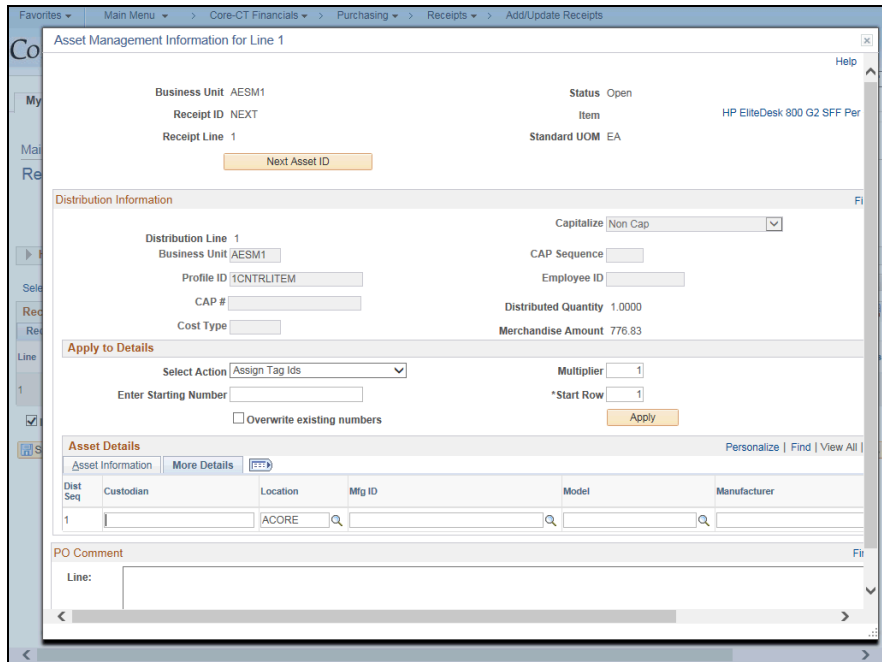
Asset Details

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number
1	AESM1	Open	1.0000	TRN001	SN1	NEXT		

PO Comment

Line:

Step	Action
13.	Click the More Details tab. 



Asset Management Information for Line 1

Business Unit AESM1 Status Open
 Receipt ID NEXT Item HP EliteDesk 800 G2 SFF Per
 Receipt Line 1 Standard UOM EA
 Next Asset ID

Distribution Information

Distribution Line 1 Capitalize Non Cap
 Business Unit AESM1 CAP Sequence
 Profile ID CNTRLITEM Employee ID
 CAP # Distributed Quantity 1.0000
 Cost Type Merchandise Amount 776.83

Apply to Details

Select Action Assign Tag Ids Multiplier 1
 Enter Starting Number *Start Row 1
 Overwrite existing numbers Apply

Asset Details

Asset Information More Details

Dist Seq	Custodian	Location	Mfg ID	Model	Manufacturer
1		ACORE			

PO Comment

Line:

Step	Action
14.	Enter BONOLA,DAVID in the Custodian field.

Asset Management Information for Line 1

Business Unit AESM1 Status Open
 Receipt ID NEXT Item HP EliteDesk 800 G2 SFF Per
 Receipt Line 1 Standard UOM EA

Next Asset ID

Distribution Information

Distribution Line 1 Capitalize Non Cap
 Business Unit AESM1 CAP Sequence
 Profile ID ICNTRLITEM Employee ID
 CAP # Distributed Quantity 1.0000
 Cost Type Merchandise Amount 776.83

Apply to Details

Select Action Assign Tag Ids Multiplier 1
 Enter Starting Number *Start Row 1
 Overwrite existing numbers Apply

Asset Details

Dist Seq	Custodian	Location	Mfg ID	Model	Manufacturer
1	BONOLA, DAVID	ACORE			

PO Comment

Line:

Step	Action
15.	If the asset location is not known, accept the default value of ACORE.

Asset Management Information for Line 1

Business Unit AESM1 Status Open
 Receipt ID NEXT Item HP EliteDesk 800 G2 SFF Per
 Receipt Line 1 Standard UOM EA

Next Asset ID

Distribution Information

Distribution Line 1 Capitalize Non Cap
 Business Unit AESM1 CAP Sequence
 Profile ID ICNTRLITEM Employee ID
 CAP # Distributed Quantity 1.0000
 Cost Type Merchandise Amount 776.83

Apply to Details

Select Action Assign Tag Ids Multiplier 1
 Enter Starting Number *Start Row 1
 Overwrite existing numbers Apply

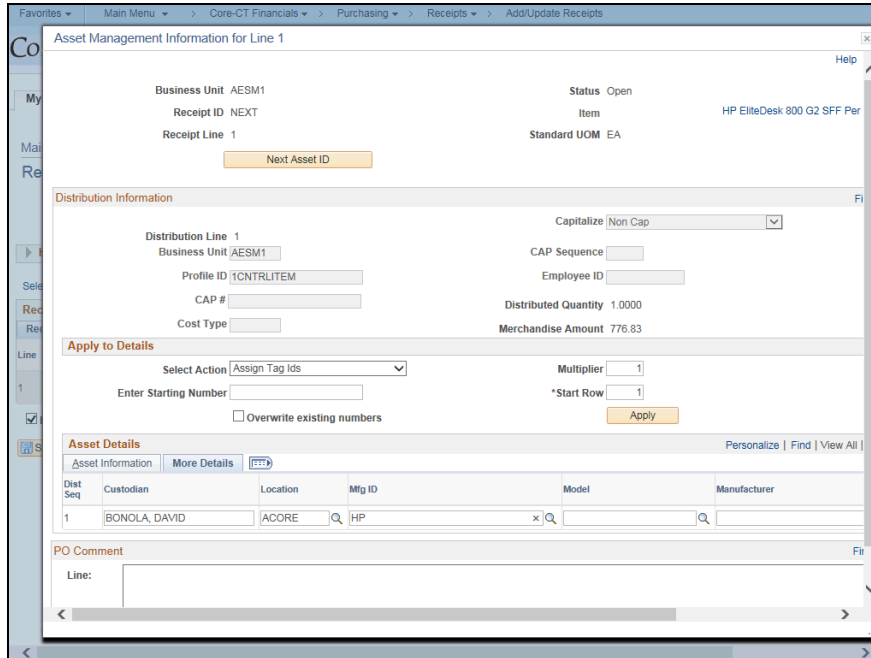
Asset Details

Dist Seq	Custodian	Location	Mfg ID	Model	Manufacturer
1	BONOLA, DAVID	ACORE			

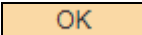
PO Comment

Line:

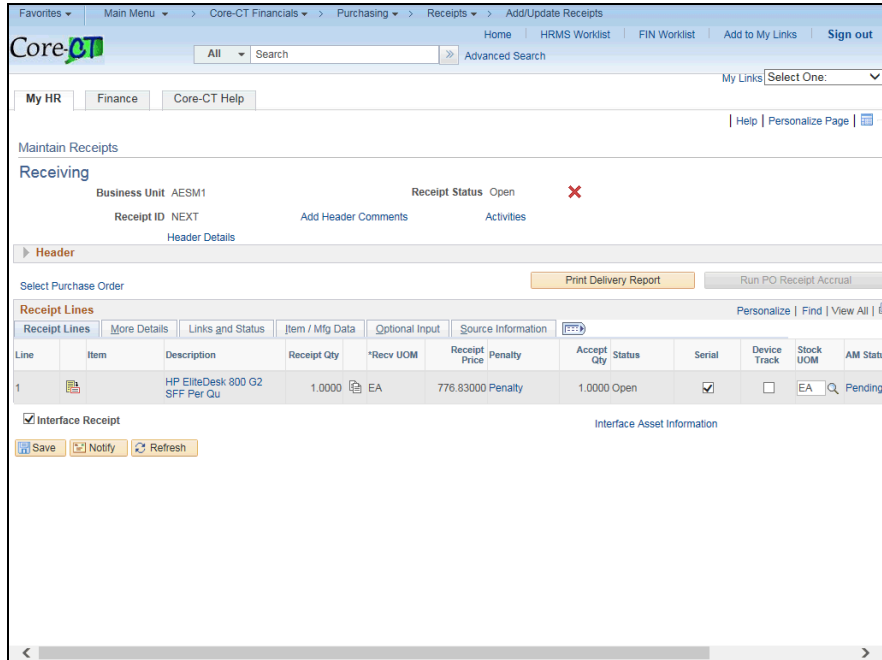
Step	Action
16.	Enter HP in the Mfg ID field.



Step	Action
17.	Use the Vertical Scrollbar to navigate to the bottom of the page. Click the Vertical Scrollbar .

Step	Action
18.	Click the OK button. 

Step	Action
19.	Ensure that the Interface Receipt checkbox is selected.



Step	Action
20.	Click the Save button.

Core-CT

Business Unit AESM1 Receipt Status Open ✖

Receipt ID NEXT Add Header Comments Activities

Header Details

Select Purchase Order [Print Delivery Report](#) [Run PO Receipt Accrual](#)

Receipt Lines [Personalize](#) | [Find](#) | [View All](#) | [Filter](#)

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Penalty	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Stat
1		HP EliteDesk 800 G2 SFF Per Qu	1.0000	EA	776.83000	Penalty	1.0000	Open		<input checked="" type="checkbox"/>	EA	Pending

Interface Receipt [Save](#) [Notify](#) [Refresh](#) Interface Asset Information

Step	Action
21.	End of Procedure.