# Core-🗾

In Core-CT 9.1 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.

The process begins with the creation of a requisition/purchase order for an asset. The requester adds asset information (Profile ID and Asset Management Business Unit) to the purchase order. This information identifies the line on the purchase order as an Asset line. The purchase order is sourced and sent to the vendor. The vendor fulfills the order and ships the requested item.

The item is physically received at the agency. A user creates a receiver for the item and adds appropriate asset information (Asset ID, Tag Number, custodian, location, and manufacturer, etc.). If the line on the receiver has a quantity of equal to or greater than one, and a unit of measure of each (EA), select the Serial check box. This results in separate assets being created equal to the quantity received. The result is similar to unitizing assets in Asset Management.

Once the receiver is complete, the user verifies that the Interface Receipt check box has defaulted as selected and saves the receipt. The receipt will be picked up by the Receipt Integration Process (RECV\_02) and set to Asset Management. This process runs in BATCH several times a day.

Once in Asset Management, the assets on the receiver will be processed by the Transaction Load process, which runs several times a day. The asset(s) will have a status of "received, not in service" and a capitalization status of "to be capitalized".

At this point the asset(s) has not been paid. Therefore there is physical information in the asset tables, but no financial information until the voucher is processed.

After an asset has been received, a voucher will be created to pay the vendor for the asset. Financial information from the voucher will be interfaced into Asset Management and will be loaded to the Asset Management tables via the Transaction Load process. The interface processes run several times a day.

The financial information will be "married" to the existing physical information from the receiver. The asset will now have a status of "In Service". Its capitalization status will depend on the cost of the asset and the Profile ID associated with the asset.

# **Receiving Process**

# Navigation

Purchasing > Receipts > Add/Update Receipts

Receiving	
Eind an Existing Value Add a New Value	
Business Unit: Receipt Number: NEXT PO Receipt	
Add	

Enter a value in the **Business Unit** field.

# Click the **Add** button.

Search Critteria				
PO Unit:	ротин 🤗	Days +/- Today:	Retainage	
D:	9	Start Date:	12/11/2012	
Line / Schedule:	r	End Date:	12/11/2012	
Release:		Vendor Name:	Vendor Lookup	
tem ID:		Vendor Item ID:		
Ship To:	<b>A</b>	Manufacturer ID:		9,
Ship Via:	<b>A</b>	Manufacturer's Item ID:		9
	Retrieve Open PO Schedules			_

Enter the Purchase Order ID or other search parameters.

#### Click the **Search** button.

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Select lines to include on the receiver.

Click the **OK** button.

Business Unit	DOTMI	Re	sceipt Stat	usc.	Open.	×						
Receipt ID:	NEXT	5	id Heigder (	Comments		Aduttes						
> Reader	Header Details				_		_		_			_
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Verify the value in the **Receipt Qty** field.

Serial numbers must be added to the receiver when the **Serial** check box is selected.

The Interface Receipt check box defaults as selected and should not be changed.

Click the **Pending** link.

Maint	ain Receipt	s									
Asse	et Manag	ement	Information for	Line 1							
Busine	ess Unit:		DOTM1		Status:		Open				
Receip	ot ID:		NEXT		Item:				Ce	mpsdera	
Receip	at Line:		1		Standard UOM:		EA				
			Next Asset I	D							
Distrib	ution Informat	son							End	Version Add Party Party	of t 🗖 Lee
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Busine	ess Unit:		DOTM1		CAP Sequence:						
Profile	ID:		TEQUIPMENT		Employee ID:						
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Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	)	Next Asset ID	liumber	Profile ID	
1	DOTM1	Open	1 0000			NEXT	1	8		1EQUIPMENT	×
				<u> </u>							

If the value in the **Receipt Qty** field is greater than one, Core-CT will add one new row for each asset on the receiver.

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**.

Use agency conventions to assign an **Asset ID** to each row on the **Asset Details** grid. **Asset IDs** must be unique within a business unit.

Click the **More Details** tab.

sset managemen	t information for Line 1			
Business Unit:	DOTM1	Status:	Open	
Receipt ID:	NEXT	item:		Computers
Receipt Line:	1	Standard UOM:	EA	
	Next Asset ID		203 C.	
Distribution Information				End Vew AL Fast D + of 1 D
Distribution Line:	1	Capitalize:	Non Cap	10
Business Unit	DOTM	CAP Sequence:		
Profile ID:	1EQUIPMENT	Employee ID:		
CAP #:		Distributed Quantity:	1.0000	
Cost Type:		Merchandise Amount:	1001.00	
Apply to Details			and the second second	
Select Action:	Assign Tag Ids	Multiplier:		
Enter Starting Number:		* Start Row:	1	
	Overwrite existing numbers		Apply	
Asset Details			Personalize   First   Vi	
Asset Information More Det	ana 10000			and the second
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1		ACORE		
2				
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PD Comment				End View All Test D 1 of 1 D
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If it is known (and the responsibility of the Receiver), add Custodian, Location, and Manufacturer information for each row in the **Asset Details** grid.

Click the **OK** button.

Maintain R	eceipts														
Receivir Business Uni	ng	DOTM1		I	Receipt State	ж	Open	×							
Receipt ID:		NEXT Header Details		1	Add Header C	Commenta		ACD/D43							
Header		all to all the second													
Select Purcha	ase Order							Print	Delivery F	Report		Run PO Rec	wipt Accrual		
Receipt Lines	10							1.5			the	unitar i find	(Vee al) <sup>6</sup>	I Hilling Co	of s D
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ine :	8em	Description	Receipt Qty		'Recy VOM	Receipt Price	Penalty	Accept Gby	Status	Serial	Device Track	Stock UOM	AM Status	Device Track	
		Computers	1.0000	9	EA	1001.00000	Penalty	1.0000	Open			EA Q	Pending	Device Track	×
									Interface	Asset Inform	riation				

Click the **Save** button.

# 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** and **Tag 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.

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Receiving Business Unit:	DOTM1		8	iceipt !	Statur	ĸ.	Open	×							
Receipt ID:	NEXT Header Details		8	td Hea	der Co	ommenta		Activity	έΞ.						
Header											-				_
Select Purchase Order								Pris	t Delivery	Report	-	Run PO Rec	elpt.Accrual		
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100	Monitors	6	10	EA.	۹.	25.00000	Esnatu	20.0000	Open	2		EA Q	Pending	Device Track	×

Aaint	ain Receip	ts								
Asse	et Manag	gemen	t Information for	Line 1						
Busin	ess Unit:		DOTM1		Status:		Open			
Recei	pt ID:		NEXT		item:			Mo	nitora	
Receij	pt Line:		1		Standard UOM:		EA			
			Next Asset II	<b>D</b>						
kstrib	ution Informa	tion						End	Verv AT Feet E	1 of 1 🖸
Distric	oution Line:		1		Capitalize:		Non Cap		*	
Busine	ess Unit:		DOTM1		CAP Sequence:					
Profile	ID:		1CNTRLITEM		Employee ID:					
AP#	£				Distributed Quantity:		3.0000			
Cost T	ype:				Merchandise Amount:		75.00			
Αρρίγ	to Details						STORE IS			
Select	Action:		Assign Tag lds	~	Multiplier:		1			
Enter	Starting Num	bert			*Start Row:		1			
			Overwrite existin	g numbers			Apply			
Asse	t Details		-	_		Bern	anatize   End   Street	u e la	Fre D 1-3 of 3	D. (1997)
Asse	n information	More Deta	is mit							
Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID	
1	DOTM1	Open	1.0000			NEXT	8		1CNTRLITEM	×
2	DOTM1	Open	1.0000			NEXT	8		1CNTRLITEM	×
3	DOTM1	Open	1.0000			NEXT	8		1CNTRUITEM	×

Asset	Details Information More Details	Personalize   Eng   View At   A   E   Find   C   1-3 of 3 C   Cast
Dist Seg	Custodian	Location Mig ID
1		ACORE (4)
2	1	ACORE IQ
3		ACORE Q
	<	2

#### 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.

	1														
Receivi Business U	ing Nit	DOTM1		я	eceipt Stat	usc	Open	×							
Receipt ID:		NECT		6	sd Header	Comments		Activitie	13						
		Header Details													
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Select Purd	hase Order							Pen	t Delivery F	hoge	R	un PO Rep	eipt Accrual-)		
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# 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.

Recep	et Lines									beet	colta   first	Very All	14 /10 0 1	W1 0
Incost	A Lines More Details	Links god Status	Barn / Ming Da	ata Optional Inc	nd Source )	nonemotion	100						100	
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1	8	Calculatora	1.0000	12 PJ Q	500.00000	Penatr	1.0000	Open			P3 Q	Exection	Device Track	×
[] int	erface Receipt							pileta:	e Asiset Inform	union				

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 R	eceiver	s	
	Serial	Interface Receiver	Consolidate	Unitize
Receiver Quantity > 1	Yes	Yes	N/A	On Receiver
Receiver Quantity = 1 Represents Multiple Assests	No	No	N/A	In AM
ne asset on multiple receiver lines	No	No	In AM	In AM

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