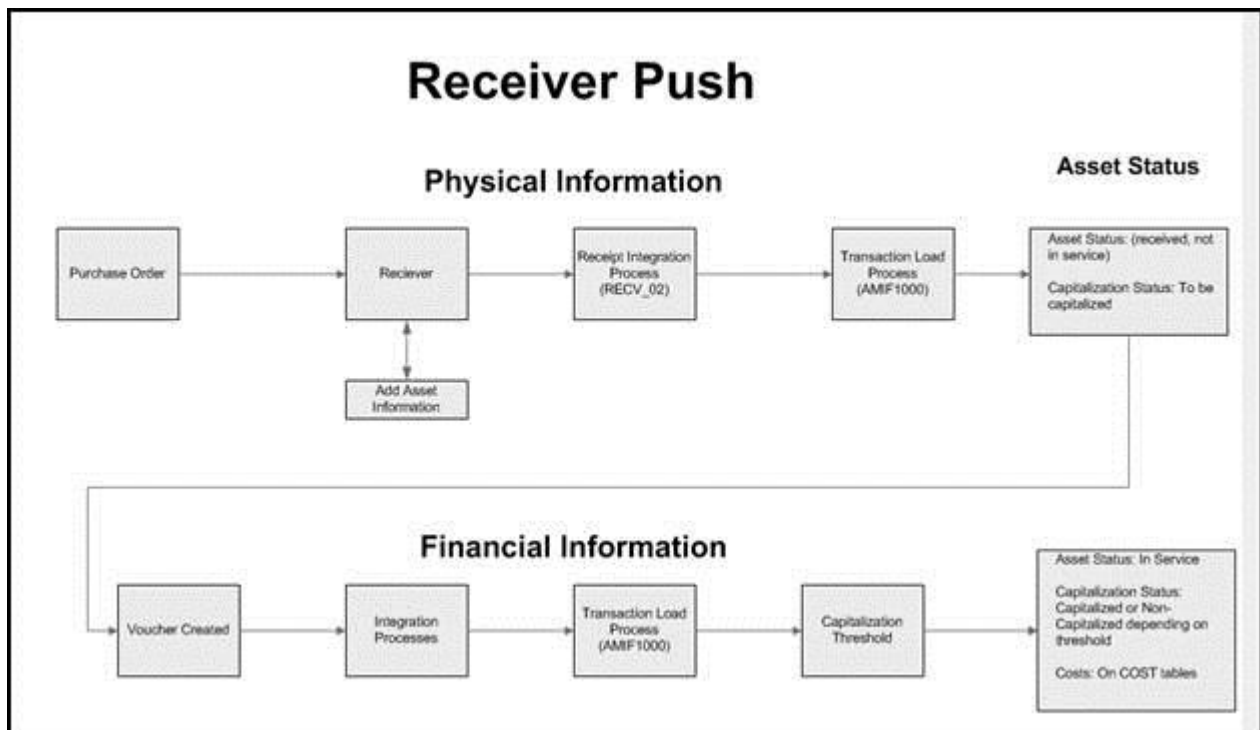


In Core-CT 9.1 asset information will be interfaced into Asset Management from Purchasing through a Receiver Push process. All assets will require a receipt. Receipts contain physical information related to an asset—e.g. Profile ID, Asset ID, Tag Number, Serial Number, Custodian, Location, manufacturer 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.

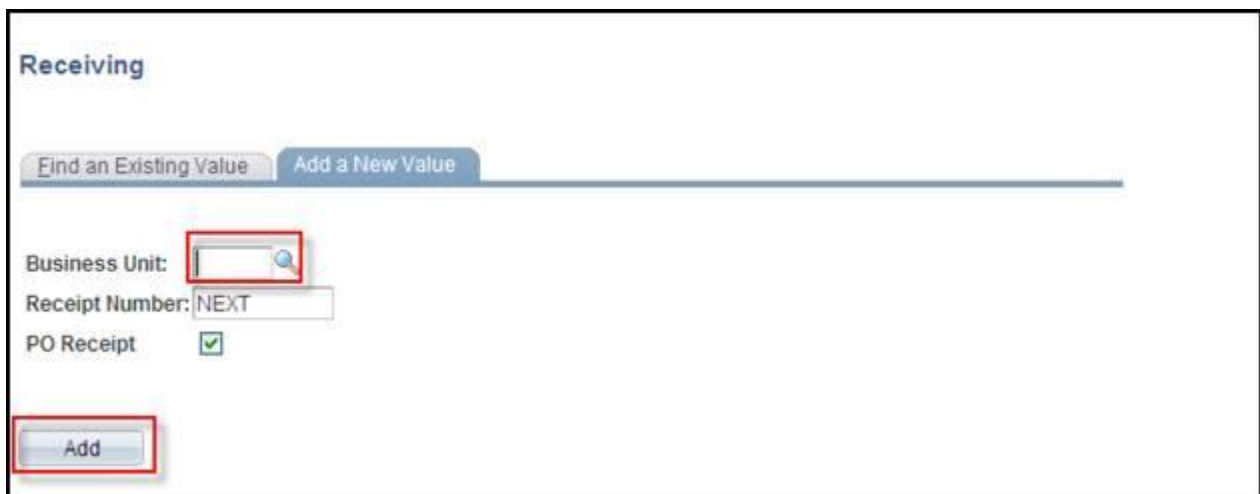
After an asset has been received, a voucher will be created to pay the vendor for the asset. Financial information from the voucher will be interfaced into Asset Management and will be loaded to the Asset Management tables via the Transaction Load process. The interface processes run several times a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



The screenshot shows a web interface titled "Receiving". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value". Below the tabs, there are three input fields: "Business Unit" (with a search icon), "Receipt Number" (with the value "NEXT"), and "PO Receipt" (with a checked checkbox). At the bottom left, there is an "Add" button. Red boxes highlight the "Business Unit" field and the "Add" button.

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

Click the **Add** button.

Select Purchase Order

Search Criteria

PO Unit: DOTM1 Days +/- Today:   Retainage

ID:  Start Date: 12/11/2012

Line / Schedule:  /  End Date: 12/11/2012

Release:  Vendor Name:  [Vendor Lookup](#)

Item ID:  Vendor 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

Search

Enter the Purchase Order ID or other search parameters.

Click the **Search** button.

Select Purchase Order

Search Criteria

PO Unit: DOTM1 Days +/- Today:   Retainage

ID: 0000109535 Start Date:

Line / Schedule:  /  End Date:

Release:  Vendor Name:  [Vendor Lookup](#)

Item ID:  Vendor 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

Retrieved Rows

Selected Rows Shipping Related More Details

Set	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	DOTM1	0000109535	1	1	3725	10/17/2012	20.0000	17.0000		Computers
<input type="checkbox"/>	DOTM1	0000109535	2	1	3726	10/17/2012	20.0000	14.0000		Monitors

Select All  Clear All

OK Cancel Refresh

Select lines to include on the receiver.

Click the **OK** button.

**Maintain Receipts**

**Receiving**

Business Unit: DOTM1      Receipt Status: Open      **X**

Receipt ID: NEXT      [Add Header Comments](#)      [Advices](#)

[Header Details](#)

---

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

**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	Device Track
1		Computers	1	EA	1001.00000	Penalty	20.0000	Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track <b>X</b>

**Interface Receipt**      [Interface Asset Information](#)

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.

**Maintain Receipts**

**Asset Management Information for Line 1**

Business Unit: DOTM1      Status: Open

Receipt ID: NEXT      Item: [Computers](#)

Receipt Line: 1      Standard UOM: EA

[Next Asset ID](#)

---

**Distribution Information**      [Find](#) | [View All](#) | [Print](#) | 1 of 1 | [Last](#)

Distribution Line: 1      Capitalize: Non Cap

Business Unit: DOTM1      CAP Sequence:

Profile ID: 1EQUIPMENT      Employee ID:

CAP #:       Distributed Quantity: 1.0000

Cost Type:       Merchandise Amount: 1001.00

---

**Apply to Details**

Select Action: [Assign Tag Ids](#)      Multiplier:

Enter Starting Number:       \* Start Row:

Overwrite existing numbers      [Apply](#)

---

**Asset Details**      [More Details](#)      [Print](#)

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	DOTM1	Open	1.0000	<input type="text"/>		NEXT	<input type="text"/>		1EQUIPMENT

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.

**Maintain Receipts**

### Asset Management Information for Line 1

Business Unit: DOTM1      Status: Open  
Receipt ID: NEXT      Item: Computers  
Receipt Line: 1      Standard UOM: EA

---

**Distribution Information** Eng | View All | First | 1 of 1 | Last

Distribution Line: 1      Capitalize: Non Cap  
Business Unit: DOTM1      CAP Sequence:   
Profile ID: 1EQUIPMENT      Employee ID:   
CAP #:       Distributed Quantity: 1.0000  
Cost Type:       Merchandise Amount: 1001.00

---

**Apply to Details**

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

---

**Asset Details** Personalize | Find | View All | First | 1 of 1 | Last

Dist Seq	Custodian	Location	Mfg ID
1	<input type="text"/>	ACORE	<input type="text"/>

---

**PO Comment** Eng | View All | First | 1 of 1 | Last

Line:

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 Receipts**

### Receiving

Business Unit: DOTM1      Receipt Status: Open ✗  
Receipt ID: NEXT      [Add Header Comments](#)      [Activities](#)

[Header Details](#)

---

[Select Purchase Order](#)           

---

**Receipt Lines** Personalize | Find | View All | First | 1 of 1 | Last

Line	Item	Description	Receipt Qty	Recy UOM	Receipt Price	Penalty	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Status	Device Track
1		Computers	1.0000	EA	1001.00000	Penalty	1.0000	Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track <span style="color: red;">✗</span>

---

Interface Receipt      [Interface Asset Information](#)

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.

**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**      [Personalize](#) | [End](#) | [View All](#) | [Print](#) | [First](#) | [1 of 1](#) | [Last](#)

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Penalty	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Status	Device Track
1	Monitors		3	EA	25.0000	Expnsh	20.0000	Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track <span style="color: red;">✘</span>

**Interface Receipt**      [Interface Asset Information](#)

**Maintain Receipts**

**Asset Management Information for Line 1**

Business Unit: DOTM1      Status: Open

Receipt ID: NEXT      Item: [Monitors](#)

Receipt Line: 1      Standard UOM: EA

[Next Asset ID](#)

---

**Distribution Information**      [End](#) | [View All](#) | [Print](#) | [First](#) | [1 of 1](#) | [Last](#)

Distribution Line: 1      Capitalize: Non Cap

Business Unit: DOTM1      CAP Sequence:

Profile ID: 1CNTRLITEM      Employee ID:

CAP #:       Distributed Quantity: 3.0000

Cost Type:       Merchandise Amount: 75.00

---

**Apply to Details**

Select Action: [Assign Tag Ids](#)      Multiplier:

Enter Starting Number:       \*Start Row:

Overwrite existing numbers      [Apply](#)

---

**Asset Details**      [Personalize](#) | [End](#) | [View All](#) | [Print](#) | [First](#) | [1-3 of 3](#) | [Last](#)

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	DOTM1	Open	1.0000	<input type="text"/>	<input type="text"/>	NEXT	<input type="text"/>	<input type="text"/>	1CNTRLITEM <span style="color: red;">✘</span>
2	DOTM1	Open	1.0000	<input type="text"/>	<input type="text"/>	NEXT	<input type="text"/>	<input type="text"/>	1CNTRLITEM <span style="color: red;">✘</span>
3	DOTM1	Open	1.0000	<input type="text"/>	<input type="text"/>	NEXT	<input type="text"/>	<input type="text"/>	1CNTRLITEM <span style="color: red;">✘</span>

Dist Seq	Custodian	Location	Mfg ID
1		ACORE	
2		ACORE	
3		ACORE	

## 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.

Line	Item	Description	Receipt Qty	Recv UOM	Receipt Price	Penalty	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Status	Device Track
1		Computers	20.0000	EA	1001.00000	Penalty	20.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track
2		Monitors	20.0000	EA	25.00000	Penalty	20.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track

Interface Receipt

## 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.

Line	Item	Description	Receipt Qty	Recv UOM	Receipt Price	Penalty	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Status	Device Track
1		Calculators	1.0000	P3	500.00000	Penalty	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	P3	Pending	Device Track

Interface Receipt

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

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