



In Core-CT 9.1 the pages used to consolidate assets have changed in appearance significantly from those in Core-CT 8.9. The process through which assets are consolidated and the basic steps that users must perform have not changed. This section provides an overview of how to consolidate assets in Core-CT 9.1.

Navigation

Asset Management > Send/Receive Information > Load Transactions > Consolidate Assets

The **Load – Consolidate Assets** page displays.

Load - Consolidate Assets

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

▼ Search Criteria

Interface ID: = [v] [text field]

Interface Line Number: = [v] [text field]

Business Unit: = [v] [text field]

Asset Identification: begins with [v] [text field]

Voucher ID: begins with [v] [text field]

Voucher Line Number: = [v] [text field]

PO Number: begins with [v] [text field]

Trans Load Type: = [v] [text field]

Search Clear Basic Search Save Search Criteria

Click the **Add a New Value** tab.

The **From Asset Page** Displays.

FROM Assets TO Asset

Search

Use Saved Search

[Save Search Criteria](#) [Delete Saved Search](#)

Interface ID	=	▼	10026612
Interface Line Number	=	▼	
Business Unit	=	▼	
AP Business Unit	=	▼	
Voucher ID	=	▼	
Invoice Number	=	▼	
Vendor ID	=	▼	
PO Business Unit	=	▼	
Purchase Order	=	▼	
Receiving Business Unit	=	▼	
Receiver ID Number	=	▼	
Receiver Line Number	=	▼	
Item ID	=	▼	
Activity	=	▼	
Asset Category	=	▼	
Department	=	▼	
Project	=	▼	
Fund Code	=	▼	
Special ID	=	▼	
Program Code	=	▼	
Budget Reference	=	▼	
ChartField 1	=	▼	
ChartField 2	=	▼	

Enter or select a value in one or more of the search fields.

Click the **Search** button.

The results of the search display in the From Asset section.

From Asset Personalize | End | View All | First | 1-10 of 20 | Last

Chartfields

Default	To Exclude	Unit	Profile ID	Asset ID▲	Threshold ID	Fund	Dept	SID	Program	ChartField 1	ChartField 2
<input type="checkbox"/>	<input type="checkbox"/>	DOTM1	1EQUIPMENT	000000000106		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input type="checkbox"/>	DOTM1	1CNTRLITEM	000000000106		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input type="checkbox"/>	DOTM1	1EQUIPMENT	000000000107		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input type="checkbox"/>	DOTM1	1CNTRLITEM	000000000107		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input type="checkbox"/>	DOTM1	1EQUIPMENT	000000000108		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input type="checkbox"/>	DOTM1	1CNTRLITEM	000000000108		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input type="checkbox"/>	DOTM1	1EQUIPMENT	000000000109		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input type="checkbox"/>	DOTM1	1CNTRLITEM	000000000109		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input type="checkbox"/>	DOTM1	1EQUIPMENT	000000000110		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input type="checkbox"/>	DOTM1	1CNTRLITEM	000000000110		12001	DOT57781	10020	00000		

Click the **Select All** button.

From Asset Personalize | End | View All | First | 1-10 of 20 | Last

Chartfields

Default	To Exclude	Unit	Profile ID	Asset ID▲	Threshold ID	Fund	Dept	SID	Program	ChartField 1	ChartField 2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DOTM1	1EQUIPMENT	000000000106		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DOTM1	1CNTRLITEM	000000000106		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DOTM1	1EQUIPMENT	000000000107		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DOTM1	1CNTRLITEM	000000000107		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DOTM1	1EQUIPMENT	000000000108		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DOTM1	1CNTRLITEM	000000000108		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DOTM1	1EQUIPMENT	000000000109		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DOTM1	1CNTRLITEM	000000000109		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DOTM1	1EQUIPMENT	000000000110		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DOTM1	1CNTRLITEM	000000000110		12001	DOT57781	10020	00000		

Core-CT selects the check box in the **To Exclude** column for all rows in the **To Exclude** column.

Review the assets in the **From Asset** section and deselect the rows to be included as part of the consolidated asset. Select the **Default** check box for one of the deselected rows. The row with the Default column check box selected will serve as the basis of the consolidated asset. The consolidated asset will use that row's Profile ID, description, chartfield information, etc. If no row is selected as the default row, Core-CT will use the first of the included rows as the default row.

Select All Deselect All **Exclude**

From Asset Personalize | End | View All | First 1-10 of 20 Last

Chartfields Cgsl Interface

Default	To Exclude	Unit	Profile ID	Asset ID▲	Threshold ID	Fund	Dept	SID	Program	ChartField 1	ChartField 2
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DOTM1	1EQUIPMENT	000000000106		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input type="checkbox"/>	DOTM1	1CNTRLITEM	000000000106		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DOTM1	1EQUIPMENT	000000000107		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DOTM1	1CNTRLITEM	000000000107		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DOTM1	1EQUIPMENT	000000000108		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DOTM1	1CNTRLITEM	000000000108		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DOTM1	1EQUIPMENT	000000000109		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DOTM1	1CNTRLITEM	000000000109		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DOTM1	1EQUIPMENT	000000000110		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DOTM1	1CNTRLITEM	000000000110		12001	DOT57781	10020	00000		

Click the **Exclude** button.

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

Chartfields Cgsl Interface

Default	To Exclude	Unit	Profile ID	Asset ID▲	Threshold ID	Fund	Dept	SID	Program	ChartField 1	ChartField 2
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DOTM1	1EQUIPMENT	000000000106		12001	DOT57781	10020	00000		
<input type="checkbox"/>	<input type="checkbox"/>	DOTM1	1CNTRLITEM	000000000106		12001	DOT57781	10020	00000		

Core-CT has excluded all rows except those with the **To Exclude** check box deselected. The rows that remain in the **From Asset** section are the rows that will be consolidated to form the new consolidated asset.

FROM Assets **TO Asset**

Search

Use Saved Search [Search Box]

[Save Search Criteria](#) [Delete Saved Search](#)

Interface ID = [Dropdown] 10026612

Interface Line Number = [Dropdown] [Search Box]

Business Unit = [Dropdown] [Search Box]

AD Business Unit = [Dropdown] [Search Box]

Scroll to the top of the page and Click the **To Asset** tab.

The **To Asset** page displays.

FROM Assets TO Asset

To Asset Information Find | View All | First | 1 of 1 | Last

Unit:	<input type="text" value="DOTM1"/>	Cost:	<input type="text" value="1,100.00"/>
*Profile ID:	<input type="text" value="1EQUIPMENT"/>	Quantity:	<input type="text" value="1,1000"/>
*Asset ID:	<input type="text" value="00000000106"/>	Sales Tax:	<input type="text" value="0.00"/>
Description:	<input type="text" value="Computers"/>	Use Tax:	<input type="text" value="0.00"/>
Short Desc:	<input type="text" value="Computers"/>	Freight:	<input type="text" value="0.00"/>
Tag Number:	<input type="text"/>	Currency:	USD
Serial ID:	<input type="text"/>	Base Currency:	USD
Custodian:	<input type="text"/>	Fund Code:	<input type="text" value="12001"/>
Location:	<input type="text"/>	Department:	<input type="text" value="DOT57781"/>
Area ID:	<input type="text"/>	Special ID:	<input type="text" value="10020"/>
Manufacturer:	<input type="text"/>	Program Code:	<input type="text" value="00000"/>
Model:	<input type="text"/>	ChartField 1:	<input type="text"/>
Merchandise Amt:	<input type="text" value="1,100.00"/>	ChartField 2:	<input type="text"/>
Total VAT:	<input type="text"/>	Budget Reference:	<input type="text" value="2013"/>
Non-Recov VAT:	<input type="text"/>	PC Business Unit:	<input type="text"/>
Recoverable VAT:	<input type="text"/>	Project:	<input type="text" value="DOT_NONPROJECT"/>
Detailed Description:	<input type="text" value="Computers"/>	Activity:	<input type="text"/>
		Source Type:	<input type="text"/>
		Category:	<input type="text"/>
		Subcategory:	<input type="text"/>

Review information on the **To Asset** page. Users can make changes to asset information on this page. Generally these changes involve changes to the description and/or location of the consolidated asset.

Click the **Save** button