

# Consolidate Assets

Created on 2/21/2013 10:24:00 AM

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## Consolidate Assets



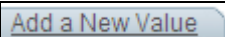
Use the Consolidate Assets process to combine multiple load lines into a single asset. For example, on a purchase order with several lines that refer to one asset, consolidate the information to create one Asset ID number in Core-CT.

The consolidate process must be performed before running the Transaction Loader process.

The **From Asset** page used to consolidate assets has changed in Core-CT 9.1. The process used to consolidate assets and the steps that user must perform remain largely the same, but the manner in which they perform those steps on the **From Asset** page has changed. In Core-CT 9.1 users can a **Select All** button select all rows to be excluded in the **From Asset** section and then deselect only those rows that are to be included as part of the consolidated asset. An **Exclude** button is used to exclude all but the deselected rows. Users do not have to exclude rows one at a time as was the case in Core-9.1. Also Core-CT 9.1 provides a **Default** check box. This check box allows users to determine which of the included rows will serve as the basis of the consolidated asset.

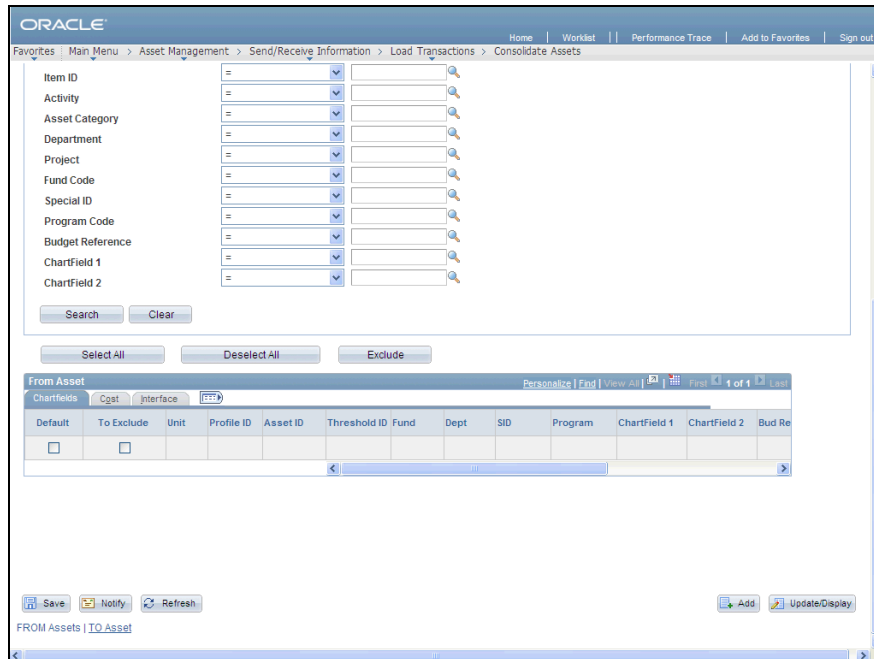
### Procedure

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

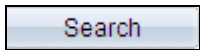
Step	Action
1.	Click the <b>Add a New Value</b> tab. 

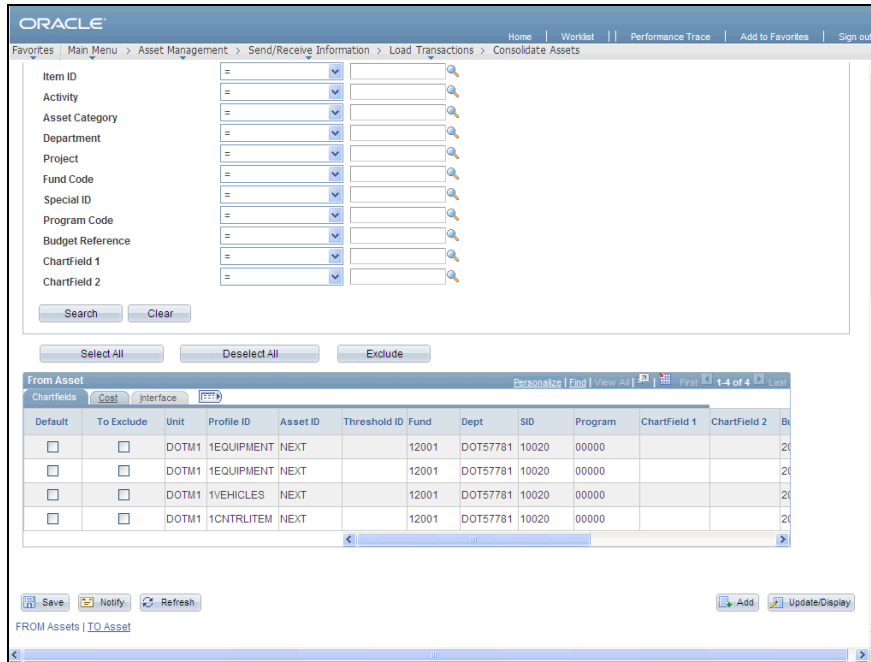
Step	Action
2.	Enter <b>10027367</b> into the <b>Interface ID</b> field.


Step	Action
3.	Click the scrollbar to move to the bottom of the page.

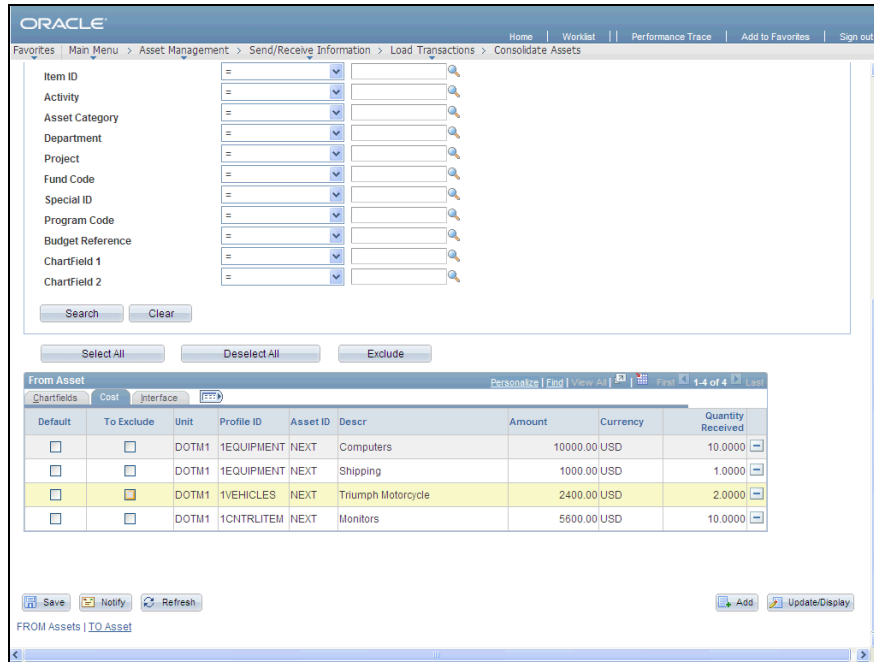





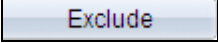
Step	Action
4.	Click the <b>Search</b> button.

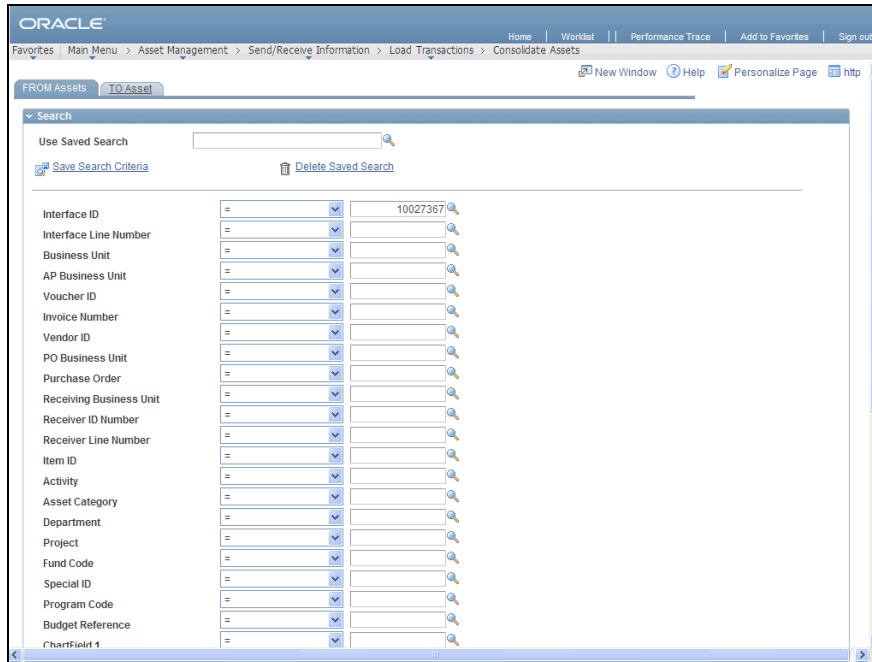


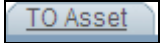


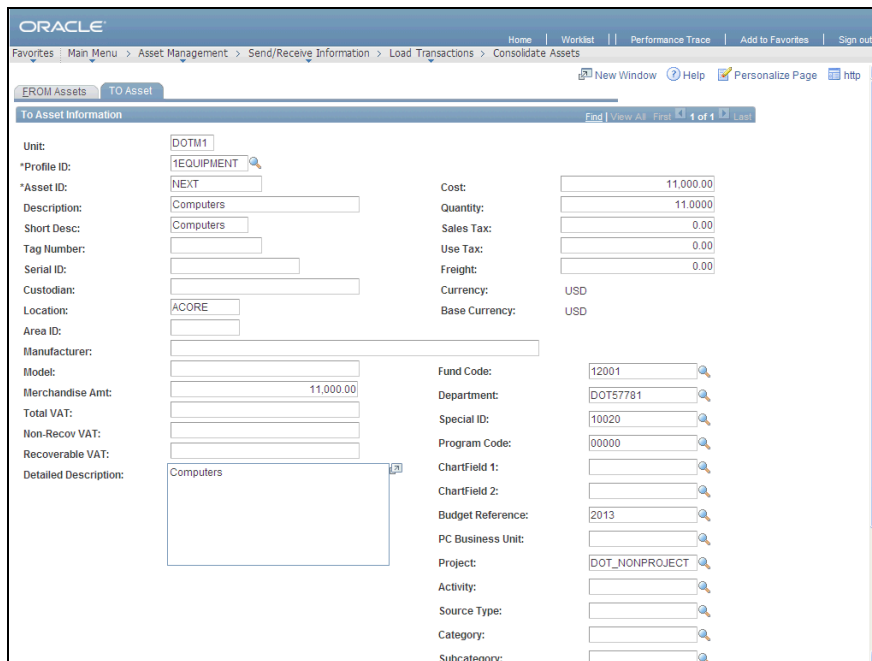
Step	Action
5.	<p>The search results display in the <b>From Asset</b> section. Use the check boxes in the <b>To Exclude</b> column to select interface lines to be excluded from the consolidated asset.</p> <p>The <b>Select All</b> button can be used to select the check box in the <b>To Exclude</b> column for all rows. Users can then uncheck the rows that will be included in the consolidated asset.</p>
6.	<p>Click the <b>Cost</b> object.</p> 

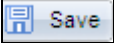


Step	Action
7.	Click the <b>To Exclude</b> option for the third row. This row will not be included in the consolidated asset. 
8.	Click the <b>To Exclude</b> option for the fourth row. This row will not be included in the consolidated asset.. 
9.	Click the <b>Default</b> option for the first row.  The row selected as default is used as the basis of the consolidated asset. 
10.	Click the <b>Exclude</b> button to exclude those rows that will not be included in the consolidated asset. 
11.	The two rows not selected to be excluded remain. These rows are used to form the consolidated asset.
12.	Click the scrollbar to move to the top of the page.



Step	Action
13.	Click the <b>TO Asset</b> link. 



Step	Action
14.	The <b>To Asset</b> page displays information for the consolidated asset. This page combines the quantity and cost from the two rows on the <b>From Asset</b> page. The Profile ID and Description default from the row selected as the default on the <b>To Asset</b> page.
15.	Click the scrollbar to move to the bottom of the page.
16.	Click the <b>Save</b> button.  Save
17.	<b>End of Procedure.</b>