

# Defining a Physical Inventory ID that Includes Non-Capitalized Assets

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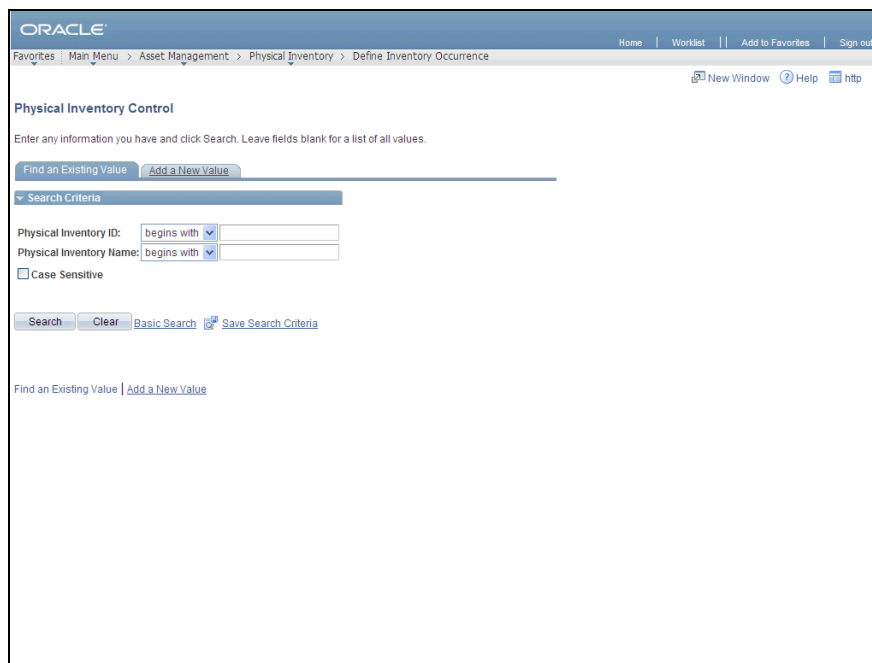
## Defining a Physical Inventory ID that Includes Non-Capitalized Assets

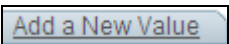


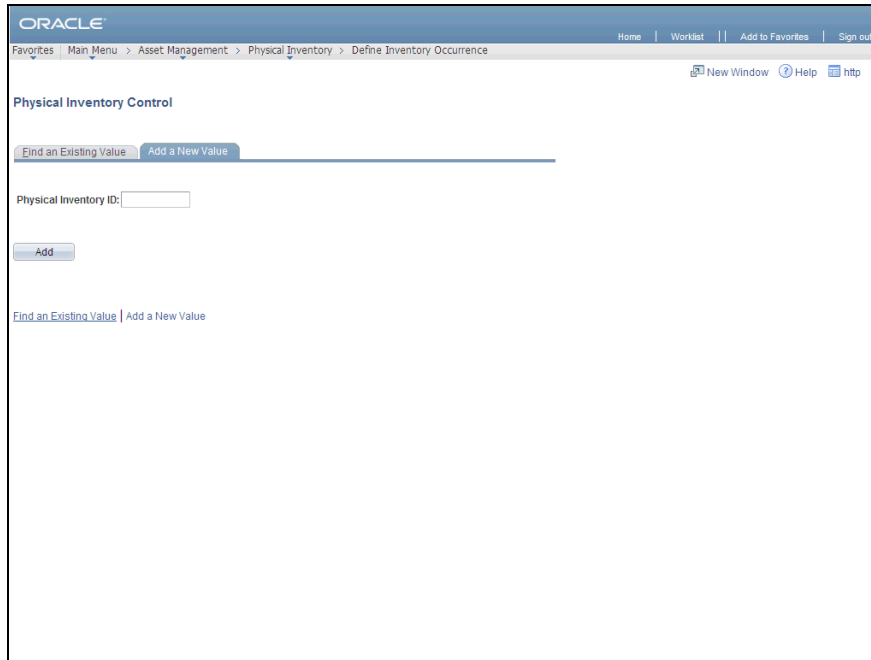
In Core-CT 9.1 users must select Capital and Non Capital Extract IDs and Scan IDs when defining a physical inventory ID on the **Definition** page of the **Define Physical Inventory Occurrence** component.

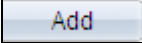
### Procedure

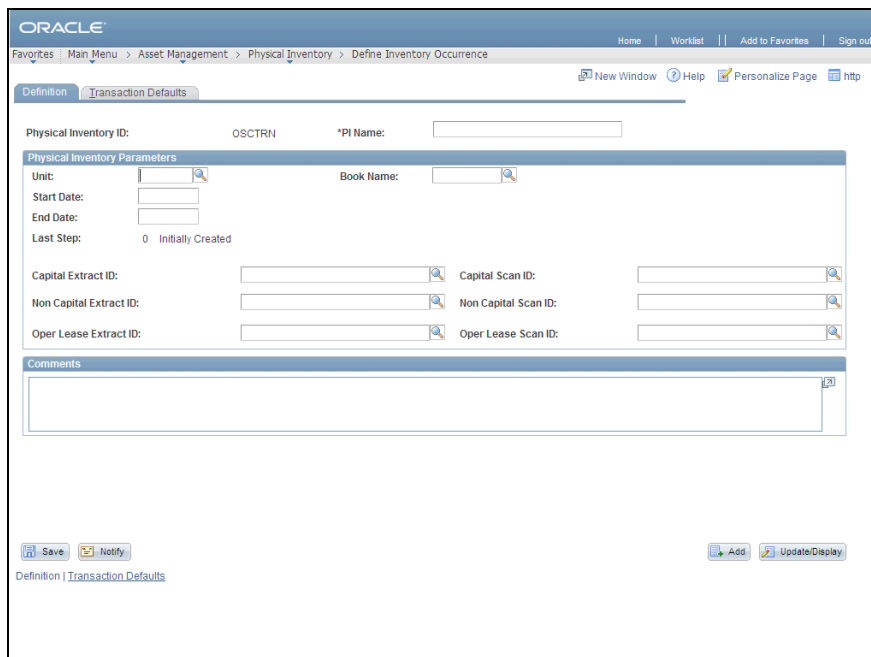
Navigation: Asset Management > Physical Inventory > Define Inventory Occurrence




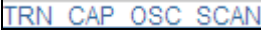






Step	Action
1.	Click the <b>Add a New Value</b> tab. 



Step	Action
2.	Physical Inventory IDs cannot contain spaces or underscores. They should be all upper case. Use agency naming conventions when creating a Physical Inventory ID.  Enter <b>OSCTRN</b> into the <b>Physical Inventory ID</b> field.
3.	Click the <b>Add</b> button. 



Step	Action
4.	<p>The <b>Unit</b> field may default based on User ID.</p> <p>Enter <b>OSCM1</b> into the <b>Unit</b> field.</p>
5.	<p>The <b>Start Date</b> and <b>End Date</b> fields are optional and do not post in Core-CT.</p> <p>Enter <b>12/15/2012</b> into the <b>Start Date</b> field.</p>
6.	<p>Enter <b>12/20/2012</b> into the <b>End Date</b> field.</p>
7.	<p>The <b>PI Name</b> field is required. Enter a description for the PI ID.</p> <p>Enter <b>OSC TRAINING</b> into the <b>PI Name</b> field.</p>
8.	<p>Select an appropriate value for each of the following fields:</p> <ul style="list-style-type: none"> <li>- <b>Capital Extract ID</b></li> <li>- <b>Capital Scan ID</b></li> <li>- <b>Non Capital Extract ID</b></li> <li>- <b>Non Capital Scan ID</b></li> </ul> <p>Core-CT does not use the <b>Oper Lease Extract ID</b> or the <b>Oper Lease Scan ID</b> fields.</p>
9.	<p>Click the <b>Look up Capital Extract ID</b> button.</p> 
10.	<p>Click the <b>TRN_CAP_OSC_EXT</b> link.</p> 
11.	<p>Click the <b>Look up Capital Scan ID</b> button.</p> 
12.	<p>Click the <b>TRN_CAP_OSC_SCAN</b> link.</p> 
13.	<p>Click the <b>Look up Non Capital Extract ID</b> button.</p> 
14.	<p>Click the <b>OSC_NCP_2012_EXT</b> link.</p> 
15.	<p>Click the <b>Look up Non Capital Scan ID</b> button.</p> 
16.	<p>Click the <b>OSC_NCP_2012_SCN</b> link.</p> 

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Asset Management > Physical Inventory > Define Inventory Occurrence

New Window | Help | Personalize Page | http

Definition | **Transaction Defaults**

Physical Inventory ID: OSCTRN \*PI Name: OSC TRAINING

**Physical Inventory Parameters**

Unit: OSCM1 Book Name:

Start Date: 12/15/2012

End Date: 12/20/2012

Last Step: 0 Initially Created

Capital Extract ID: TRN\_CAP\_OSC\_EXT Capital Scan ID: TRN\_CAP\_OSC\_SCAN

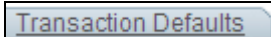
Non Capital Extract ID: OSC\_NCP\_2012\_EXT Non Capital Scan ID: OSC\_NCP\_2012\_SCN

Oper Lease Extract ID: Oper Lease Scan ID:

**Comments**

Save | Notify | Add | Update/Display

Definition | Transaction Defaults

Step	Action
17.	Click the <b>Transaction Defaults</b> tab. 

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Asset Management > Physical Inventory > Define Inventory Occurrence

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Definition | **Transaction Defaults**

Physical Inventory ID: OSCTRN OSC TRAINING

**Auto Approval**

Approve

**Transactions Enabled**

Non-Financial Adds  Transfers  Retirements

Physical Asset Changes  Non Capital Transfer  Non Capital Retirement

Asset Updates  Operating Lease Transfer  Operating Lease Retirement

**Transaction Defaults**

\*Transaction Date: \*User ID: COREReynoldsDave

\*Accounting Date: \*Interface ID: 10026356

Transaction Code: \*Open Transaction ID: 2847

**Retirement Defaults**

\*Disposal Code: Retirement by Sale **Voluntary Conversion** **Type**

\*Retirement Convention: FM  Voluntary Conversion  Ordinary Retirement

\*Retire Option: Calculate Gain/Loss  Involuntary  Extraordinary

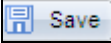
Save | Notify | Add | Update/Display

Definition | Transaction Defaults

Step	Action
18.	Verify that the <b>Approve</b> check box is selected and that the following transactions are enabled:  <ul style="list-style-type: none"> <li>- <b>Non-Financial Adds</b></li> <li>- <b>Physical Asset Changes</b></li> <li>- <b>Asset Updates</b></li> </ul>
19.	The <b>Transaction Date</b> and <b>Accounting Date</b> fields are required fields.  Enter <b>12/20/2012</b> into the <b>Transaction Date</b> field.
20.	Enter <b>12/20/2012</b> into the <b>Accounting Date</b> field.

The screenshot shows the Oracle Financials interface for defining inventory occurrence defaults. Key elements include:

- Page Header:** ORACLE, Home, Worklist, Add to Favorites, Sign out.
- Breadcrumbs:** Favorites | Main Menu > Asset Management > Physical Inventory > Define Inventory Occurrence.
- Physical Inventory ID:** OSCTRN OSC TRAINING.
- Auto Approval:**  Approve.
- Transactions Enabled:**
  - Non-Financial Adds
  - Physical Asset Changes
  - Asset Updates
  - Transfers
  - Non Capital Transfer
  - Operating Lease Transfer
  - Retirements
  - Non Capital Retirement
  - Operating Lease Retirement
- Transaction Defaults:**
  - \*Transaction Date: 12/20/2012
  - \*Accounting Date: 12/20/2012
  - \*User ID: COREReynoldsDave
  - \*Interface ID: 10026356
  - \*Open Transaction ID: 2847
- Retirement Defaults:**
  - \*Disposal Code: Retirement by Sale
  - \*Retirement Convention: FM
  - \*Retire Option: Calculate Gain/Loss
  - Voluntary Conversion:  Voluntary Conversion,  Involuntary
  - Type:  Ordinary Retirement,  Extraordinary
- Buttons:** Save, Notify, Add, Update/Display.

Step	Action
21.	Click the <b>Save</b> button. 
22.	<b>End of Procedure.</b>