This section provides an overview of the enhancements related to the Asset Management module resulting from the upgrade to Core-CT 9.1. Each of the enhancements described here are covered in additional detail in the remaining sections of the course.

Attachments

In Core-CT 9.1 users can add attachments to the **General Information** page for an asset. This can be used to associate a variety of documents with an asset, e.g., property loss reports, transfer authorizations, property disposal authorizations, and on loan documents.
The types of files that can be attached include:

- Microsoft Word documents (doc, docx)
- Microsoft Excel files (xls, xlsx)
- PDF files
- Images files (jpeg, png, etc.)

Capitalization Thresholds

The capitalization threshold automatically determines whether an asset is capitalized or non-capitalized based on the asset's cost when it is added to Core-CT through **Basic Add**, integrated into asset management from other modules, and/or when a cost adjustment is made.

Capitalized and Non-Capitalized Assets

Working with non-capitalized assets differs in several respects from working with capitalized assets. Cost adjustments and intra-unit transfers for non-capitalized assets are performed using the **Update Non-Capitalized Cost** component. Retirement of non-capitalized assets is carried out using the **Retire-Reinstate Non Fin Asset** component. Non-capitalized costs are can be viewed on the **Non Cap History** and the **Non Cap History Details** tabs of the **Review Cost** component.

Physical Inventory of Non-Capital Assets

In Core-CT 9.1 agencies can conduct physical inventories that include both capitalized and non-capitalized assets. The general physical inventory process that was used in Core-CT 8.9 has not changed. Core-CT 9.1 adds a **Non Capital Extract ID** and a **Non Capital Scan ID.** These scan and extract IDs must be setup using the **Define Criteria** component. Users then select these IDs on the **Definition** page when setting up a **Physical Inventory ID**. The remainder of the physical inventory process is unchanged.

In Core-CT 9.1, it is possible to create a new asset from a physical inventory.

Creating Assets from Receivers

In Core-CT 9.1 asset physical information can be directly pushed into the Asset Management module after an asset has been received. Financial information will be pushed into Asset Management staging tables after a voucher for an asset has been processed. The physical information (coming from the receiver) and the financial information (coming from the voucher) will be matched in Asset Management and used to create the complete asset management record in the asset management tables.

It is important that asset information on the receiver be as complete and accurate as possible. The processes used to create purchase orders and receivers for assets remain the same. However, in Core-CT 9.1 users responsible for receiving assets will need to take care that asset information on the receiver is complete and accurate—e.g., the profile ID is appropriate, an asset ID has been assigned, the asset is serialized (the ability to add serial numbers or unitize assets), if necessary.

The goal of receiver push is to minimize the need to "clean-up" asset information after it has been brought into the asset management staging tables. Most corrections to asset information will be made in the source modules, not within Asset Management.

Asset Integration

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 A**ll 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.