Core-CT 9.1 enables agencies to take physical inventories that include both capitalized and non-capitalized assets. In order to include non-capitalized assets in a physical inventory, users must set up Extract IDs and Scan Scope IDs for non-capitalized assets. These extract IDs and scan scope IDs work like the extract IDs and scan scope IDs used for capitalized assets. The extract IDs define which assets are included in the extract. The scan scopes define the physical locations that are included.

Non-Capitalized Extract IDs and Non-Capitalized Scan Scope IDs are based on pre-defined Mass Change Templates:

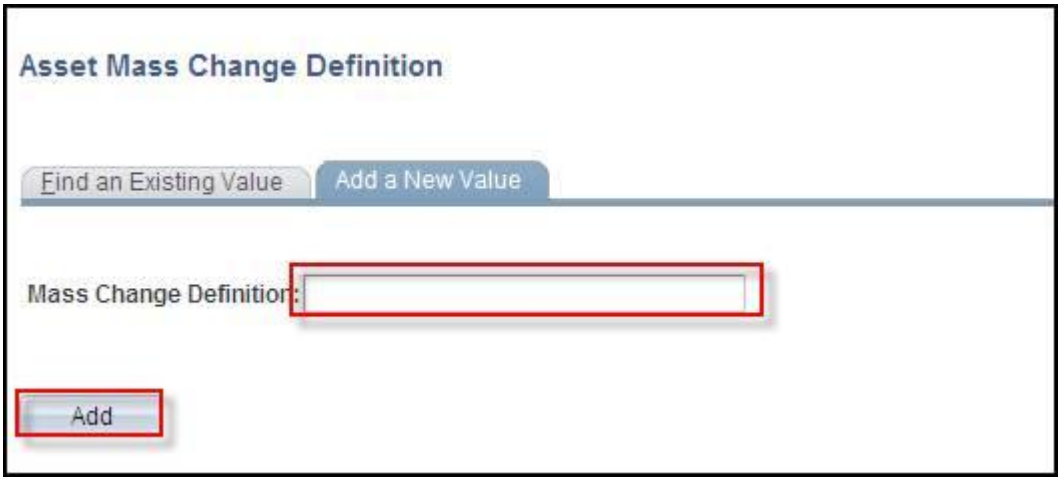
- PI NCP Extract for the extract ID
- PI NCP Scan Scope for the scan-scope ID

In addition to selecting Capital Extract IDs and Capital Scan IDs when defining a physical Inventory Occurrence, users must also select the appropriate Non Capital Extract ID and Non Capital Scan Scope ID on the **Definition** page.

Defining Extracts and Scan Scope IDs
Navigation: Asset Management > Mass Change > Define Criteria

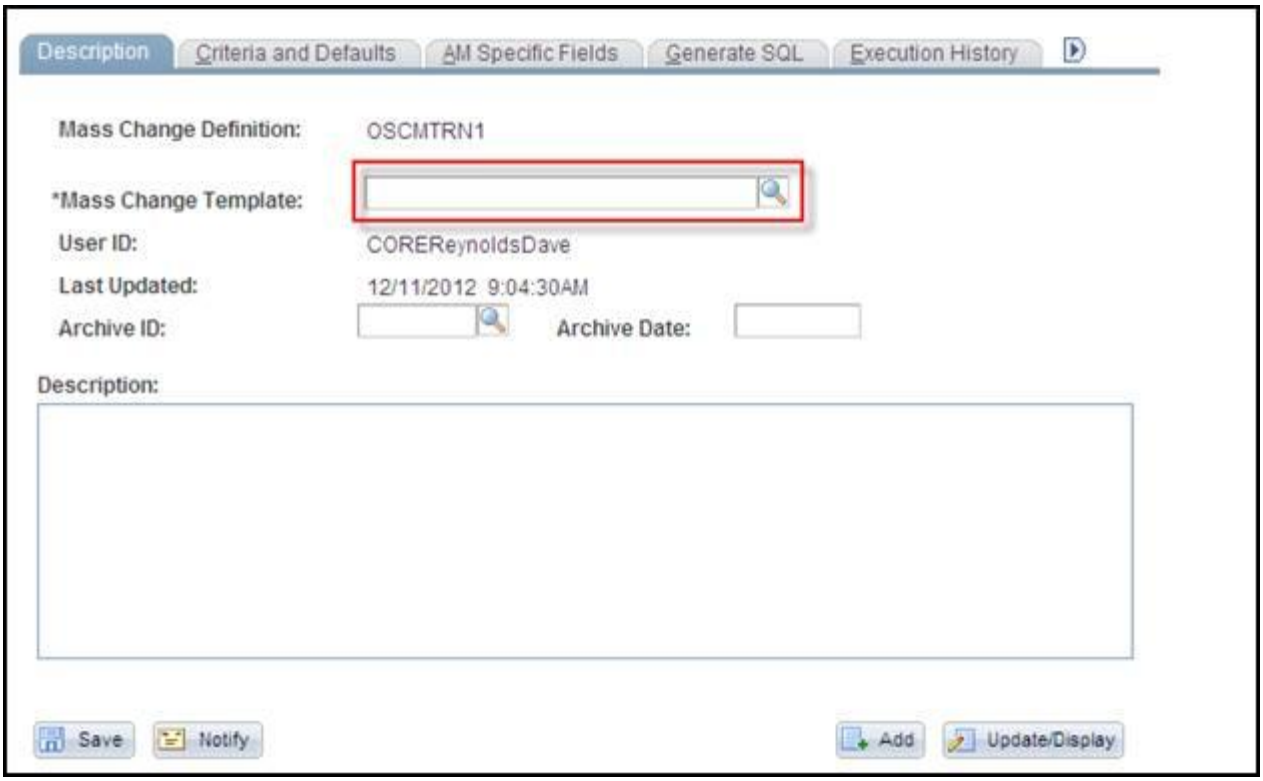
Non-Capitalized Extract

Navigate to the **Define Criteria Add a New Value** page



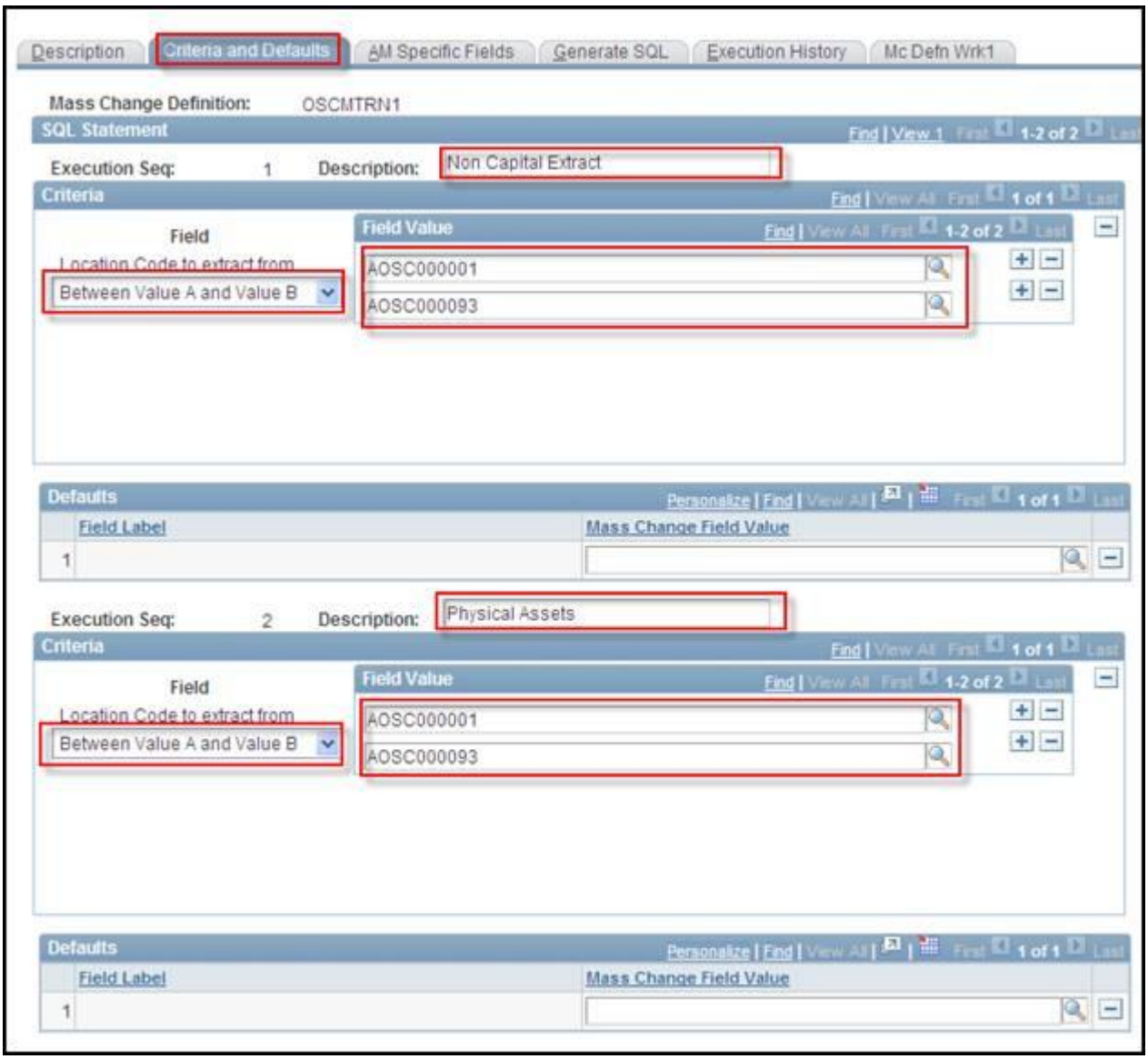
Add a value in the **Mass Change Definition** field. Follow agency naming conventions for Mass Change Definitions.

Click the **Add** button**.**



Enter or select PI NCP Extract in the **Mass Change Template** field.

Click the **Criteria and Defaults** tab**.**



Click the **View All** link on the **SQL Statement** bar.

Select Between Value A and Value B in the **Location Code to extract from** drop down for Execution Seq 1 and 2.

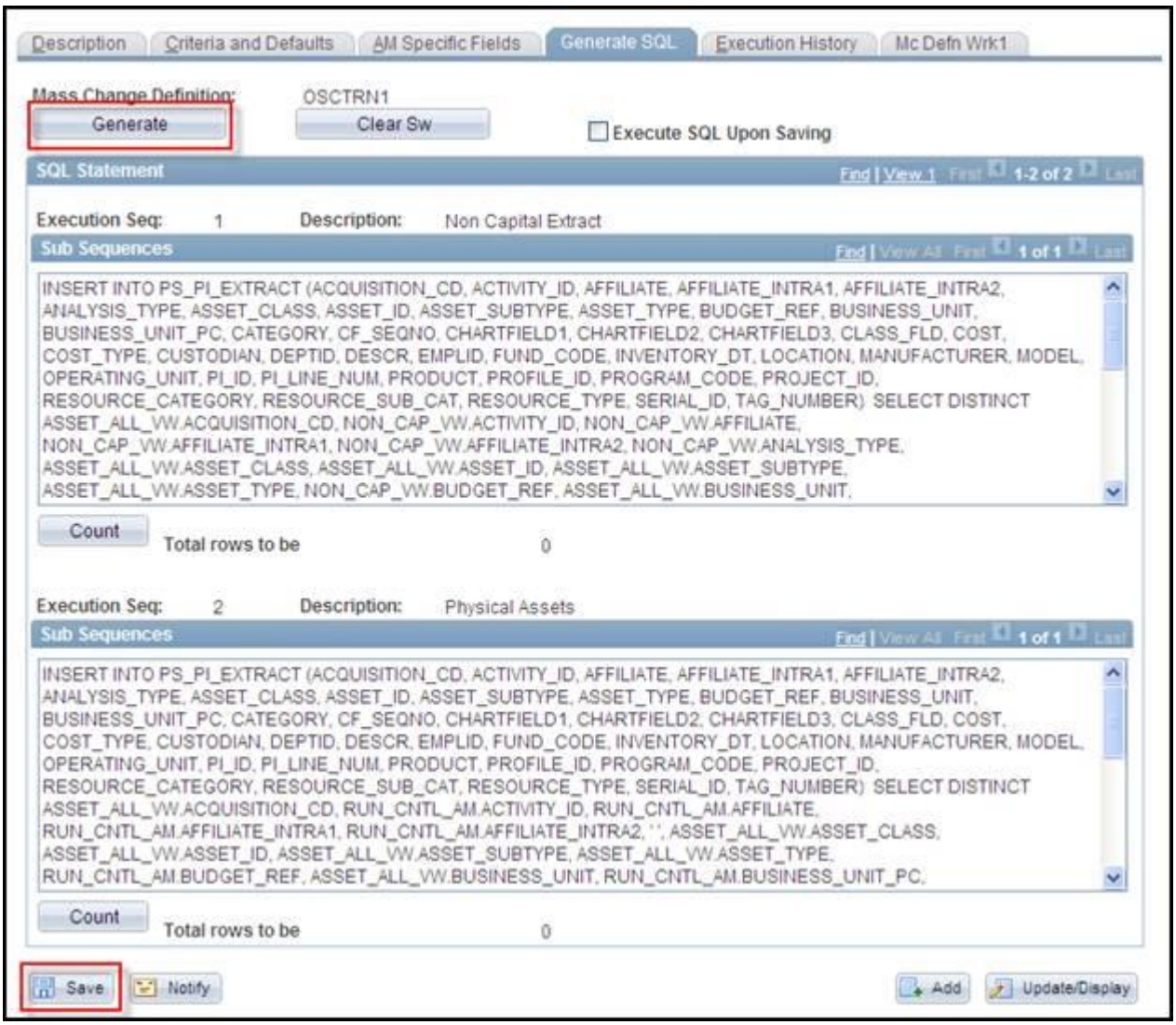
Select the locations to be included in the extract using the Field Value section for each **Execution Seq**. Use the **Plus** button to add a new row. Select the first location in the top row in each section and the last location (by numeric value) in the second row. Core-CT will include all locations between these two values in the extract. The location range for each **Execution Seq** should be the same.

Execution Seq 1 includes all non-capitalized assets with a location included in the range of locations selected.

Execution Seq 2 includes any physical assets with locations included within the selected range of locations. Physical Assets are assets that have been added to the system based on purchase order/receiver

information. Voucher information for these assets has not yet been added to the asset tables. These assets have the status of “received, not in service”.

Click the **Generate SLQ** tab.



Click the **Generate** button. Core-CT will generate the SQL statements necessary to create the required extract files.

Click the **Save** button.

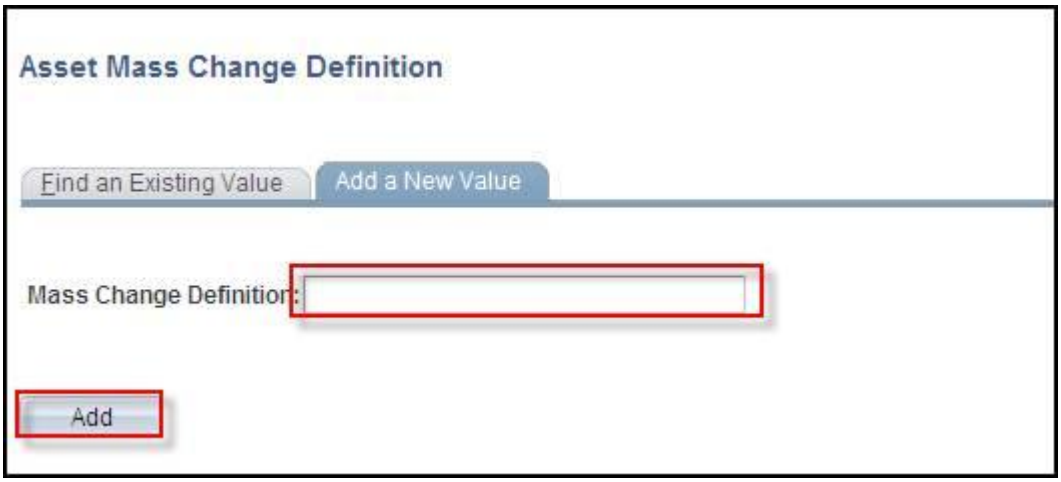
Non-Capitalized Scan ID

The steps used to create a non-capitalized Scan ID are nearly identical to those used to create a non-capitalized Extract ID. There are two differences. First, the mass change template used is different—PI NCP Scan Scope rather than PI NCP Extract. Second, the range of locations included in **Execution Seq** 1 and 2 will often be smaller than that used for the extract ID.

The scan scope reflects the locations to be included in the physical inventory counts and the extract includes all assets in all locations associated with a Business Unit.

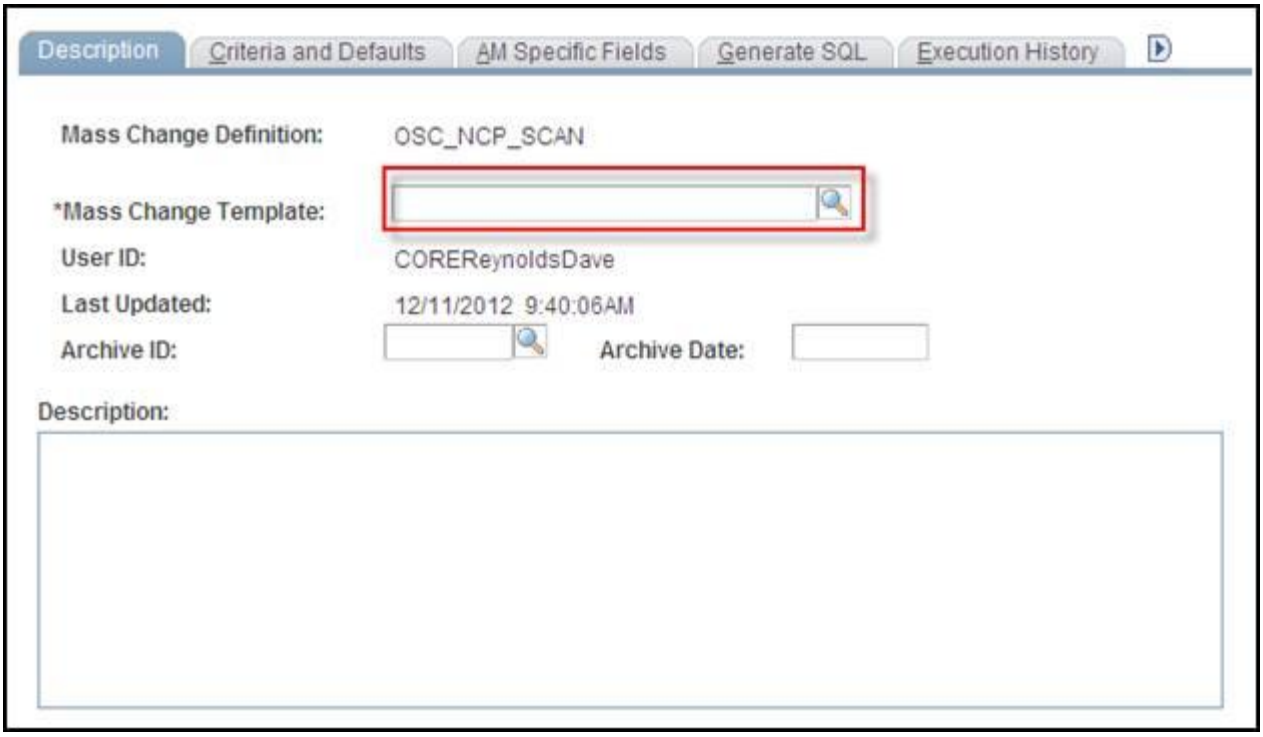
Navigation
Asset Management > Mass Change > Define Criteria

Navigate to the **Define Criteria Add a New Value** page.



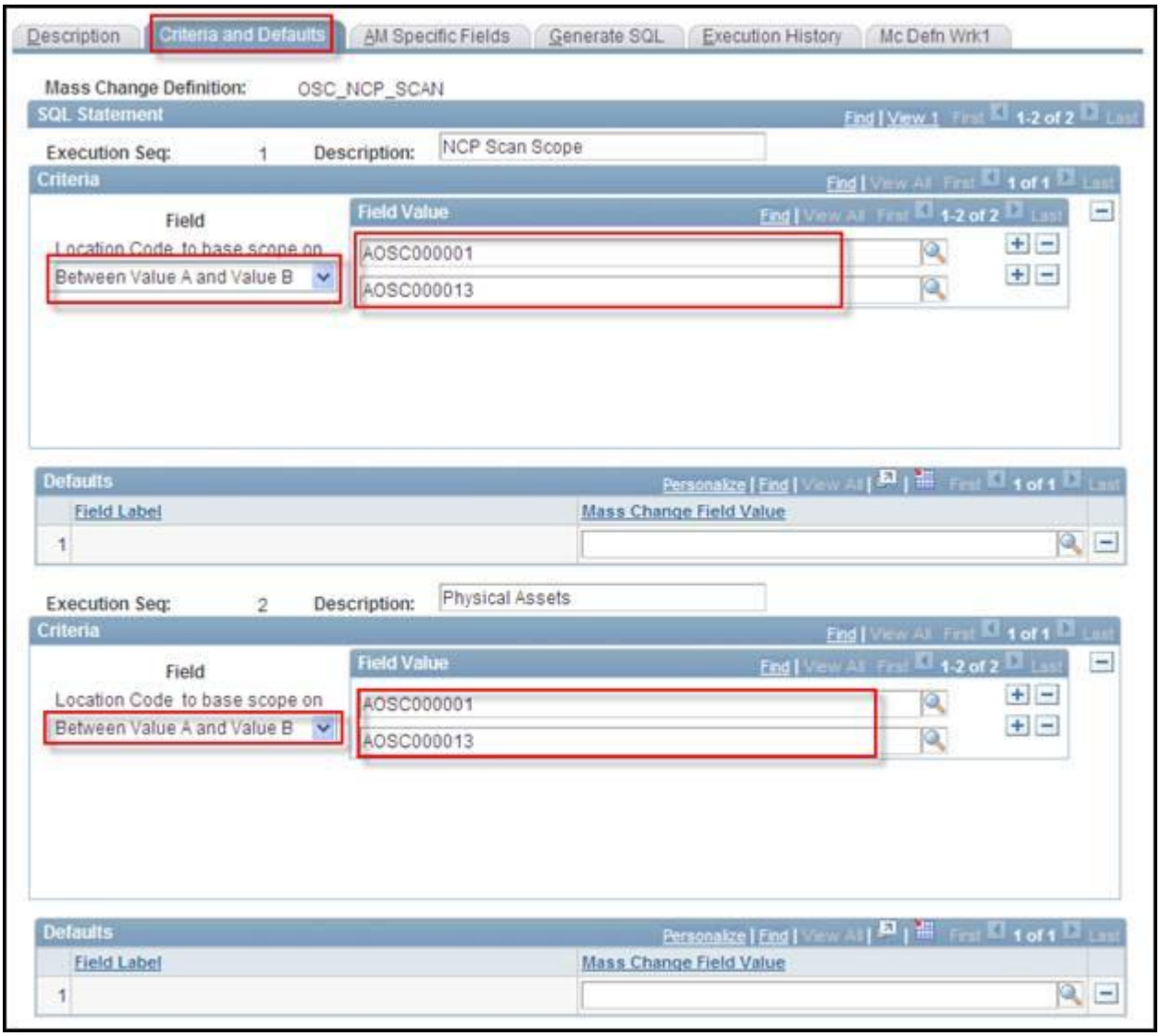
Add a value in the **Mass Change Definition** field. Follow agency naming conventions for Mass Change Definitions**.**

Click the **Add** button**.**



Enter or select PI NCP Scan Scope in the **Mass Change Template** field.

Click the **Criteria and Defaults** tab.



Click the **View All** link on the SQL Statement bar.

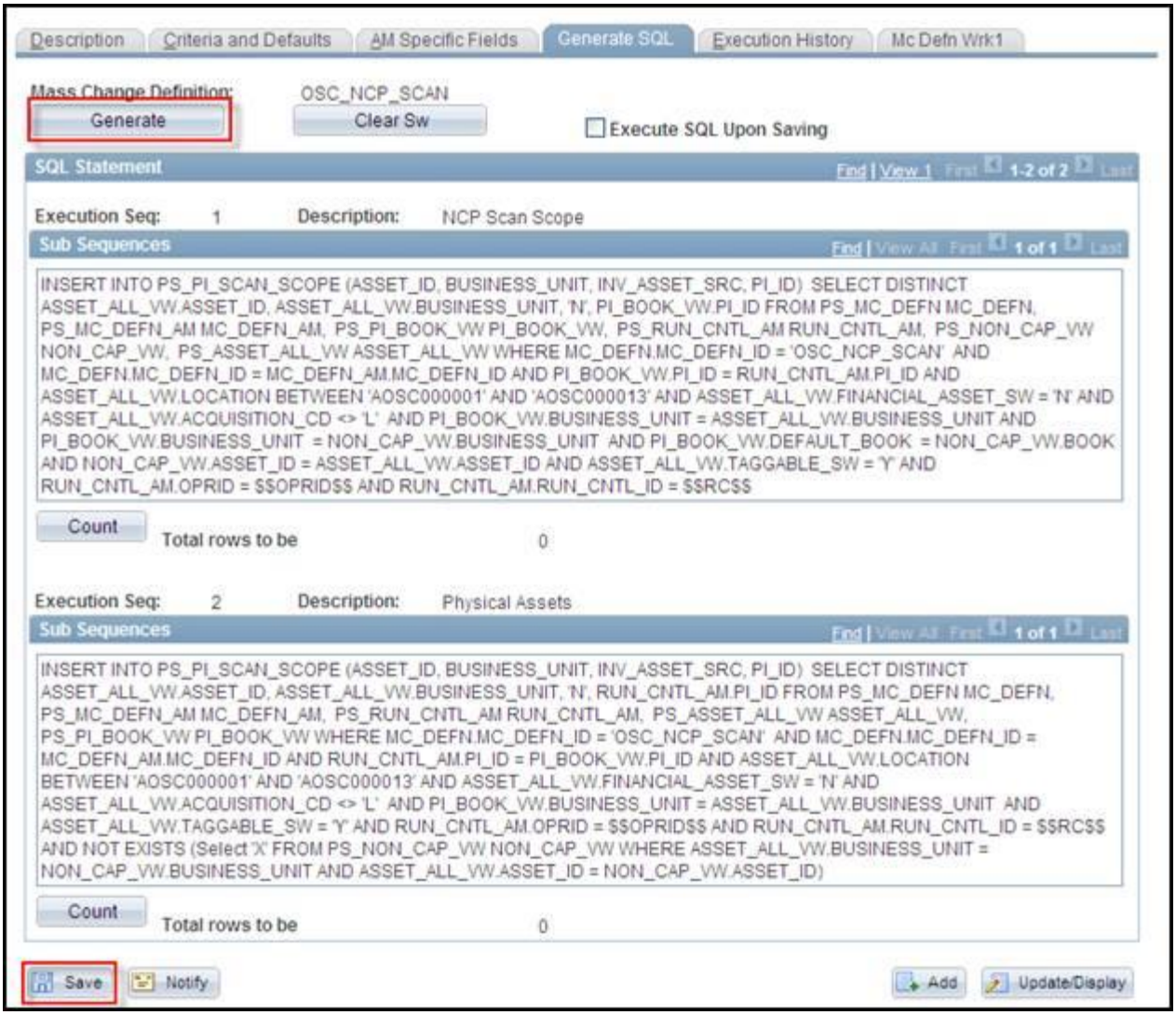
Select Between Value A and Value B in the **Location Code to base scope on** drop down for **Execution Seq** 1 and 2.

Select the locations to be included in the scan scope using the **Field Value** section for each **Execution Seq**. Use the **Plus** button to add a new row. Select the first location in the top row in each section and the last location (by numeric value) in the second row. Core-CT will include all locations between these two values in the scan scope. The location range for each **Execution Seq** should be the same.

Execution Seq 1 includes all non-capitalized assets with a location included in the range of locations selected.

Execution Seq 2 includes any physical assets with locations included within the selected range of locations. Physical Assets are assets that have been added to the system based on purchase order/receiver information. Voucher information for these assets has not yet been added to the asset tables. These assets have the status of "received, not in service".

Click the **Generate SLQ** tab.



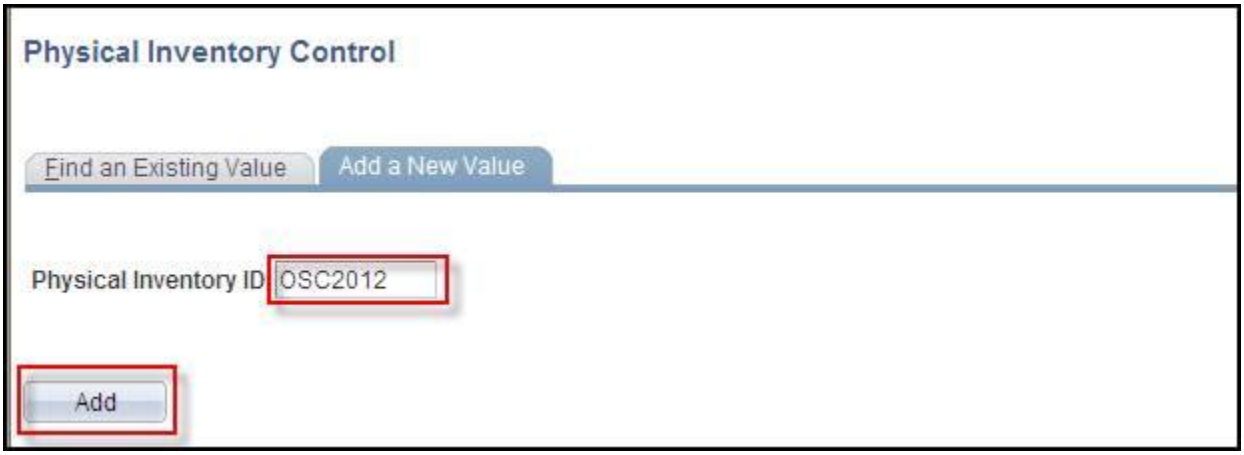
Click the **Generate** button. Core-CT will generate the SQL statements necessary to create the required extract files.

Click the **Save** button**.**

Defining a PI ID Occurrence

Navigation
Asset Management > Physical Inventory > Define Physical Inventory Occurrence

Navigate to the **Physical Inventory Control Find an Existing Value** page**.**



Add a value in the **Physical Inventory ID** field. This value should be all upper case and cannot contain spaces or underscores.

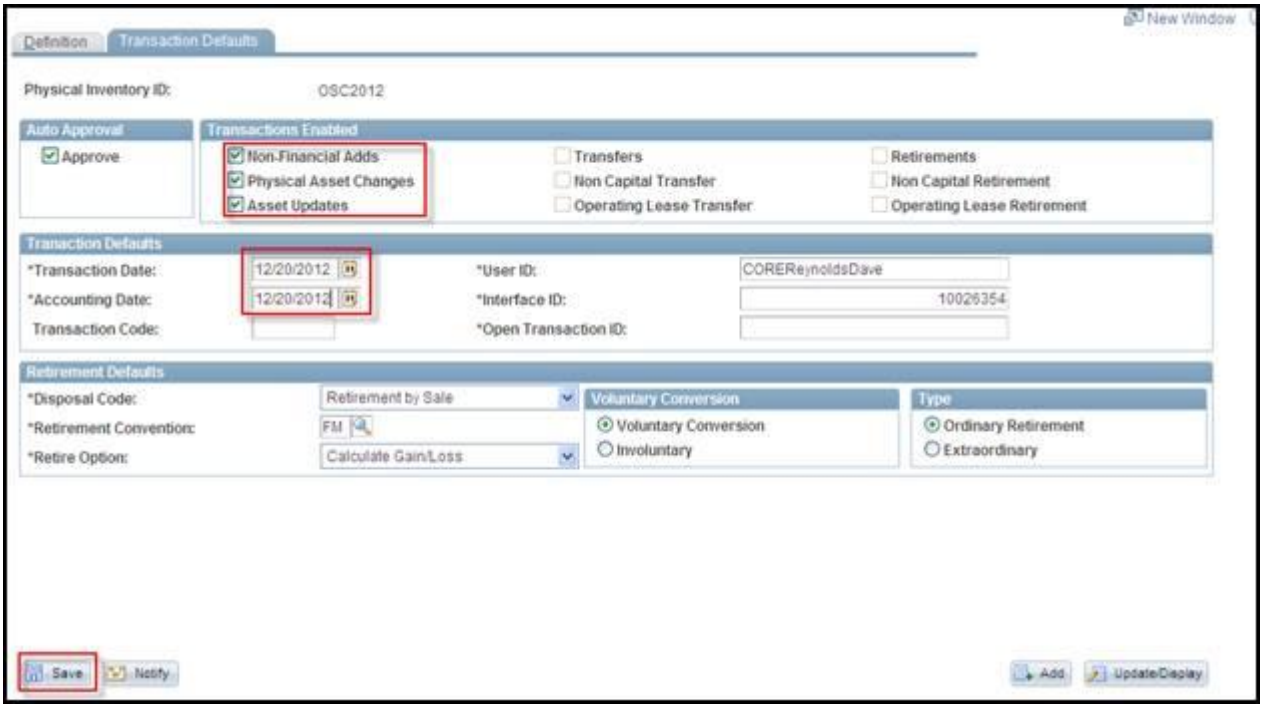
Click the **Add** button.

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

Enter values in the **Start Date** and **End Date** fields. These fields are optional.

Select values in the **Capital Extract ID**, **Capital Scan ID**, **Non Capital Extract ID** and **Non Capital Scan ID** fields. These values should be appropriate to the agency and to the locations that will be counted in the physical inventory.

Click the **Transaction Defaults** tab.



Verify that the **Approve** check box in the **Auto Approved** group box is selected.

Verify that the only transactions selected in the **Transactions Enabled** group box are **Non-Financial Adds**, **Physical Asset Changes**, and **Asset Updates**.

Enter values in the **Transaction Date** and **Accounting Date** fields. These are required fields.

Click the **Save** button.