

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

Asset Mass Change Definition

Find an Existing Value Add a New Value

Mass Change Definition:

Add

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

Click the **Add** button.

Description Criteria and Defaults AM Specific Fields Generate SQL Execution History ▶

Mass Change Definition: OSCMTRN1

*Mass Change Template:

User ID: COREReynoldsDave

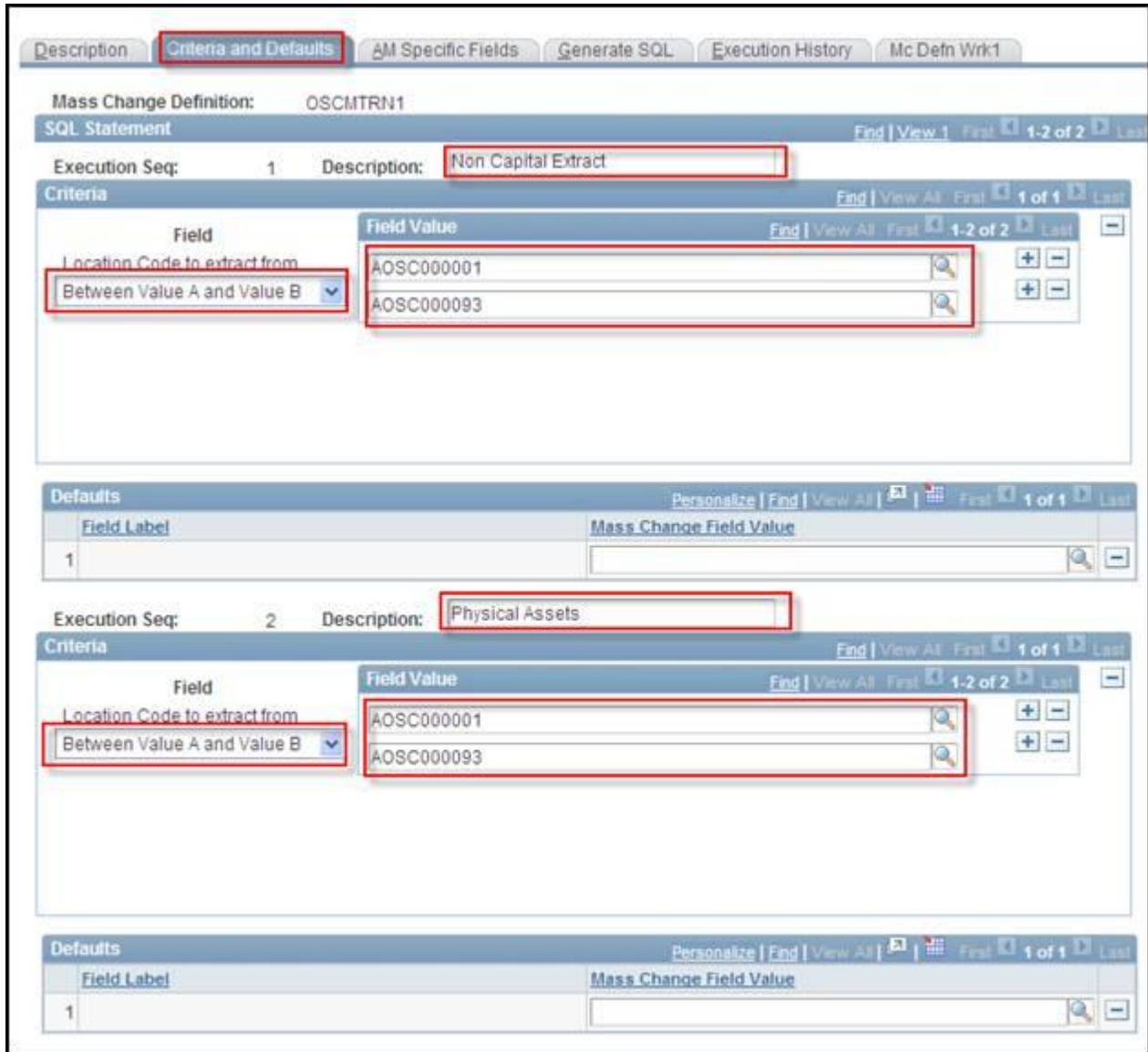
Last Updated: 12/11/2012 9:04:30AM

Archive ID: Archive Date:

Description:

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.

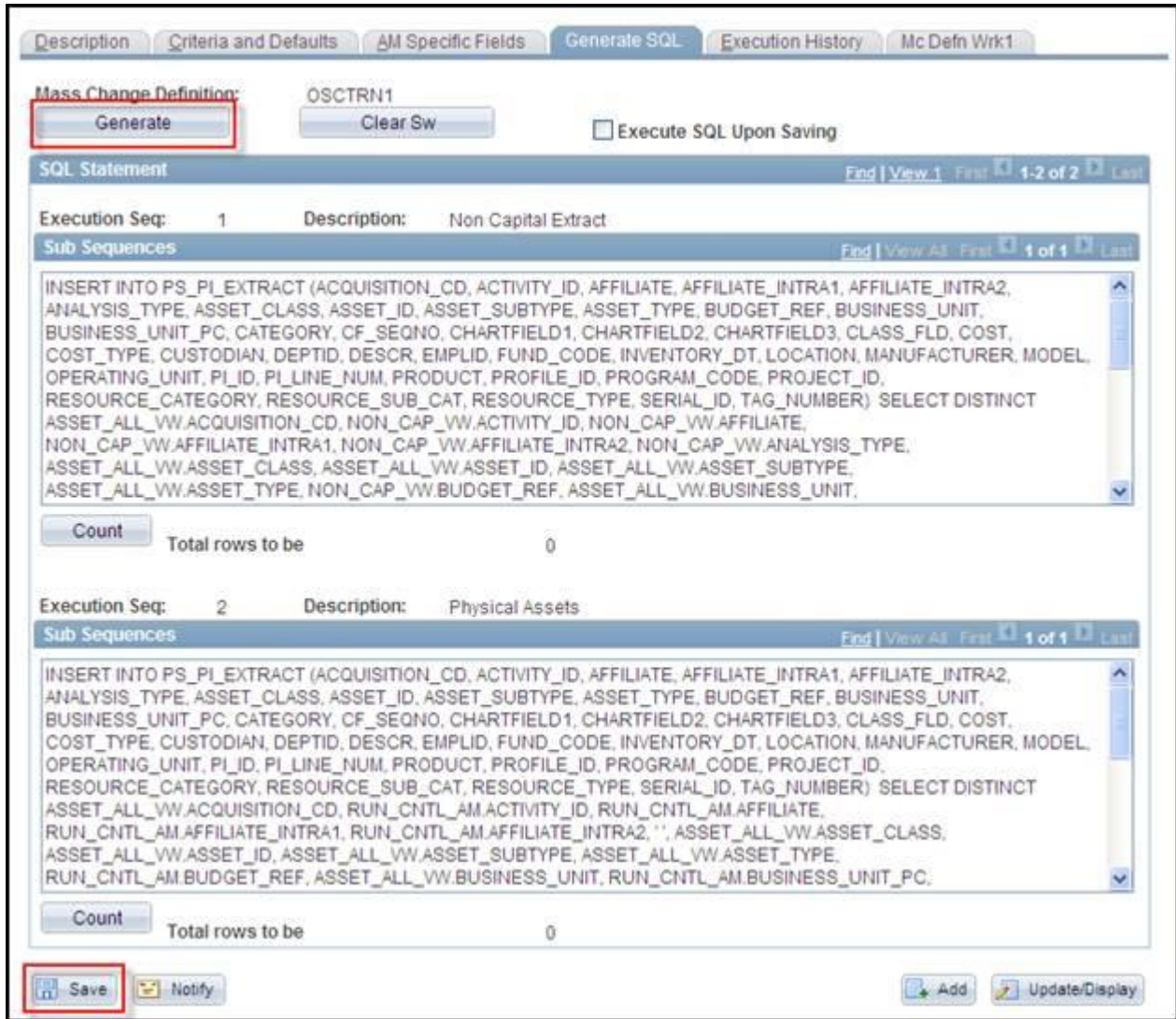
Select the locations to be included in the extract using the **Field Value** section for each **Execution Seq**. Use the **Plus** button to add a new row. Select the first location in the top row in each section and the last location (by numeric value) in the second row. Core-CT will include all locations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

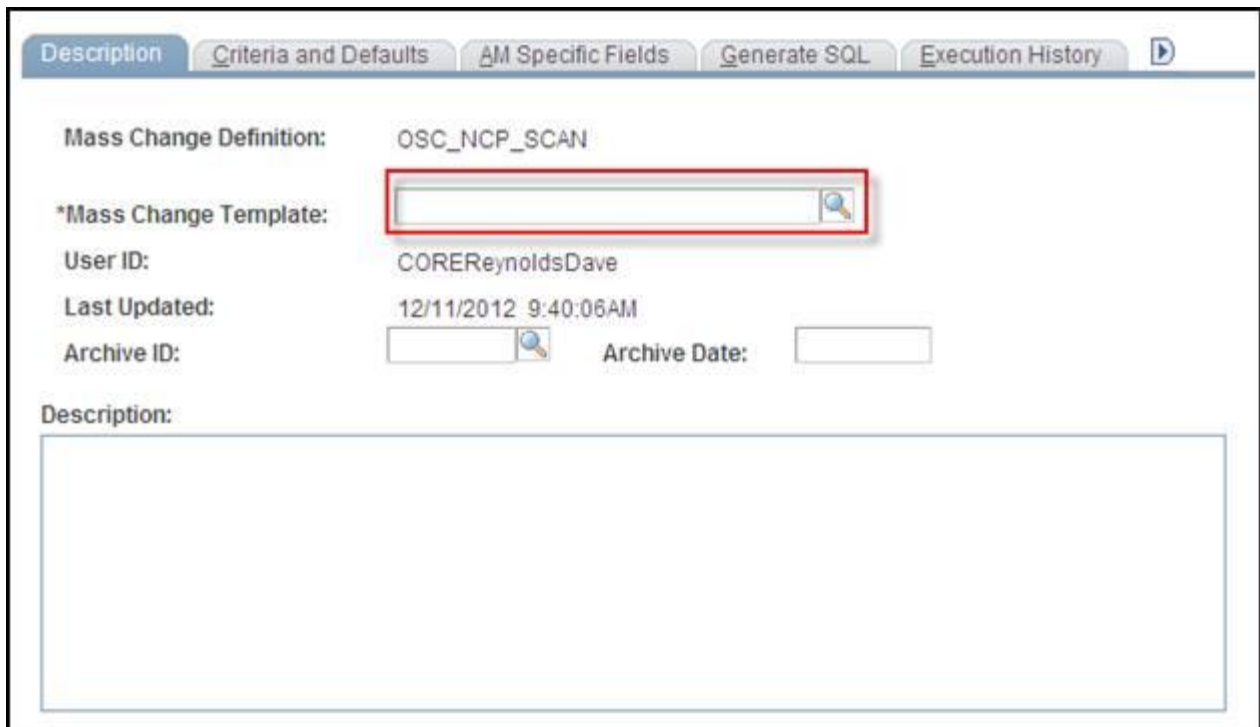
Navigate to the **Define Criteria Add a New Value** page.



The screenshot shows the 'Asset Mass Change Definition' page. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs, there is a label 'Mass Change Definition:' followed by an empty text input field. At the bottom left, there is an 'Add' button.

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

Click the **Add** button.



The screenshot shows the 'Asset Mass Change Definition' page with the 'Criteria and Defaults' tab selected. The page displays the following information:

- Mass Change Definition: OSC_NCP_SCAN
- *Mass Change Template: [Empty field with search icon]
- User ID: COREReynoldsDave
- Last Updated: 12/11/2012 9:40:06AM
- Archive ID: [Empty field with search icon]
- Archive Date: [Empty field]

Below this information is a 'Description:' label followed by a large empty text area.

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

Click the **Criteria and Defaults** tab.

The screenshot displays the 'Criteria and Defaults' tab for a 'Mass Change Definition' named 'OSC_NCP_SCAN'. It shows two execution sequences, each with its own 'Criteria' and 'Defaults' sections.

Execution Seq: 1 Description: NCP Scan Scope

Field	Field Value
Location Code to base scope on	AOSC000001
Between Value A and Value B	AOSC000013

Defaults

Field Label	Mass Change Field Value
1	

Execution Seq: 2 Description: Physical Assets

Field	Field Value
Location Code to base scope on	AOSC000001
Between Value A and Value B	AOSC000013

Defaults

Field Label	Mass Change Field Value
1	

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.

The screenshot shows a software interface with the following elements:

- Navigation tabs: Description, Criteria and Defaults, AM Specific Fields, **Generate SQL**, Execution History, Mc Defn Wrk1.
- Mass Change Definition: OSC_NCP_SCAN. A **Generate** button is highlighted with a red box. Other buttons include Clear Sw and Execute SQL Upon Saving (unchecked).
- SQL Statement section:
 - Execution Seq: 1, Description: NCP Scan Scope. Sub Sequences: 1 of 1. SQL statement: INSERT INTO PS_PL_SCAN_SCOPE (ASSET_ID, BUSINESS_UNIT, INV_ASSET_SRC, PI_ID) SELECT DISTINCT ASSET_ALL_VW.ASSET_ID, ASSET_ALL_VW.BUSINESS_UNIT, 'N', PI_BOOK_VW.PI_ID FROM PS_MC_DEFN MC_DEFN, PS_MC_DEFN_AM MC_DEFN_AM, PS_PL_BOOK_VW PI_BOOK_VW, PS_RUN_CNTL_AM RUN_CNTL_AM, PS_NON_CAP_VW NON_CAP_VW, PS_ASSET_ALL_VW ASSET_ALL_VW WHERE MC_DEFN.MC_DEFN_ID = 'OSC_NCP_SCAN' AND MC_DEFN.MC_DEFN_ID = MC_DEFN_AM.MC_DEFN_ID AND PI_BOOK_VW.PI_ID = RUN_CNTL_AM.PI_ID AND ASSET_ALL_VW.LOCATION BETWEEN 'AOSC000001' AND 'AOSC000013' AND ASSET_ALL_VW.FINANCIAL_ASSET_SW = 'N' AND ASSET_ALL_VW.ACQUISITION_CD <> 'L' AND PI_BOOK_VW.BUSINESS_UNIT = ASSET_ALL_VW.BUSINESS_UNIT AND PI_BOOK_VW.BUSINESS_UNIT = NON_CAP_VW.BUSINESS_UNIT AND PI_BOOK_VW.DEFAULT_BOOK = NON_CAP_VW.BOOK AND NON_CAP_VW.ASSET_ID = ASSET_ALL_VW.ASSET_ID AND ASSET_ALL_VW.TAGGABLE_SW = 'Y' AND RUN_CNTL_AM.OPRID = \$\$OPRID\$\$ AND RUN_CNTL_AM.RUN_CNTL_ID = \$\$RC\$\$
 - Count: Total rows to be 0.
 - Execution Seq: 2, Description: Physical Assets. Sub Sequences: 1 of 1. SQL statement: INSERT INTO PS_PL_SCAN_SCOPE (ASSET_ID, BUSINESS_UNIT, INV_ASSET_SRC, PI_ID) SELECT DISTINCT ASSET_ALL_VW.ASSET_ID, ASSET_ALL_VW.BUSINESS_UNIT, 'N', RUN_CNTL_AM.PI_ID FROM PS_MC_DEFN MC_DEFN, PS_MC_DEFN_AM MC_DEFN_AM, PS_RUN_CNTL_AM RUN_CNTL_AM, PS_ASSET_ALL_VW ASSET_ALL_VW, PS_PL_BOOK_VW PI_BOOK_VW WHERE MC_DEFN.MC_DEFN_ID = 'OSC_NCP_SCAN' AND MC_DEFN.MC_DEFN_ID = MC_DEFN_AM.MC_DEFN_ID AND RUN_CNTL_AM.PI_ID = PI_BOOK_VW.PI_ID AND ASSET_ALL_VW.LOCATION BETWEEN 'AOSC000001' AND 'AOSC000013' AND ASSET_ALL_VW.FINANCIAL_ASSET_SW = 'N' AND ASSET_ALL_VW.ACQUISITION_CD <> 'L' AND PI_BOOK_VW.BUSINESS_UNIT = ASSET_ALL_VW.BUSINESS_UNIT AND ASSET_ALL_VW.TAGGABLE_SW = 'Y' AND RUN_CNTL_AM.OPRID = \$\$OPRID\$\$ AND RUN_CNTL_AM.RUN_CNTL_ID = \$\$RC\$\$ AND NOT EXISTS (Select 'X' FROM PS_NON_CAP_VW NON_CAP_VW WHERE ASSET_ALL_VW.BUSINESS_UNIT = NON_CAP_VW.BUSINESS_UNIT AND ASSET_ALL_VW.ASSET_ID = NON_CAP_VW.ASSET_ID)
 - Count: Total rows to be 0.
- Bottom navigation: Save (highlighted with a red box), Notify, Add, Update/Display.

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.

Physical Inventory Control

Find an Existing Value Add a New Value

Physical Inventory ID: OSC2012

Add

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.

Definition Transaction Defaults New Wind

Physical Inventory ID: OSC2012 *PI Name: OSC 2012

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: TRN_NCP_OSC_EXT Non Capital Scan ID: TRN_NCP_OSC_SCAN

Oper Lease Extract ID: Oper Lease Scan ID:

Comments

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.

Definition: Transaction Defaults New Window

Physical Inventory ID: OSC2012

Auto Approval <input checked="" type="checkbox"/> Approve	Transactions Enabled <input checked="" type="checkbox"/> Non-Financial Adds <input checked="" type="checkbox"/> Physical Asset Changes <input checked="" type="checkbox"/> Asset Updates <input type="checkbox"/> Transfers <input type="checkbox"/> Non Capital Transfer <input type="checkbox"/> Operating Lease Transfer <input type="checkbox"/> Retirements <input type="checkbox"/> Non Capital Retirement <input type="checkbox"/> Operating Lease Retirement
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Transaction Defaults

*Transaction Date: 12/20/2012
 *Accounting Date: 12/20/2012
 Transaction Code:

*User ID: CORERejnoldsDave
 *Interface ID: 10026354
 *Open Transaction ID:

Retirement Defaults

*Disposal Code: Retirement by Sale
 *Retirement Convention: FM
 *Retire Option: Calculate Gain/Loss

Voluntary Conversion
 Voluntary Conversion
 Involuntary

Type
 Ordinary Retirement
 Extraordinary

Save Notify Add Update/Display

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.