

# Receiving Assets That Require Consolidation

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## Receiving Assets That Require Consolidation



In Core-CT 9.1 all purchased assets require a receiver. Receivers contain physical information related to an asset, e.g., Asset Profile ID, Asset ID, Tag Number, Serial Number, Custodian, Location, and manufacturer information. Users responsible for creating receivers must verify this information is complete and accurate.

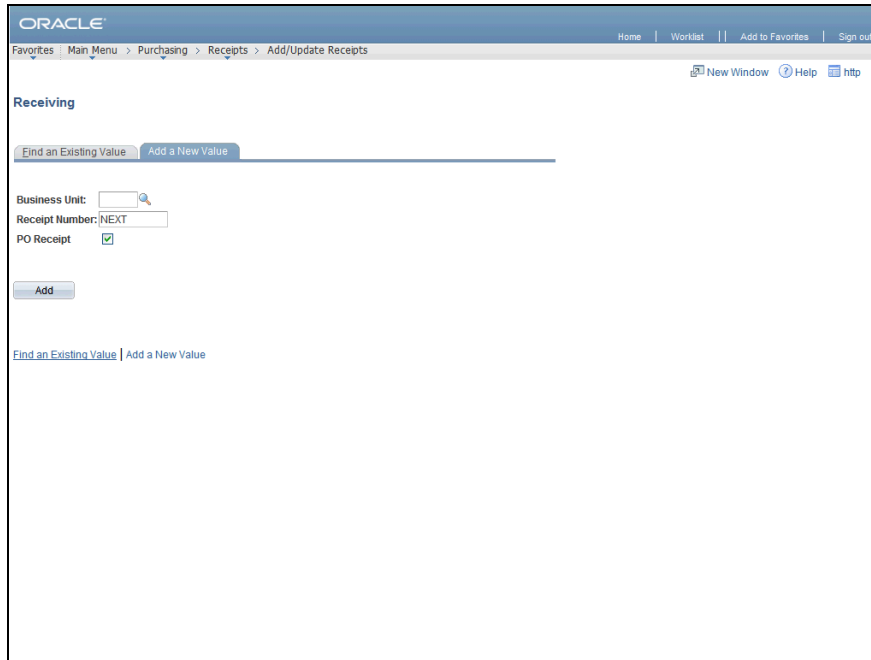
If the receiver has multiple lines but represent a single asset (e.g. a computer and a monitor) the two lines must be consolidated into a single asset with a single tag number and asset ID. The consolidation must be done in Asset Management after receiver information has been brought in from purchasing. If the receipt quantity on each line is greater than one, the lines must be first unitized and then consolidated. This must be done in Asset Management.

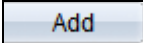
The Interface Receipt check box, which is selected by default, must be deselected in these cases. Otherwise the lines on the receiver will be automatically picked up by the Transaction Load process before any necessary unitization and consolidation can be accomplished in Asset Management.

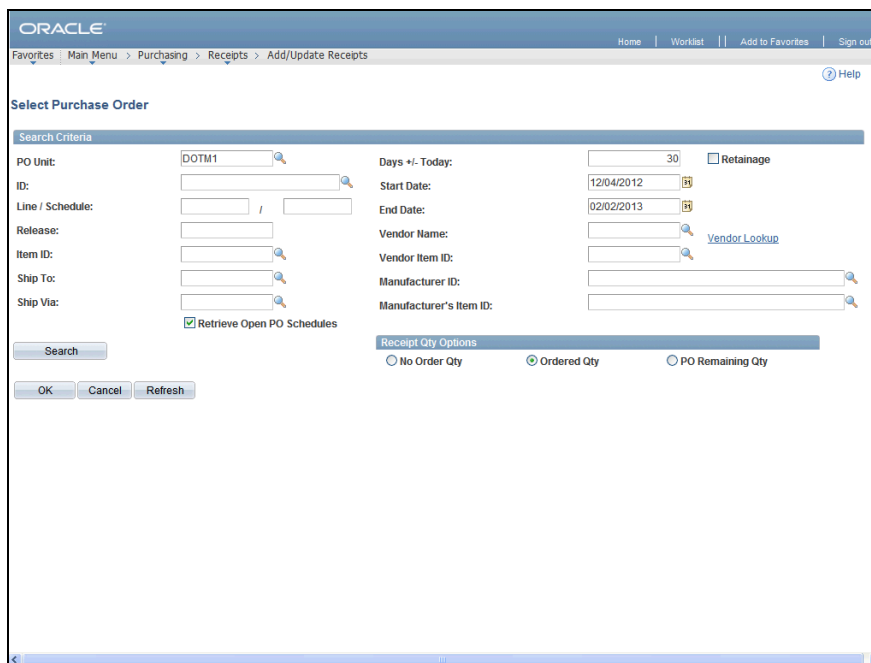
In this example a user creates a receipt with two lines, each with a quantity of 20. These lines represent 20 separate assets, each consisting of a single computer and a single monitor.

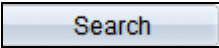
### Procedure

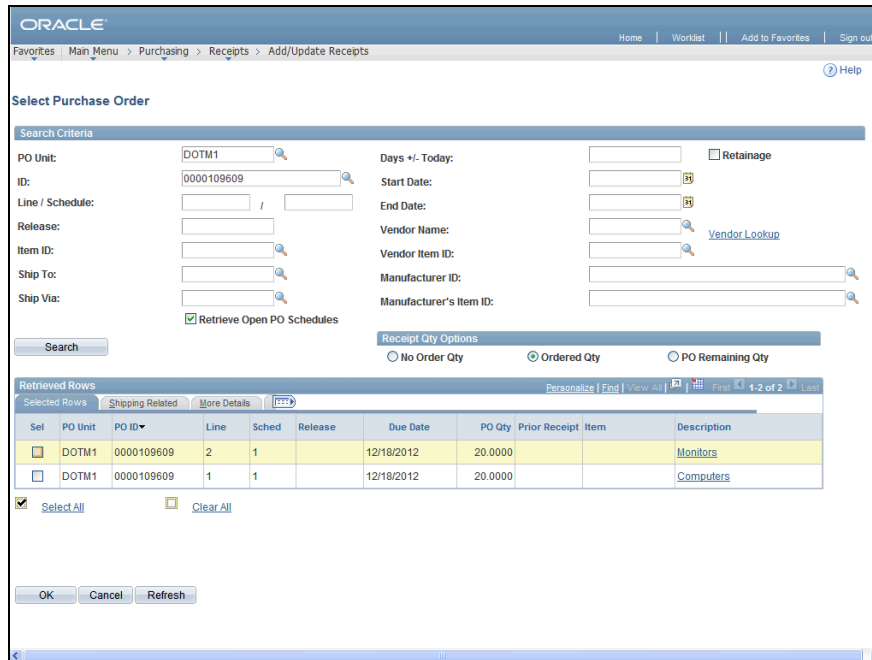
Navigation: Purchasing > Receipts > Add/Update Receipts



Step	Action
1.	Enter <b>DOTM1</b> into the <b>Business Unit</b> field.
2.	Click the <b>Add</b> button. 





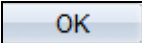
Step	Action
3.	Enter Purchase Order number <b>0000109609</b> into the <b>ID</b> field.
4.	Click the <b>Search</b> button. 

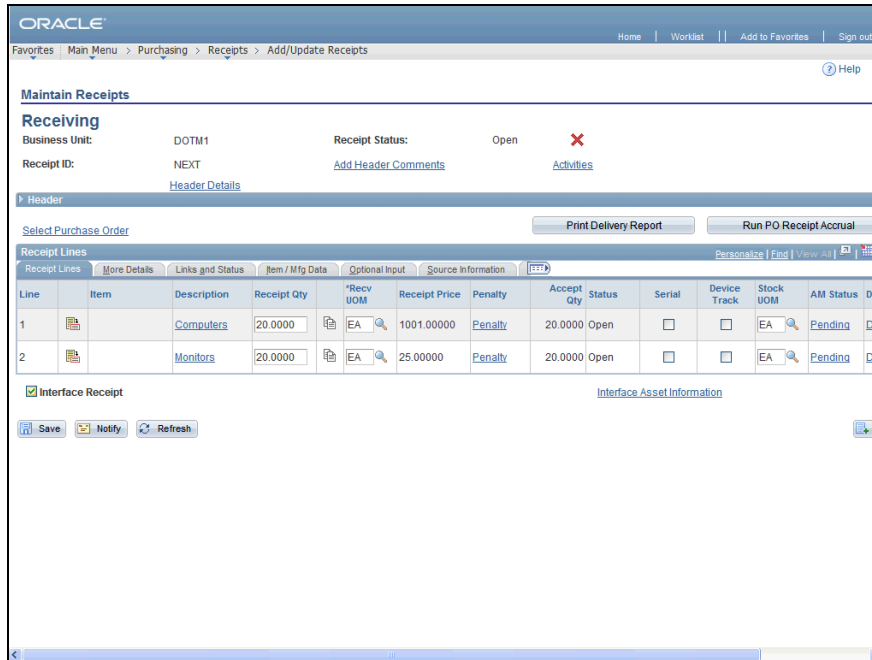


The screenshot shows the Oracle Purchasing 'Add/Update Receipts' interface. The 'Search Criteria' section includes fields for PO Unit (DOTM1), ID (0000109609), and various other filters. A 'Search' button is visible. Below the search criteria, the 'Retrieved Rows' table is displayed with the following data:

Selected Rows	Shipping Related	More Details			Personalize	Find	View All	Print	Page: 1-2 of 2	Links
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input type="checkbox"/>	DOTM1	0000109609	2	1		12/18/2012	20.0000			Monitors
<input type="checkbox"/>	DOTM1	0000109609	1	1		12/18/2012	20.0000			Computers

Below the table, there are 'Select All' and 'Clear All' checkboxes, and 'OK', 'Cancel', and 'Refresh' buttons at the bottom.

Step	Action
5.	There are two purchase order lines each with a quantity of 20 representing 20 separate assets. The lines must be consolidated then unitized in the Asset Management module in order to create the 20 assets.  Click the <b>Sel</b> option for line 1. 
6.	Click the <b>Sel</b> option for line 2. 
7.	Click the <b>OK</b> button. 



Step	Action
8.	Accept the value that defaults in the <b>Receipt Qty</b> field for <b>Line 1</b> and <b>Line 2</b> .
9.	Leave the <b>Serial</b> check box for <b>Lines 1</b> and <b>2</b> unselected.  The assets on this receipt cannot be serialized (unitized) on the receiver. They must be consolidated and then unitized in Asset Management.
10.	Click the check box to deselect the <b>Interface Receipt</b> option.  The receipt will not interface into Asset Management because the lines must be consolidated and unitized in Asset Management.  <input checked="" type="checkbox"/> <b>Interface Receipt</b>

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

Help

### Maintain Receipts

#### Receiving

Business Unit: DOTM1      Receipt Status: Open ✖

Receipt ID: NEXT      [Add Header Comments](#)      [Activities](#)

[Header Details](#)

> Header

Select Purchase Order      [Print Delivery Report](#)      [Run PO Receipt Accrual](#)

#### Receipt Lines

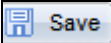
Personalize | Find | View All |

Receipt Lines    More Details    Links and Status    Item / Mfg Data    Optional Input    Source Information   

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Penalty	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Status	Dev
1		<a href="#">Computers</a>	20.0000	EA	1001.00000	Penalty	20.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	De
2		<a href="#">Monitors</a>	20.0000	EA	25.00000	Penalty	20.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	De

Interface Receipt      [Interface Asset Information](#)

[Save](#)    [Notify](#)    [Refresh](#)      [Print icon](#)

Step	Action
11.	Click the <b>Save</b> button. 
12.	<b>End of Procedure.</b>