Receiving Assets That Require Consolidation
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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.
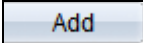
The Interface Receipt check box, which is selected by default, must be deselected in these cases. Otherwise the lines on the receiver will be automatically picked up by the Transaction Load process before any necessary unitization and consolidation can be accomplished in Asset Management.
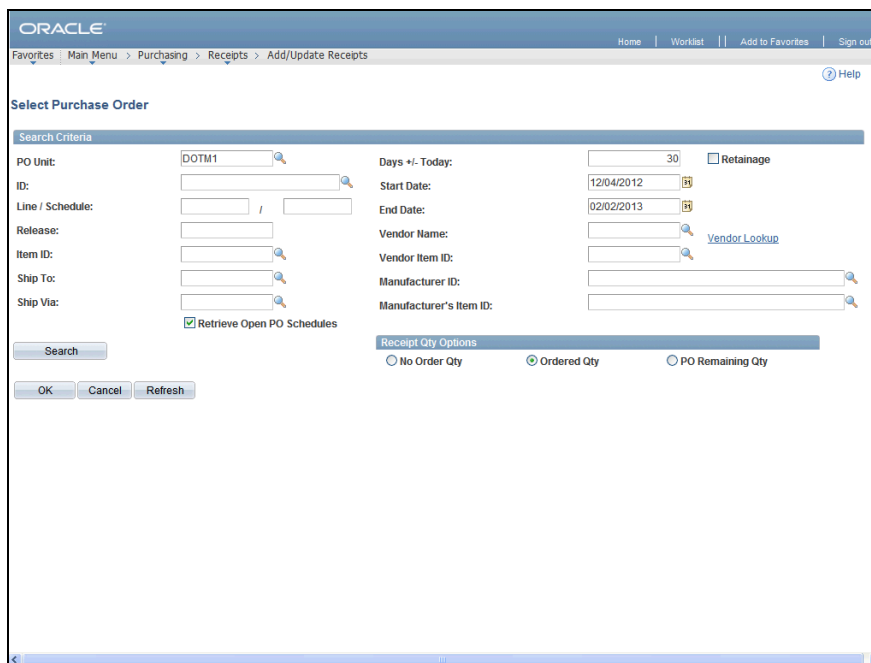
In this example a user creates a receipt with two lines, each with a quantity of 20. These lines represent 20 separate assets, each consisting of a single computer and a single monitor.
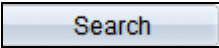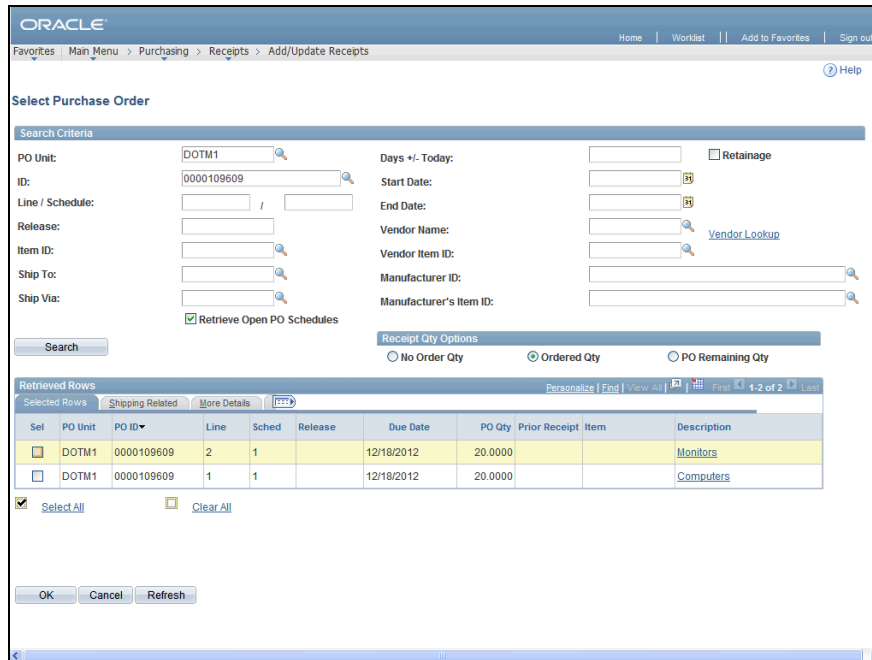
Procedure

Navigation: Purchasing > Receipts > Add/Update Receipts
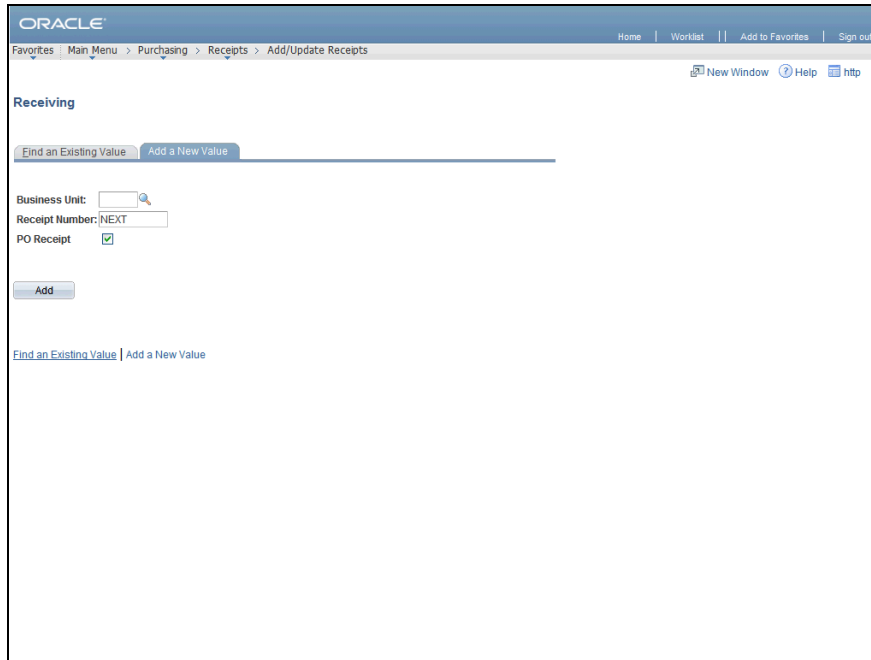
Step	Action
1.	Enter **DOTM1** into the **Business Unit** field.
2.	Click the **Add** button.
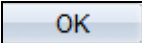
Step	Action
3.	Enter Purchase Order number **0000109609** into the **ID** field.
4.	Click the **Search** button. Search

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 **Sel** option for line 1.
6.	Click the **Sel** option for line 2.
7.	Click the **OK** button. OK
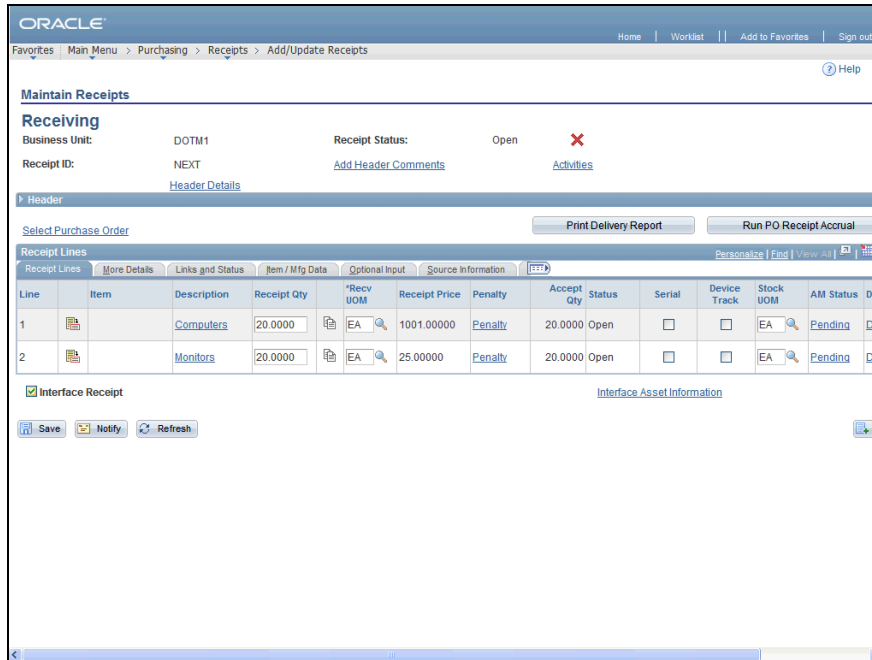
Step	Action
8.	Accept the value that defaults in the **Receipt Qty** field for **Line 1** and **Line 2**.
9.	Leave the **Serial** check box for **Lines 1** and **2** unselected. The assets on this receipt cannot be serialized (unitized) on the receiver. They must be consolidated and then unitized in Asset Management.
10.	Click the check box to deselect the **Interface Receipt** option. The receipt will not interface into Asset Management because the lines must be consolidated and unitized in Asset Management. ☑ Interface Receipt

Step	Action
11.	Click the **Save** button.
12.	**End of Procedure.**