## Receiving an Asset Created on 2/19/2013 3:44:00 PM

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## **Receiving an Asset**

Core-🕅

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.

## Procedure

Navigation: Purchasing > Receipts > Add/Update Receipts

ORACLE	Home   Worklist    Add to Favorites   Sign c
Favorites Main Menu > Purchasing > Receipts > Add/Update Receipts	🕫 New Window 🕧 Help 🗔 http:
Receiving	
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Puelease Unit	
Receipt Number: NEXT	
PO Receipt 🔽	
Add	
Ind an Existing Value   Add a New Value	

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

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Favorites Main Menu > P	urchasing > Receipts > Add/Update Receipts		Home	Worklist Add to Favorites	Sign out
•					(?) Help
Select Purchase Order	r				
Search Criteria					
PO Unit:	DOTM1	Days +/- Today:		30 Retainage	
ID:	۹.	Start Date:	12/04/2012	31	
Line / Schedule:		End Date:	02/02/2013	<b>B</b>	
Release:		Vendor Name:			
Item ID:		Vendor Item ID:			
Ship To:		Manufacturor ID:			
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omp vid.	Retrieve Open PO Schedules	Manufacturer's item ID:			
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Search		🔘 No Order Qty	Ordered Qty	O PO Remaining Qty	
OK Cancel	Refresh				
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Step	Action
3.	Enter the Purchase Order number for the Asset that will be included on the receiver.
	Enter 0000109608 into the ID field.
4.	Click the Search button.

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Favorite	es Main M	lenu > Purchasing	> Rece	ipts > Ac	ld/Update Re	ceipts							
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Selec	ted Rows	Shipping Related	More De	tails									_
Sel	PO Unit	PO ID <del>▼</del>	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Descri	iption		
	DOTM1	0000109608	1	1		12/18/2012	1.0000			ADJ C	OMPUT	ER MEMORY	
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Step	Action
5.	Click the <b>Sel</b> option to include the line on the receiver.
6.	Click the <b>OK</b> button.

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ne Item	Description	Receipt Qty	*Recv R	eceipt Price Pena	ity Accept Qty	Status Serial	Device Track	Stock UOM	AM State
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Save E Notify	C Refresh					imeriada Asset morr	nauon		(

Step	Action
7.	Accept the value in the <b>Receipt Qty</b> field.
8.	Click the <b>Serial</b> option to enable entry of a serial number on the receiver.
9.	The <u>Pending</u> link in the <b>AM Status</b> field only displays if the AM Business Unit and Profile ID have been entered on the Requisition/Purchase Order. Click the <b>Pending</b> link. <u>Pending</u>

ORACLE					
Favorites Main Menu > Purch	asing > Receipts > Add/Update Receipts		Home	Worklist    Add to Favorites	Sign ou
					Help
Maintain Receipts					
Asset Management	Information for Line 1				
Business Unit:	DOTM1	Status:	Open		
Receipt ID:	NEXT	Item:		ADJ COMPUTER MEMORY	
Receipt Line:	1	Standard UOM:	EA		
	Next Asset ID				
Distribution Information				Find   View All First K 1 of 1	Last
Distribution Line:	1	Capitalize:	Non Cap	~	
Business Unit:	DOTM1	CAP Sequence:			
Profile ID:	1EQUIPMENT	Employee ID:			
CAP #:		Distributed Quantity:	1.0000		
Cost Type:		Merchandise Amount:	1250.00		
Apply to Details					
Select Action:	Assign Tag Ids 👻	Multiplier:	1		
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1 DOTM1 Open	1.0000		NEXT		
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PO Comment				Find   View All First 🚺 1 of 1	Last
Line:				2	
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Step	Action
10.	Use the Asset Management Information for Line 1 page to review asset information and to add additional asset physical information in the Asset Details section.
11.	Enter <b>TRN001</b> into the <b>Tag Number</b> field.
12.	Enter SN1 into the Serial ID field.
13.	Follow agency policy in assigning Asset IDs. Click in the Asset ID field.
14.	Enter <b>TRN001</b> into the <b>Asset ID</b> field.
15.	Click the More Details tab.

ORACLE					
Favorites Main Menu > Purchasin	ng > Receipts > Add/Update Rece	ipts	Hom	e Worklist Add to Favorites	Sign out
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Maintain Receipts					_
Asset Management In	nformation for Line 1				
Business Unit:	DOTM1	Status:	Open		
Receipt ID:	NEXT	Item:		ADJ COMPUTER MEMORY	
Receipt Line:	1	Standard UOM:	EA		
	Next Asset ID				
Distribution Information				Find   View All First K 1 of 1 D	ast
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CAP #:		Distributed Quantity:	1.0000		
Cost Type:		Merchandise Amour	it: 1250.00		
Apply to Details					
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Enter Starting Number:		*Start Row:	1		
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Asset Information More Details					
Dist Seq Custodian		Location	Mfg ID		
1		ACORE			-
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PO Comment				Find   View All First 🗹 1 of 1 🖸	ast
Line:					
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Step	Action
16.	Enter Bonola, David into the Custodian field.
17.	If the asset location is not known accept the default value of ACORE.
	Click in the Location field to add the location of the asset.
18.	Enter ADOT080107 into the Location field.
19.	Enter <b>DELL</b> into the <b>Mfg ID</b> field.
20.	Click the scrollbar to move to the bottom of the page.

ORACLE			
Favorites Main Menu > Purchasi	ng > Receipts > Add/Update Re	ceipts	. Home Worklist Add to Favorites Sign ou
Asset Management I	nformation for Line 1		
Business Unit:	DOTM1	Status:	Open
Receipt ID:	NEXT	Item:	ADJ COMPUTER MEMORY
Receipt Line:	1	Standard UOM:	EA
	Next Asset ID		
Distribution Information			Eind   View All First 🚺 1 of 1 🚺 Last
Distribution Line:	1	Capitalize:	Non Cap
Business Unit:	DOTM1	CAP Sequence:	
Profile ID:	1EQUIPMENT	Employee ID:	
CAP #:		Distributed Quantity:	1.0000
Cost Type:		Merchandise Amount:	1250.00
Apply to Details			
Select Action:	Assign Tag Ids	Multiplier:	1
Enter Starting Number:		*Start Row	
Enter Starting Number.	Overwrite existing numbers	start now.	Apply
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Asset Information More Details			Personalize   Find   View All   🔤   🚥 First 🖬 1 of 1 🖬 Last
Dist Seq Custodian		Location Mfg ID	
1 Bonola,David		ADOT080107 Q DELL	
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Step	Action
21.	Click the <b>OK</b> button.

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Action
Verify that the Interface Receipt check box has defaulted as selected.
This allows the asset information to be picked up by the Transaction Load process after receiver information is interfaced into Asset Management.
Click the Save button.

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Maintain Receipts						
Receiving Business Unit: DOTM1 Receipt ID: 000024887 Header Deta	Receipt Status:     Fully Received     X       6     Add Header Comments     Activities       iils     Document Status					
Header Select Burchase Order						
Receipt Lines			0	ution I Circ	111.0000-0.01	.a. X::
Receipt Lines More Details Links and St	Message		Person		I WIELW PAIL	<u> </u>
Line Item Description		erial I	Device Track	Stock	AM	Device
1 ADJ COMPU MEMORY	Receipt, 0000248876, is saved and Job, RECV_02, has been scheduled for process (Process Instance = 6797046). (10300,253)			EA	Pending	Device Track
✓ Interface Receipt	This means the receipt is being updated by the receipt integration process. Any additional processing for this receipt will require reopening the receipt in Update / Display mode.	Informati	on			
Save Notify Refresh	ок					- A

Step	Action
24.	The dialog box indicates that the receiver has been assigned a Receipt ID and asset information from the receiver will be interfaced into the Asset Management module. Click the <b>OK</b> button.
25.	
	End of Procedure.