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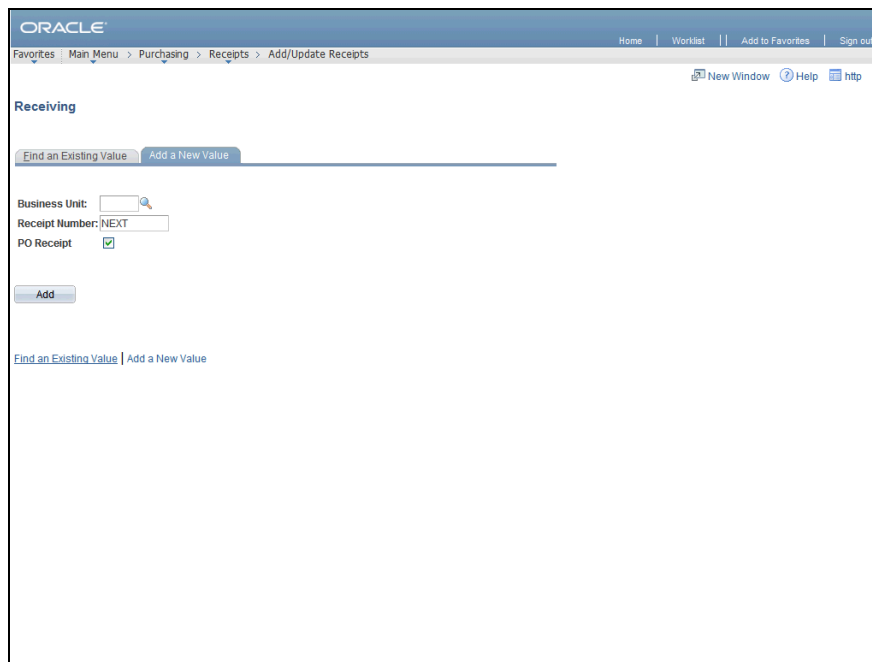**Created on 2/19/2013 3:44:00 PM**

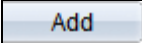# Table of Contents

Receiving an Asset

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

Step	Action
1.	Enter **DOTM1** into the **Business Unit** field.
2.	Click the **Add** button.

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.
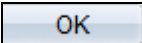
Step	Action
5.	Click the **Sel** option to include the line on the receiver.
6.	Click the **OK** button.

Step	Action
7.	Accept the value in the **Receipt Qty** field.
8.	Click the **Serial** option to enable entry of a serial number on the receiver.
9.	The Pending link in the **AM Status** field only displays if the AM Business Unit and Profile ID have been entered on the Requisition/Purchase Order. Click the **Pending** link. Pending
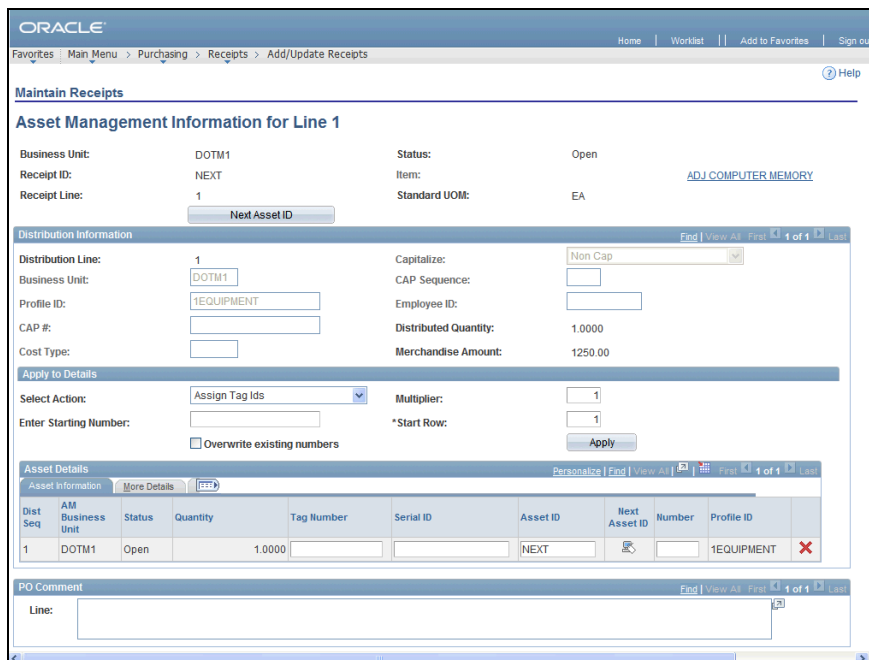
Step	Action
10.	Use the **Asset Management Information for Line 1** page to review asset information and to add additional asset physical information in the **Asset Details** section.
11.	Enter **TRN001** into the **Tag Number** field.
12.	Enter **SN1** into the **Serial ID** field.
13.	Follow agency policy in assigning Asset IDs. Click in the **Asset ID** field. NEXT
14.	Enter **TRN001** into the **Asset ID** field.
15.	Click the **More Details** tab. More Details

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. ACORE
18.	Enter **ADOT080107** into the **Location** field.
19.	Enter **DELL** into the **Mfg ID** field.
20.	Click the scrollbar to move to the bottom of the page.

Step	Action
21.	Click the **OK** button.
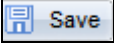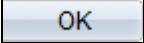
Step	Action
22.	Verify that the **Interface Receipt** check box has defaulted as selected. This allows the asset information to be picked up by the Transaction Load process after receiver information is interfaced into Asset Management.
23.	Click the **Save** button. ![Save button]
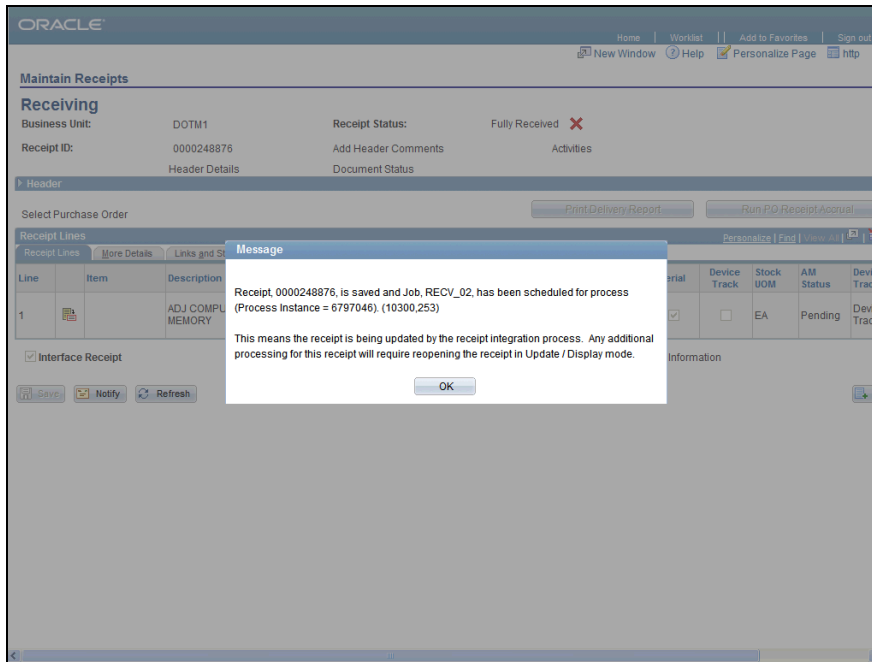
Step	Action
24.	The dialog box indicates that the receiver has been assigned a Receipt ID and asset information from the receiver will be interfaced into the Asset Management module. Click the **OK** button. ![OK button]
25.	**End of Procedure.**