

# Receiving an Asset

Created on 2/19/2013 3:44:00 PM

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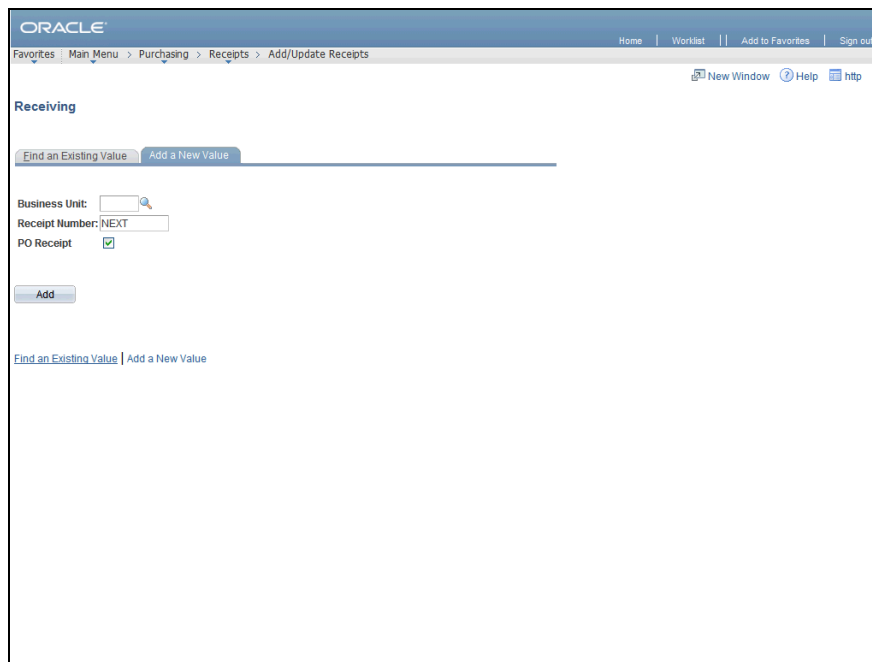
### Receiving an Asset

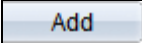


In Core-CT 9.1 all purchased assets require a receiver. Receivers contain physical information related to an asset (e.g., Asset Profile ID, Asset ID, Tag Number, Serial Number, Custodian, Location, and manufacturer information). Users responsible for creating receivers must verify this information is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

#### Procedure

Navigation: Purchasing > Receipts > Add/Update Receipts



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

ORACLE

Home | Worklist | Add to Favorites | Sign out

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

Help

### Select Purchase Order

**Search Criteria**

PO Unit:  Days +/- Today:   Retainage

ID:  Start Date:

Line / Schedule:  /  End Date:

Release:  Vendor Name:  [Vendor Lookup](#)

Item ID:  Vendor Item ID:

Ship To:  Manufacturer ID:

Ship Via:  Manufacturer's Item ID:

Retrieve Open PO Schedules

**Receipt Qty Options**

No Order Qty  Ordered Qty  PO Remaining Qty

Step	Action
3.	Enter the Purchase Order number for the Asset that will be included on the receiver. Enter <b>0000109608</b> into the <b>ID</b> field.
4.	Click the <b>Search</b> button. <input type="button" value="Search"/>

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

**Select Purchase Order**

Search Criteria

PO Unit: DOTM1      Days +/- Today:       Retainage  
 ID: 0000109608      Start Date:         
 Line / Schedule:      /      End Date:         
 Release:      Vendor Name:      [Vendor Lookup](#)  
 Item ID:      Vendor Item ID:        
 Ship To:      Manufacturer ID:        
 Ship Via:      Manufacturer's Item ID:        
 Retrieve Open PO Schedules


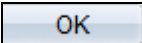
     Receipt Qty Options  
 No Order Qty       Ordered Qty       PO Remaining Qty

Retrieved Rows  
 Selected Rows    Shipping Related    More Details        Personalize | Find | View All |     First 1 of 1    Last

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input type="checkbox"/>	DOTM1	0000109608	1	1		12/18/2012	1.0000			ADJ COMPUTER MEMORY

[Select All](#)       [Clear All](#)

Step	Action
5.	Click the <b>Sel</b> option to include the line on the receiver. 
6.	Click the <b>OK</b> button. 

ORACLE  
 Home | Worklist | Add to Favorites | Sign out  
 Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

**Maintain Receipts**

**Receiving**

Business Unit: DOTM1      Receipt Status: Open       **X**  
 Receipt ID: NEXT      [Add Header Comments](#)      [Activities](#)  
[Header Details](#)


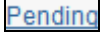
Header  
     

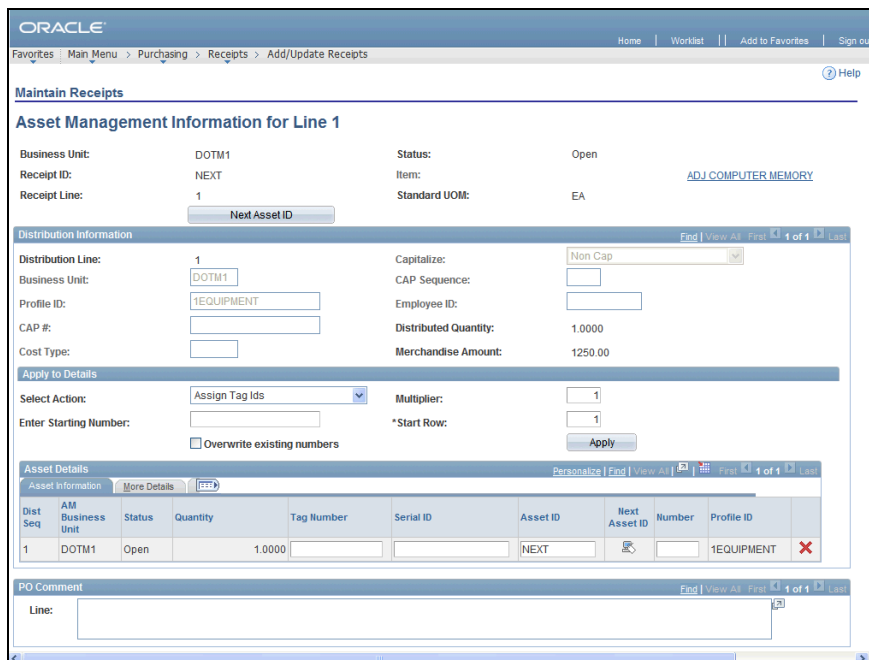
Select Purchase Order


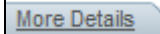
Receipt Lines  
 Receipt Lines    More Details    Links and Status    Item / Mfg Data    Optional Input    Source Information        Personalize | Find | View All |

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Penalty	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Status	De Tf
1		ADJ COMPUTER MEMORY	1.0000	EA	1250.00000	Penalty	1.0000	Open		<input type="checkbox"/>	EA	Pending	De Tf

Interface Receipt      [Interface Asset Information](#)

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 <b>Pending</b> 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. 



Step	Action
10.	Use the <b>Asset Management Information for Line 1</b> page to review asset information and to add additional asset physical information in the <b>Asset Details</b> section.
11.	Enter <b>TRN001</b> into the <b>Tag Number</b> field.
12.	Enter <b>SNI</b> into the <b>Serial ID</b> field.
13.	Follow agency policy in assigning Asset IDs.  Click in the <b>Asset ID</b> field. 
14.	Enter <b>TRN001</b> into the <b>Asset ID</b> field.
15.	Click the <b>More Details</b> tab. 

**ORACLE**  
 Home | Worklist | Add to Favorites | Sign out  
 Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

**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

**Distribution Information**         1 of 1

Distribution Line: 1      Capitalize: Non Cap  
 Business Unit: DOTM1      CAP Sequence:   
 Profile ID: EQUIPMENT      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: 1  
 Overwrite existing numbers     

**Asset Details**      Personalize |  |  |  |  | 1 of 1 |

Dist Seq	Custodian	Location	Mfg ID
1	<input type="text"/>	ACORE	<input type="text"/>

**PO Comment**         1 of 1

Line:

Step	Action
16.	Enter <b>Bonola,David</b> into the <b>Custodian</b> field.
17.	If the asset location is not known accept the default value of ACORE.  Click in the <b>Location</b> field to add the location of the asset. <input type="text" value="ACORE"/>
18.	Enter <b>ADOT080107</b> into the <b>Location</b> 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 > Purchasing > Receipts > Add/Update Receipts | Home | Worklist | Add to Favorites | Sign out

### 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](#)

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**Distribution Information**      [Find](#) | [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

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**Apply to Details**

Select Action: Assign Tag Ids      Multiplier: 1  
 Enter Starting Number:      \*Start Row: 1  
 Overwrite existing numbers      [Apply](#)

---

**Asset Details**      [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

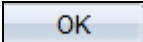
Dist Seq	Custodian	Location	Mfg ID
1	Bonola,David	ADOT080107	DELL

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**PO Comment**      [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Line:

[OK](#)   [Cancel](#)   [Refresh](#)

Step	Action
21.	Click the <b>OK</b> button. 

ORACLE  
 Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts | Home | Worklist | Add to Favorites | Sign out

[Help](#)

### Maintain Receipts

#### Receiving

Business Unit: DOTM1      Receipt Status: Open      **X**  
 Receipt ID: NEXT      [Add Header Comments](#)      [Activities](#)

[Header Details](#)

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

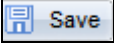
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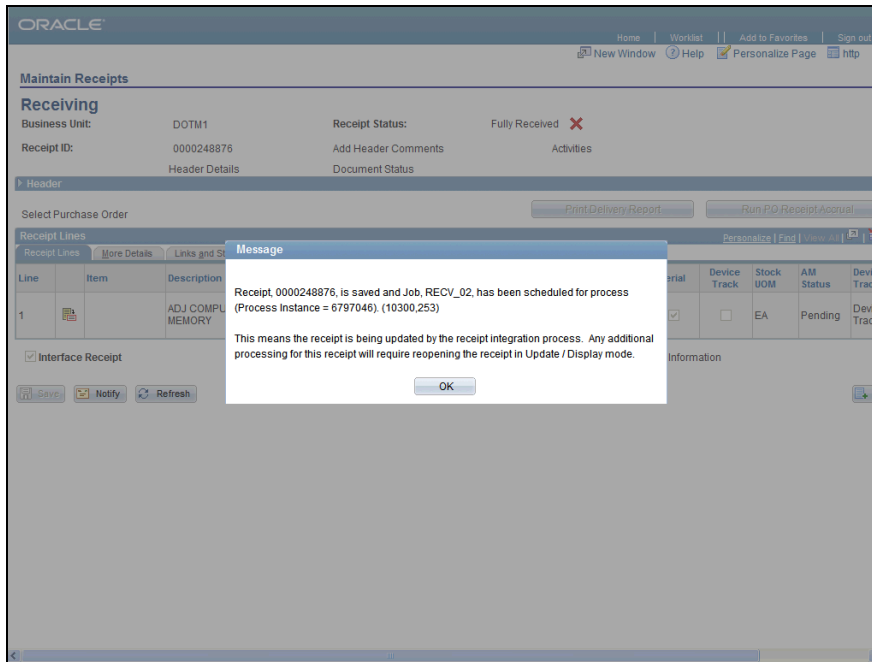
**Receipt Lines**      [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

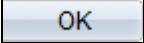
Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Penalty	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Status	Dev Trac
1		ADJ COMPUTER MEMORY	1.0000	EA	1250.00000	<a href="#">Penalty</a>	1.0000	Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Dev Trac

Interface Receipt      [Interface Asset Information](#)

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

Step	Action
22.	Verify that the <b>Interface Receipt</b> 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 <b>Save</b> 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 <b>OK</b> button. 
25.	<b>End of Procedure.</b>