Serializing (Unitizing) an Asset on a Receiver Created on 2/19/2013 3:47:00 PM

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Serializing (Unitizing) an Asset on a Receiver

Core-

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

If the receiver line has a receipt of greater than one, the assets on the line can be unitized into multiple identical assets on the receiver by selecting the Serial check box. Core-CT creates one row on the receiver for each of the unitized assets. Users must enter unique tag numbers, serial numbers, and Asset IDs for each asset. Each asset should also be assigned custodians, locations, and manufacturer information, if possible.

When the receipt is processed in Asset Management each asset on the receiver line will be brought into the asset tables as a separate asset.

In this example a user creates a receiver from a purchase order with a receipt quantity of 3.

Procedure

Navigation: Purchasing > Receipts > Add/Update Receipts

ORACLE	Home Worklist Add to Favorites Sign out
Favorites Main Menu > Purchasing > Receipts > Add/Update Receipts	
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Receiving	
Eind an Existing Value Add a New Value	
Business Unit:	
PO Receipt	
Add	
Find an Existing Value Add a New Value	

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

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Favorites Main Menu > Purcha	sing > Receipts > Add/Update Receipts	1	TOILD	Worklist Add to ravorites	Sign out
Select Purchase Order	*				(?) Help
Search Criteria					
PO Unit:	DOTM1	Days +/- Today:	12/04/2012	30 Retainage	
Line / Schedule:		End Date:	02/02/2013	1	
Release:		Vendor Name:		Vendor Lookup	
Item ID: Ship To:		Vendor Item ID: Manufacturer ID:			٩
Ship Via:		Manufacturer's Item ID:			٩
	Retrieve Open PO Schedules	Receipt Oty Optione			
Search		No Order Qty	Ordered Qty	O PO Remaining Qty	
OK Cancel Refre	sh				
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Step	Action
3.	Enter the Purchase Order number for the Asset that will be included on the receiver.
	Enter 0000109606 into the ID field.
4.	Click the Search button. Search

					Home <u>Worklis</u>	st Add to F <u>avorite</u>	s Sign out
Favorites Main Menu > Purcha	sing > Receipts > Add/Upda	te Receipts					(?) Help
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Sel PO Unit PO ID-	Line Sched Releas	e Due Date	PO Qty	Prior Receipt	Description		
DOTM1 0000109606	1 1	12/18/2012	10.0000		ADJ COMPL	JTER MEMORY	
Select All C	<u>Clear All</u>	, , , , , , , , , , , , , , , , , , , ,					

Step	Action
5.	The Purchase Order has a single line with a quantity of 10.
	Click the Sel option to include the line on the receiver.
6.	Click the OK button.



Step	Action
7.	In this example a quantity of three will be included on the receiver.
	Click in the Receipt Qty field. 10.0000
8.	Enter 3 into the Receipt Qty field.
9.	Click the Serial option to enable entry of serial numbers on the receiver.
10.	The <u>Pending</u> 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

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			Next Asset ID)						
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Distrib	ution Line:		1		Capitalize:	Nor	п Сар		~	
Busine	ess Unit:		DOTM1		CAP Sequence:					
Profile	ID:		1EQUIPMENT		Employee ID:					
CAP #:					Distributed Quantity:	3.0	000			
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Apply	to Details									
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Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID	
1	DOTM1	Open	1.0000			NEXT	8		1EQUIPMENT	×
2	DOTM1	Open	1.0000			NEXT	2		1EQUIPMENT	×
3	DOTM1	Onen	1 0000			NEXT			1EQUIPMENT	×

Step	Action
11.	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.
	Three lines have been created in the Asset Details group box.
12.	Enter TRN0002 into the Tag Number field.
13.	Enter SN2 into the Serial ID field.
14.	Follow agency policy in assigning Asset IDs.
	Click in the Asset ID field.
15.	Enter TRN002 into the Asset ID field.
16.	Enter TRN003 into the Tag Number field.
17.	Enter SN3 into the Serial ID field.
18.	Click in the Asset ID field. NEXT
19.	Enter TRN003 into the Asset ID field.
20.	Enter TRN004 into the Tag Number field.
21.	Enter SN4 into the Serial ID field.
22.	Click in the Asset ID field.
23.	Enter TRN004 into the Asset ID field.

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Mainta	in Receipt	ts										
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Asse	Information	More Detail										
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2	DOTM1	Open	1.0000	TRN003	SN3	TRN003	8		1EQUIPMENT	×		
3	DOTM1	Open	1.0000	TRN004	SN4	TRN004	8		1EQUIPMENT	×		
DO Cer	nmont										Concession in which the	
POCO	lillent							Find	View All First N	1 of 1 ⊠ ⊓	Last	

Step	Action
24.	Click the More Details tab.

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Favorites Main Menu > F	urchasing > Receipts > Add/Update Re	ceipts		Home	Worklist	Add to Favorites	Sign o	ut
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Maintain Receipts								
Asset Managem	ent Information for Line 1							
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	Next Asset ID							
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CAP #:		Distributed Quanti	ty:	3.0000				
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Asset Information More	Details I III							
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2		ACORE	\					
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PO Comment					Find View	All First 🚺 1 of 1	Last	
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Step	Action
25.	Enter Bonola, David into the Custodian field.
26.	Click in the Location field. ACORE
27.	If the asset location is not known when the receiver is created, accept the default value of ACORE in the Location field. Enter ADOT080107 into the Location field.
28.	Enter DELL into the Mfg ID field.
29.	Enter Bonola, David into the Custodian field.
30.	Click in the Location field.
31.	Enter ADOT080107 into the Location field.
32.	Enter DELL into the Mfg ID field.
33.	Enter Bonola, David into the Custodian field.
34.	Click in the Location field. ACORE
35.	Enter ADOT080107 into the Location field.
36.	Enter DELL into the Mfg ID field.
37.	Click the scrollbar to move to the bottom of the page.

ORACLE							
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Receipt Line:	1	Standard UOM:		EA			
	Next Asset ID						
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Distribution Line:	1	Capitalize:		Non Cap		~	
Business Unit:	DOTM1	CAP Sequence:					
Profile ID:	1EQUIPMENT	Employee ID:					
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CAP #.		Distributed Quantity.		3.0000			
Cost Type:		Merchandise Amoun	t:	3000.00			_
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3 Bonola,David		ADOT080107	DELL				-
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PO Comment					Find View	All First 1 of 1	Last
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OK Gancel Refresh							
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Step	Action
38.	Click the OK button.
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Line		Item	Description	Receipt Qty	u	*Recv UOM	Receipt Price	Penalty	Accep	t V Status	Serial	Device Track	Stock UOM	AM Status	Devi Trac
V Inte	erface e	Receipt	efresh							Interface /	Asset Inform	ation			. A

Step	Action
39.	Verify that the Interface Receipt check box is selected.
40.	Click the Save button.

ORACLE				Home	Worklist	Add	I to Favorite	s Sig	n out
Maintain Receipts						dem milla	uw © H	sib 🗐 III	up
Receiving Business Unit:	DOTM1	Receipt Status:	Open	×					
▶ Header	Header Deta	Add Header Comments		Activities					
Select Purchase Order				Print Delivery Repor	t	Ru	n PO Rece	ipt Accrua	1
Receipt Lines Receipt Lines Line Item	Links and St Description	Message Warning Purchase Order Open Quantity (10) do	es not equal f	Receipt Quantity (3) for Line	erial	Persons Device Track	<u>lize Eind </u> Stock UOM	AM Status	Dev Tra
1 Interface Receipt	MEMORY	 Schedule (1). (10300,27) The partial receipt flag for this item indicates that y shipments. 	ou should on	ly accept complete	Informati	lon	EA	Pending	Trac
🔚 Save 🖼 Notify 🗧	C Refresh			OK Cancel					.
<									8

Step	Action
41.	The warning message displays because the receipt quantity does not equal the quantity on the Purchase Order.
	The remaining quantity on the purchase order can be added to a future receipt once they have been physically received.
	Click the OK button.



Step	Action
42.	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.
	66
43.	
	End of Procedure.