

Serializing (Unitizing) an Asset on a Receiver

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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.

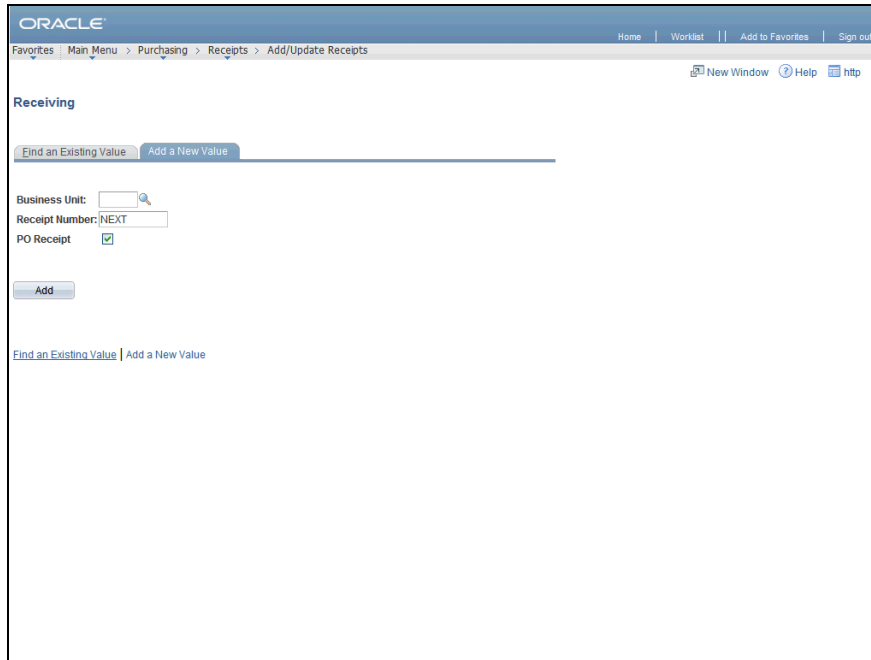
If the receiver line has a receipt of greater than one, the assets on the line can be unitized into multiple identical assets on the receiver by selecting the Serial check box. Core-CT creates one row on the receiver for each of the unitized assets. Users must enter unique tag numbers, serial numbers,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

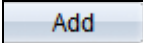
When the receipt is processed in Asset Management each asset on the receiver line will be brought into the asset tables as a separate asset.

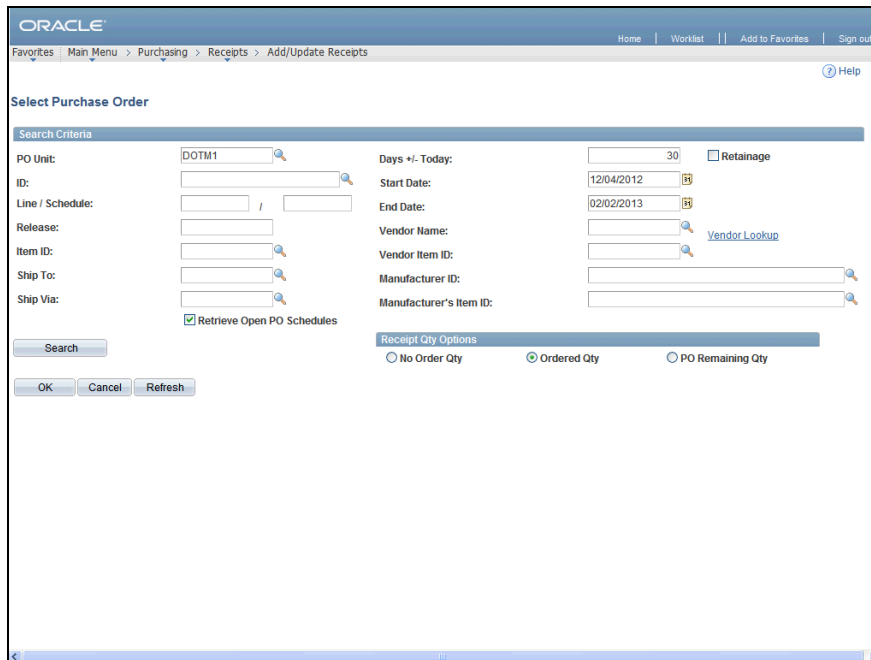
In this example a user creates a receiver from a purchase order with a receipt quantity of 3.

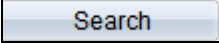
Procedure

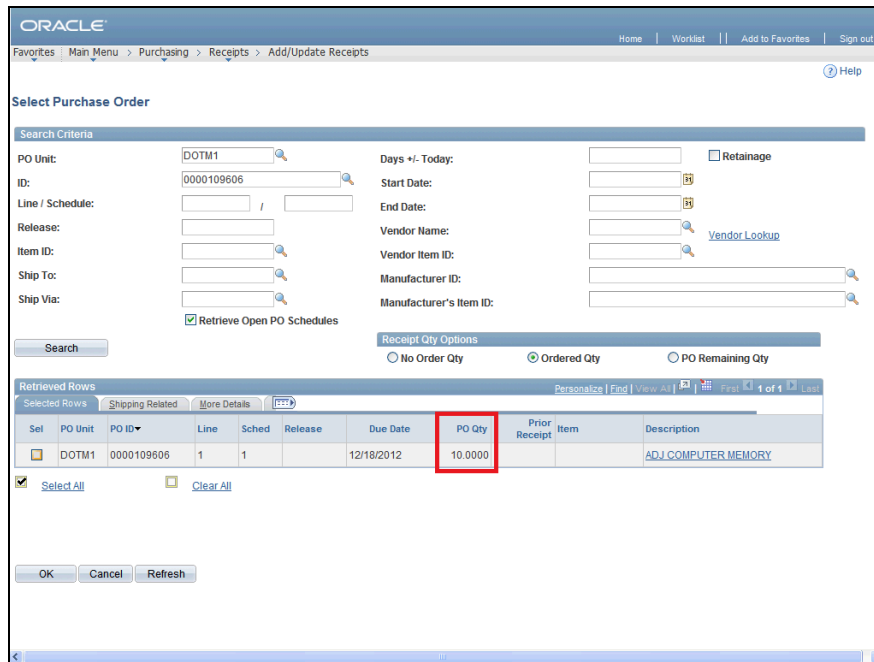
Navigation: Purchasing > Receipts > Add/Update Receipts



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 0000109606 into the ID field.
4.	Click the Search button. 



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

Select Purchase Order

Search Criteria

PO Unit: DOTM1
 ID: 0000109606
 Line / Schedule: /
 Release:
 Item ID:
 Ship To:
 Ship Via:
 Retrieve Open PO Schedules

Days +/- Today:
 Start Date:
 End Date:
 Vendor Name:
 Vendor Item ID:
 Manufacturer ID:
 Manufacturer's Item ID:

Retainage


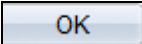
[Vendor Lookup](#)

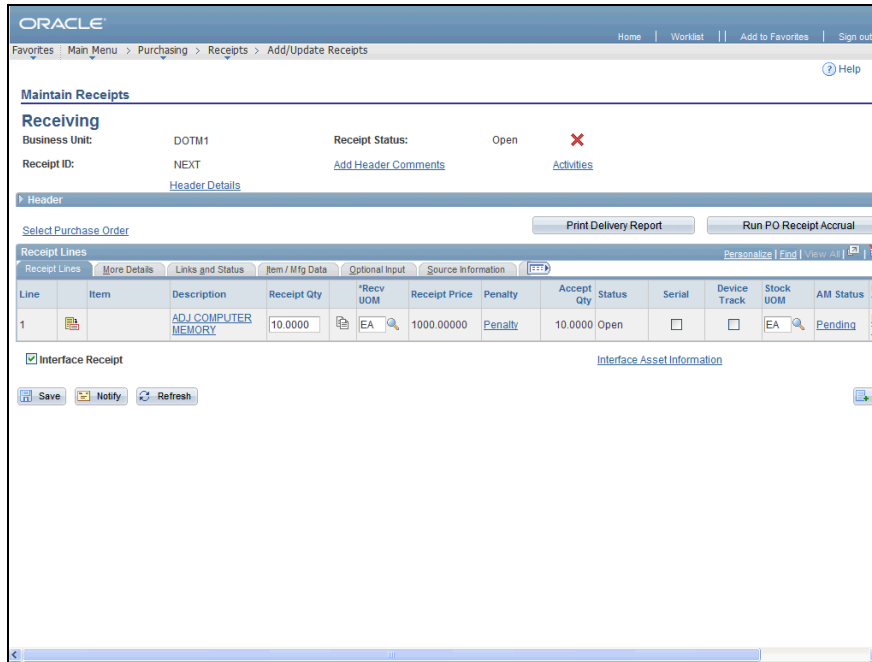
Receipt Qty Options
 No Order Qty Ordered Qty PO Remaining Qty

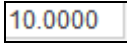


Retrieved Rows
 Selected Rows | Shipping Related | More Details | Personalize | Find | View All | First | 1 of 1 | Last

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	DOTM1	0000109606	1	1		12/18/2012	10.0000			ADJ.COMPUTER MEMORY

Select All Clear All

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. 
8.	Enter 3 into the Receipt Qty field.
9.	Click the Serial option to enable entry of serial numbers on the receiver. 
10.	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. 

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 TRN002 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. <input type="text" value="NEXT"/>
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. <input type="text" value="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. <input type="text" value="NEXT"/>
23.	Enter TRN004 into the Asset ID field.

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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 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: 3.0000
 Cost Type: Merchandise Amount: 3000.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers

Asset Details Personalize | Find | View All | First | 4-3 of 3 | Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	DOTM1	Open	1.0000	TRN0002	SN2	TRN002			1EQUIPMENT
2	DOTM1	Open	1.0000	TRN003	SN3	TRN003			1EQUIPMENT
3	DOTM1	Open	1.0000	TRN004	SN4	TRN004			1EQUIPMENT

PO Comment Find | View All | First | 1 of 1 | Last

Step	Action
24.	Click the More Details tab.

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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 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: 3.0000
 Cost Type: Merchandise Amount: 3000.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers

Asset Details Personalize | Find | View All | First | 4-3 of 3 | Last

Dist Seq	Custodian	Location	Mfg ID
1		ACORE	
2		ACORE	
3		ACORE	

PO Comment Find | View All | First | 1 of 1 | Last

Step	Action
25.	Enter Bonola,David into the Custodian field.
26.	Click in the Location field. <input type="text" value="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. <input type="text" value="ACORE"/>
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. <input type="text" value="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.

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business unit: UOIM1 status: open
Receipt ID: NEXT Item: ADJ COMPUTER MEMORY
Receipt Line: 1 Standard UOM: EA

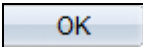
Distribution Information
Distribution Line: 1 Capitalize: Non Cap
Business Unit: DOTM1 CAP Sequence:
Profile ID: 1EQUIPMENT Employee ID:
CAP #: Distributed Quantity: 3.0000
Cost Type: Merchandise Amount: 3000.00

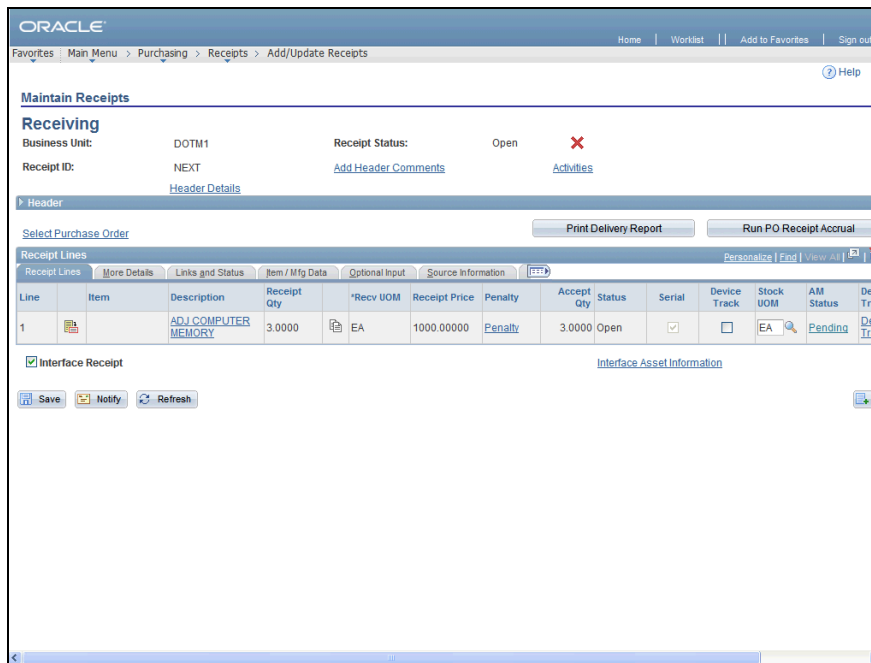
Apply to Details
Select Action: Assign Tag Ids Multiplier: 1
Enter Starting Number: *Start Row: 1
 Overwrite existing numbers

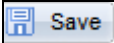
Asset Details
Asset Information | More Details |

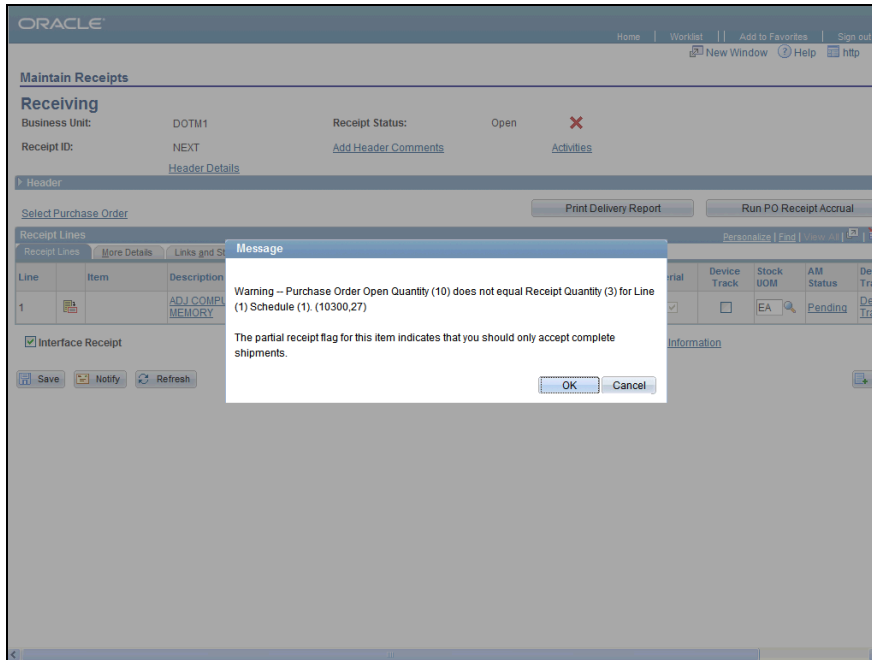
Dist Seq	Custodian	Location	Mfg ID
1	Bonola,David	ADOT080107	DELL
2	Bonola,David	ADOT080107	DELL
3	Bonola,David	ADOT080107	DELL

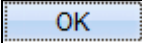
PO Comment
Line:

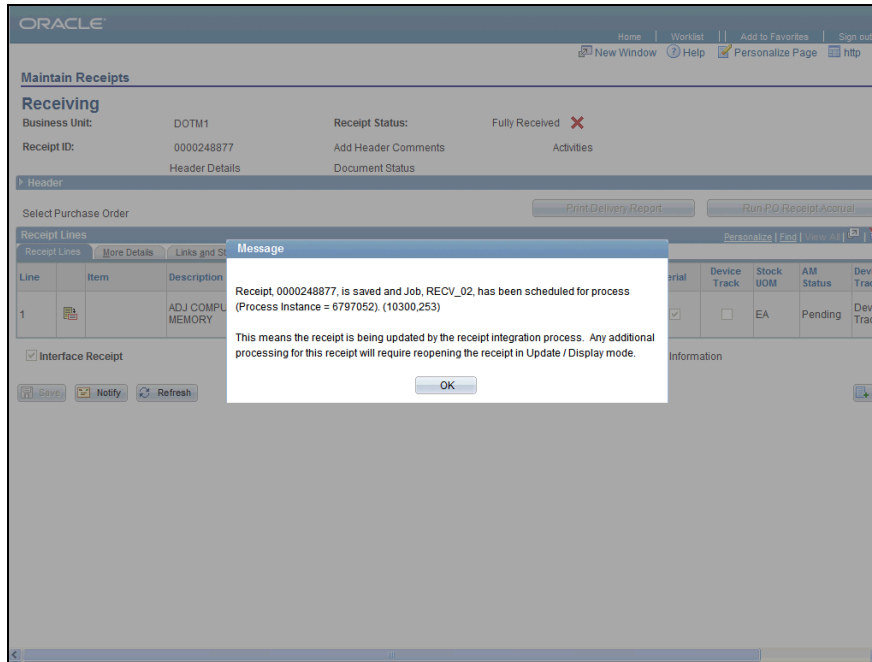
Step	Action
38.	Click the OK button. 



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



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



Step	Action
42.	<p>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.</p> <p>Click the OK button.</p> <div data-bbox="344 1073 485 1115" style="border: 1px solid black; padding: 2px; display: inline-block;">OK</div>
43.	<p>End of Procedure.</p>