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.
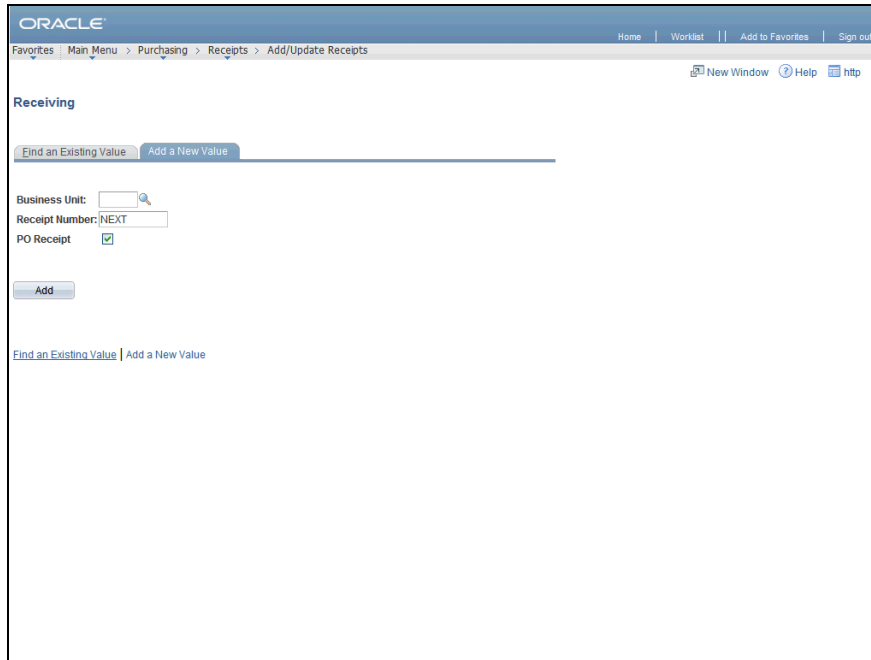
If the receiver line has a receipt of greater than one, the assets on the line can be unitized into multiple identical assets on the receiver by selecting the Serial check box. Core-CT creates one row on the receiver for each of the unitized assets. Users must enter unique tag numbers, serial numbers, and Asset IDs for each asset. Each asset should also be assigned custodians, locations, and manufacturer information, if possible.
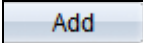
When the receipt is processed in Asset Management each asset on the receiver line will be brought into the asset tables as a separate asset.
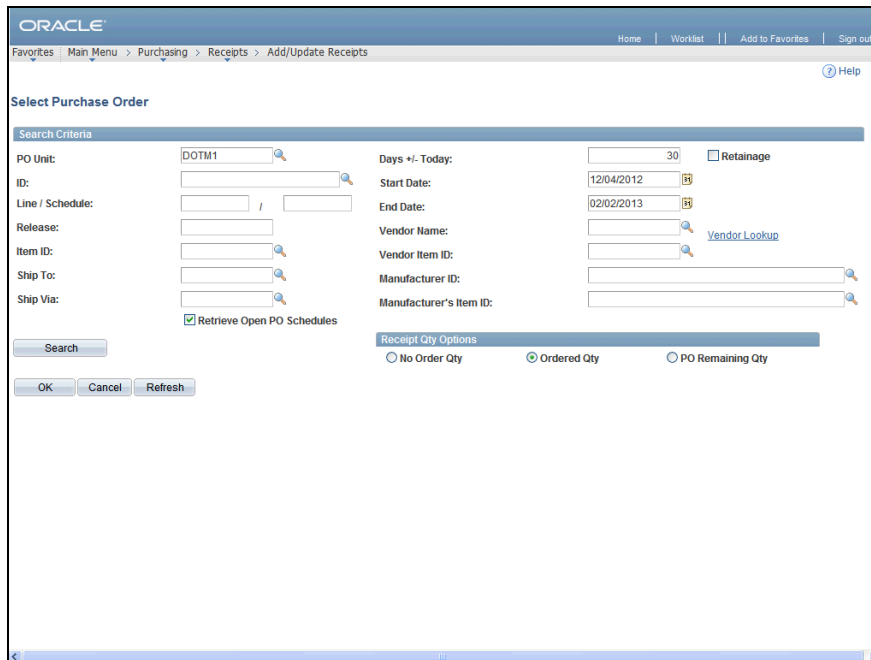
In this example a user creates a receiver from a purchase order with a receipt quantity of 3.
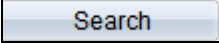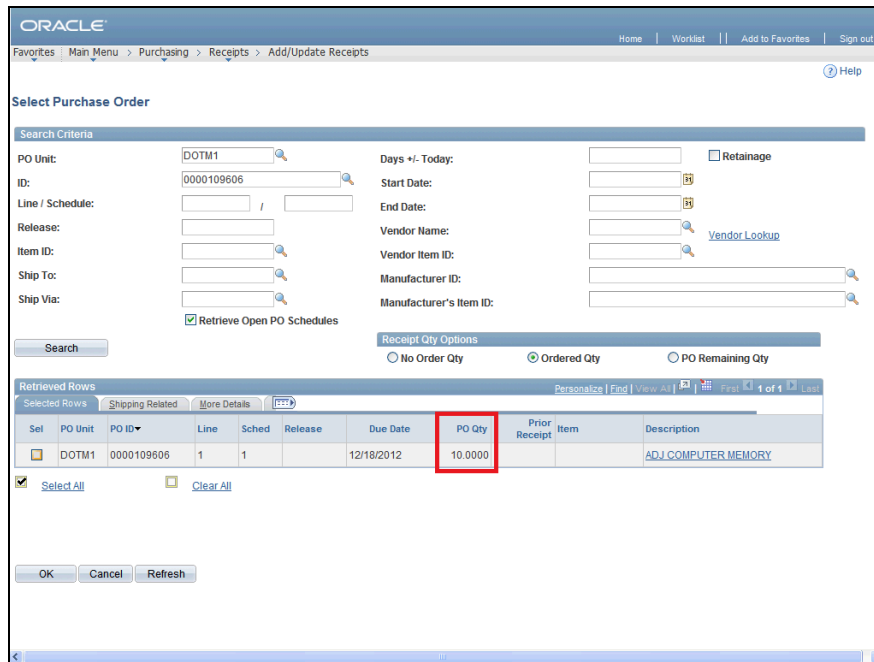
Procedure

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. Search
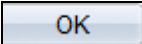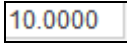
Step	Action
5.	The Purchase Order has a single line with a quantity of 10. Click the **Sel** option to include the line on the receiver.
6.	Click the **OK** button. OK
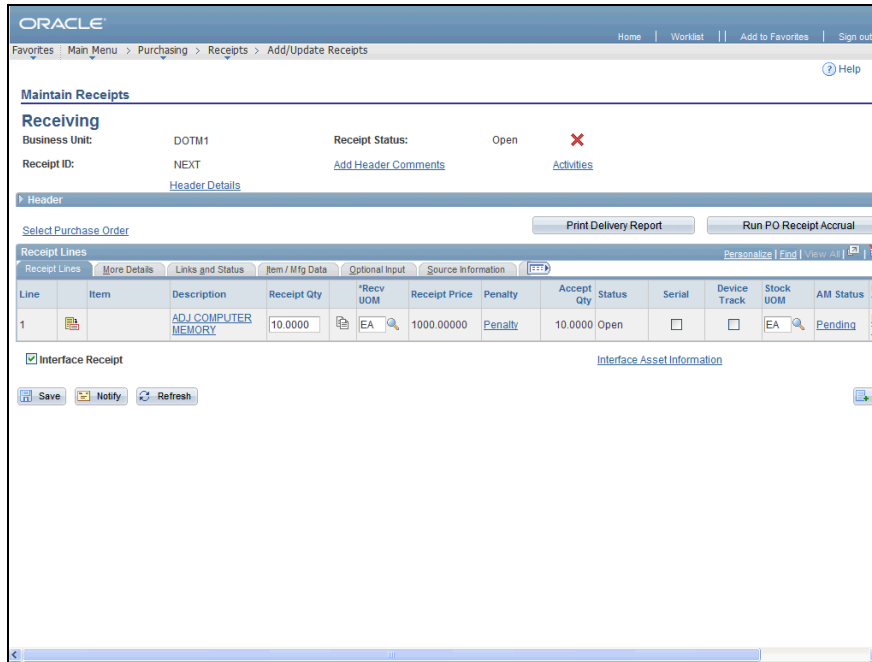
Step	Action
7.	In this example a quantity of three will be included on the receiver. Click in the **Receipt Qty** field. 10.0000
8.	Enter **3** into the **Receipt Qty** field.
9.	Click the **Serial** option to enable entry of serial numbers on the receiver.
10.	The Pending link in the **AM Status** field 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
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. 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. 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. NEXT
23.	Enter **TRN004** into the **Asset ID** field.

Step	Action
24.	Click the **More Details** tab. ![More Details]

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. 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. 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.

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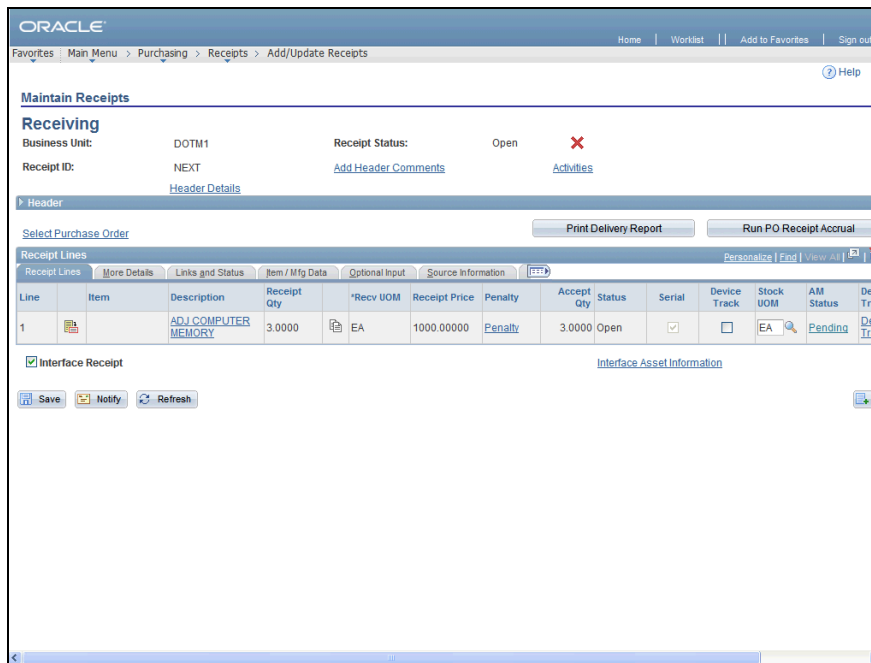
Step	Action
39.	Verify that the **Interface Receipt** check box is selected.
40.	Click the **Save** button. Save

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. |
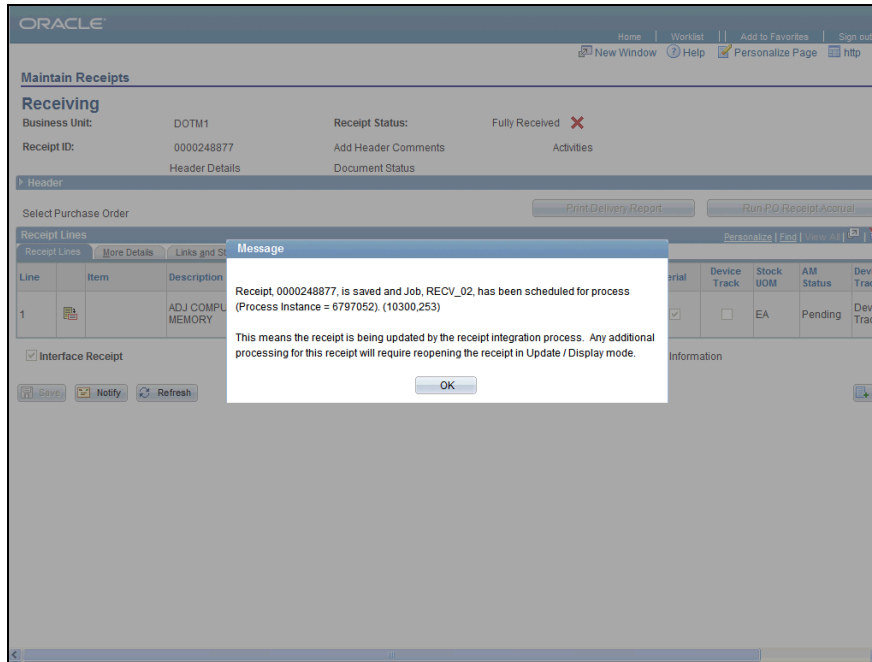
Step	Action
42.	The dialog box indicates that the receiver has been assigned a Receipt ID and asset information from the receiver will be interfaced into the Asset Management module. Click the **OK** button. OK
43.	**End of Procedure.**