#### Setting up Non Cap Extract IDs Created on 2/19/2013 3:23:00 PM

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### Setting up Non Cap Extract IDs

## Core-

Core-CT 9.1 enables non-capitalized assets to be included in the Physical Inventory process. In order for non-capitalized assets to be included in a physical inventory, users must first define an extract ID using the **Define Criteria** component and the PI NCP Extract Mass Change Template.

The Extract ID defines all possible assets that could be included in a Physical Inventory. Generally the extract includes all asset locations for a business unit.

The non-capitalized extract ID includes non-financial assets and physical assets—assets that have been entered into the asset management tables but do not yet have any financial information associated with them. These are generally assets that do not yet have voucher information. Physical assets have a status of received, not in service.

In this example a user creates an extract ID for non-capitalized assets for a business unit.

#### Procedure

Navigation: Asset Management > Mass Change > Define Criteria

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Step	Action
2.	Use agency naming conventions to name the Mass Change Definition.
	Enter OSC_NCP_2013_EXT into the Mass Change Definition field.
3.	Click the Add button.

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Step	Action
4.	Enter PI NCP Extract into the Mass Change Template field.
5.	Click the Criteria and Defaults tab.

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Step	Action
6.	Click the <b>View All</b> link to display rows for the Non Capital Extract and the Physical Asset Extract.
	Physical Assets are assets that do not have voucher (financial information) associated with them. They have a status of "received, not in service".

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Step	Action
7.	Click the Location Code to extract from list.
8.	Click the Between Value A and Value B list item. Between Value A and Value B
9.	Click the Look up Mass Change Field Value button to search for the starting location of the range.
10.	Enter AOSC into the Location Code field.
11.	Click the Look Up button.
12.	Click the AOSC000001 link.
13.	Click the Add a new row at row 1 button to add a row that will contain the ending location of the range.
14.	Click the Look up Mass Change Field Value button.
15.	Enter AOSC into the Location Code field.
16.	Click the Look Up button.
17.	Click the scrollbar to move to the bottom of the page.
18.	Click the AOSC000093 link. AOSC000093

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Step	Action
19.	Click the Location Code to extract from list.
20.	Click the <b>Between Value A and Value B</b> list item. Between Value A and Value B
21.	The values selected in the <b>Field Value</b> for <b>Execution Seq 2</b> should be identical to those selected for <b>Execution Seq 1</b> .
22.	Click the Look up Mass Change Field Value button.
23.	Enter AOSC into the Location Code field.
24.	Click the Look Up button.
25.	Click the AOSC000001 link.
26.	Click the Add a new row at row 1 button.
27.	Click the Look up Mass Change Field Value button.
28.	Enter AOSC into the Location Code field.
29.	Click the Look Up button.
30.	Click the scrollbar to move to the bottom of the page.

Step	Action
31.	Click the AOSC000093 link.
	AOSC000093

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Step	Action
32.	Click the Generate SQL tab.

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Step	Action
33.	Click the Generate button to generate the SQL code that Core-CT will use to create
	the extract file for non-capitalized assets.
	Generate

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Execution Seq: 1 Description: Non Capital Extract Sub Sequences Eng[Vew Ail Free Ci 1 of 1 Di Lase			
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Execution Seq: 2 Description: Physical Assets Sub Sequences Find   View All First I to f1 D Last			
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Step	Action
34.	Click the Save button.
35.	End of Procedure.