Setting up Non Cap Scan IDs
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Setting up Non Cap Scan IDs

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 a scan scope ID using the **Define Criteria** component and the *PI NCP Scan Scope* Mass Change Template.

The Scan Scope ID defines the locations that will be included in the physical inventory count. The range of locations included in the scan scope ID is often narrower than the Extract ID. In some cases, the range of locations may be identical. In those cases all locations for an agency would be included in the physical inventory count.
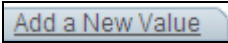
The non-capitalized scan scope ID includes non-financial assets and physical assets—assets that have been entered into the asset management tables but do not yet have any financial information associated with them. These are generally assets that do not yet have voucher information. Physical assets have a status of "received, not in service".
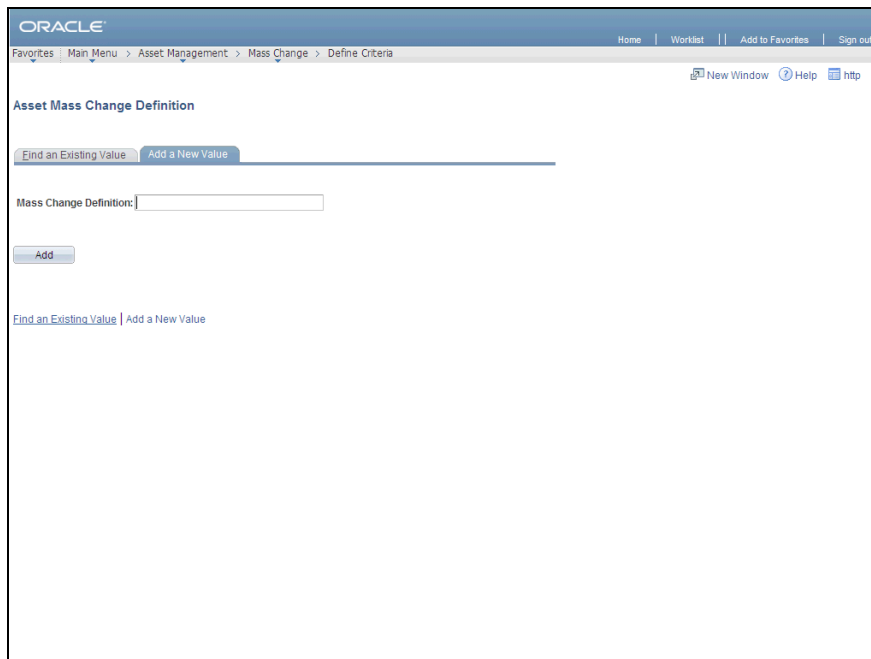
In this example a user creates a scan scope ID for non-capitalized assets for a business unit.
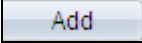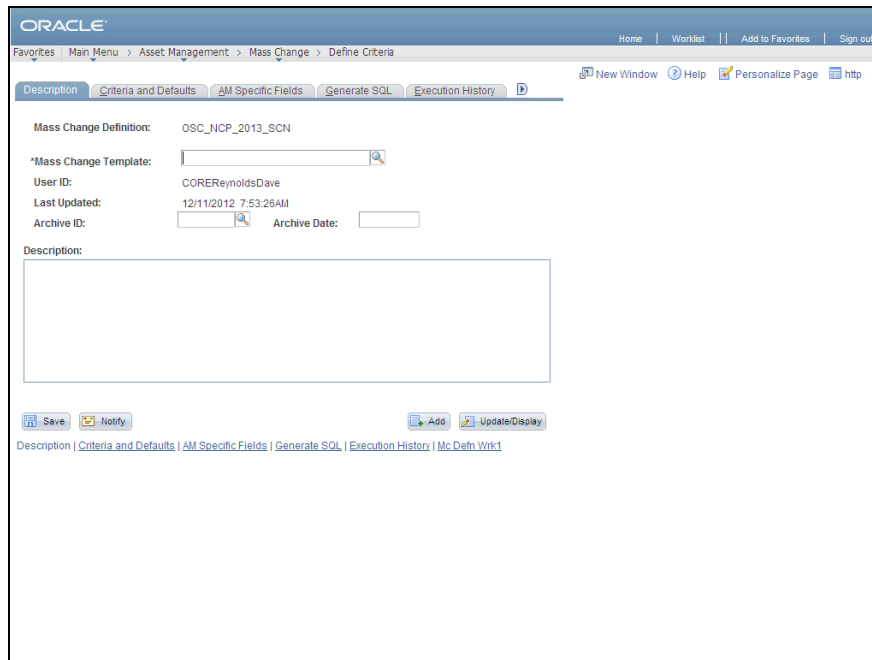
Procedure

Navigation: Asset Management > Mass Change > Define Criteria
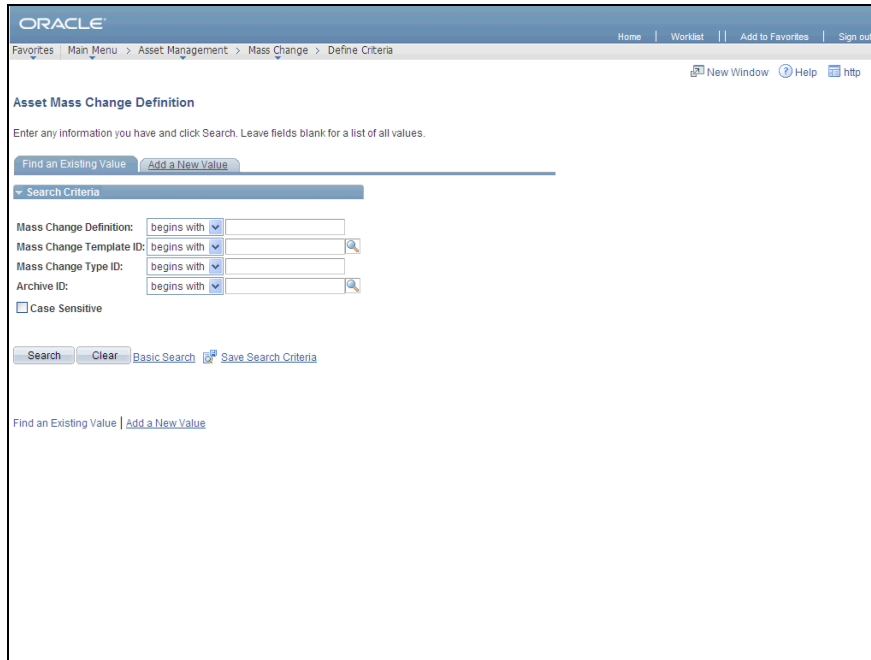
Step	Action
1.	Click the **Add a New Value** tab.

Step	Action
2.	Use the agency naming convention to name the Mass Change Definition. Enter **OSC_NCP_2013_SCN** into the **Mass Change Definition** field.
3.	Click the **Add** button. Add

ORACLE

Favorites | Main Menu > Asset Management > Mass Change > Define Criteria

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Personalize Page | http

Description | Criteria and Defaults | AM Specific Fields | Generate SQL | Execution History

Mass Change Definition: OSC_NCP_2013_SCN

*Mass Change Template:
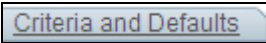
User ID: COREReynoldsDave
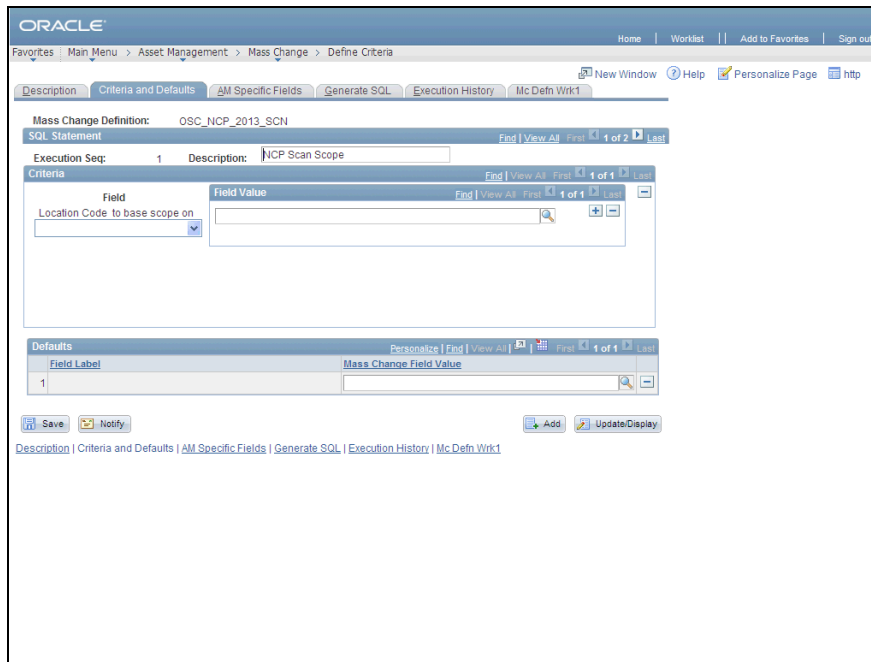
Last Updated: 12/11/2012 7:53:26AM

Archive ID: Archive Date:

Description:

Save | Notify   Add | Update/Display
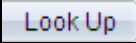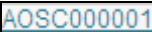
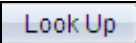Description | Criteria and Defaults | AM Specific Fields | Generate SQL | Execution History | Mc Defn Wrk1

Step	Action
4.	Enter **PI NCP Scan Scope** into the **Mass Change Template** field.
5.	Click the **Criteria and Defaults** tab. Criteria and Defaults
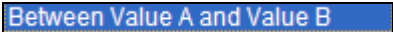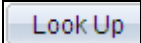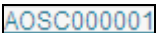
Step	Action
6.	Click the **View All** link to display rows for the Non Capital scan scope and the Physical Assets scan scope. Physical Assets are assets that do not have voucher (financial) information associated with them. They have a status of "received, not in service". View All
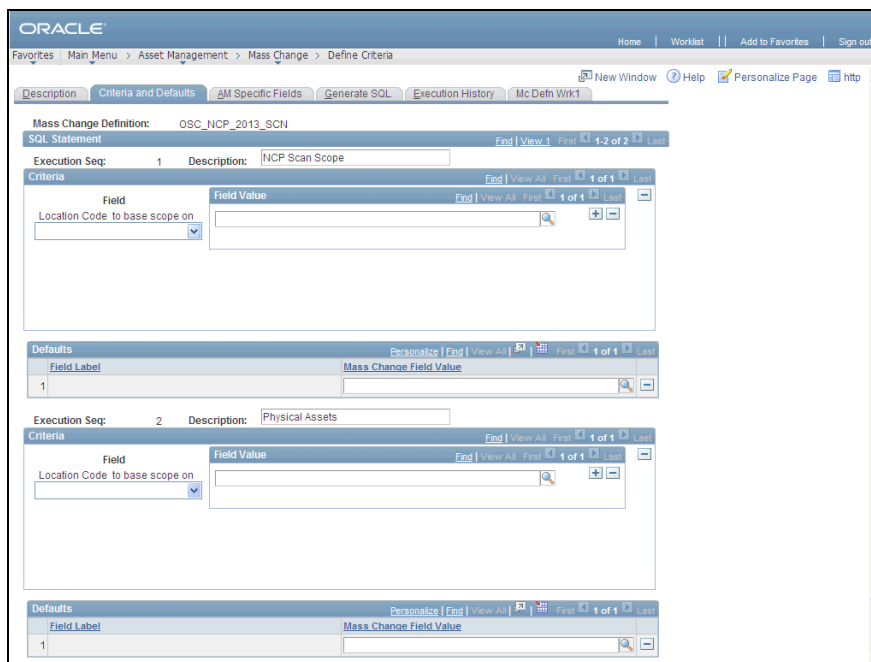
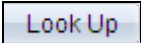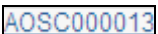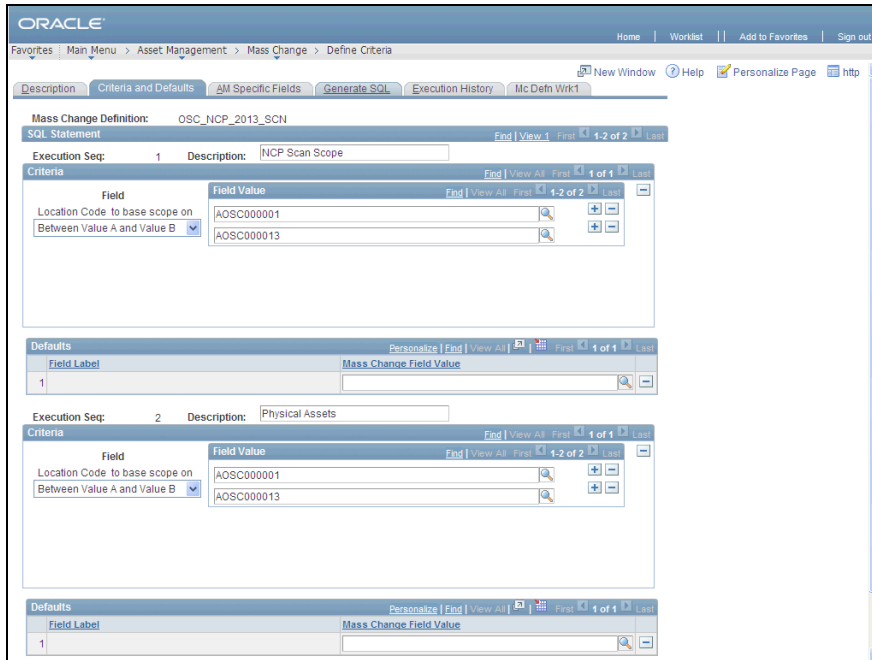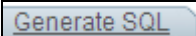| Step	Action
7.	Click the **Location Code to base scope on** list.
8.	Click the **Between Value A and Value B** list item. Between Value A and Value B
9.	Click the **Look up Mass Change Field Value** button to locate the starting location for the range.
10.	Enter **AOSC** into the **Location Code** field.
11.	Click the **Look Up** button. Look Up
12.	Click the **AOSC000001** link. AOSC000001
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. Look Up
17.	Click the **AOSC000013** link. AOSC000013
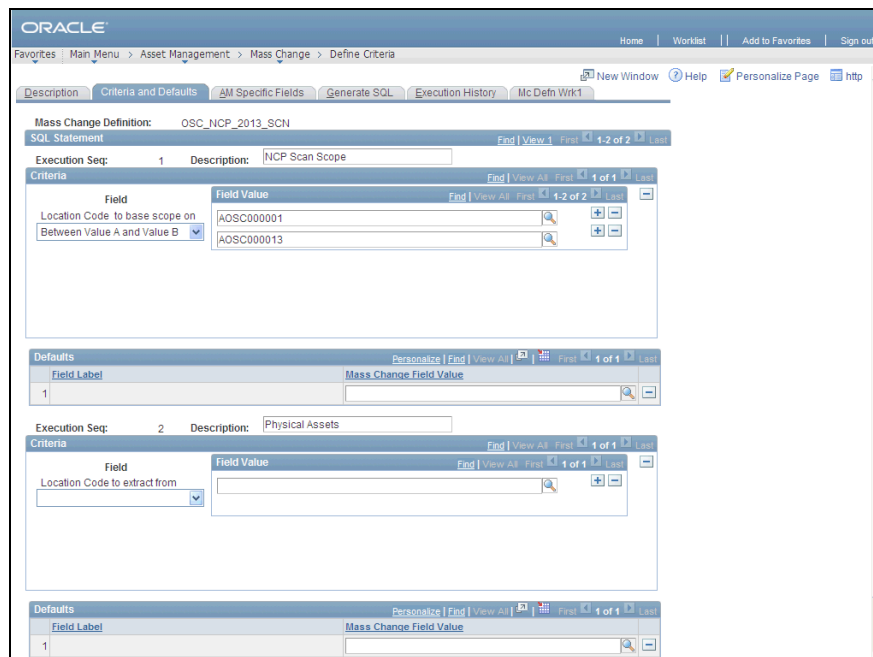
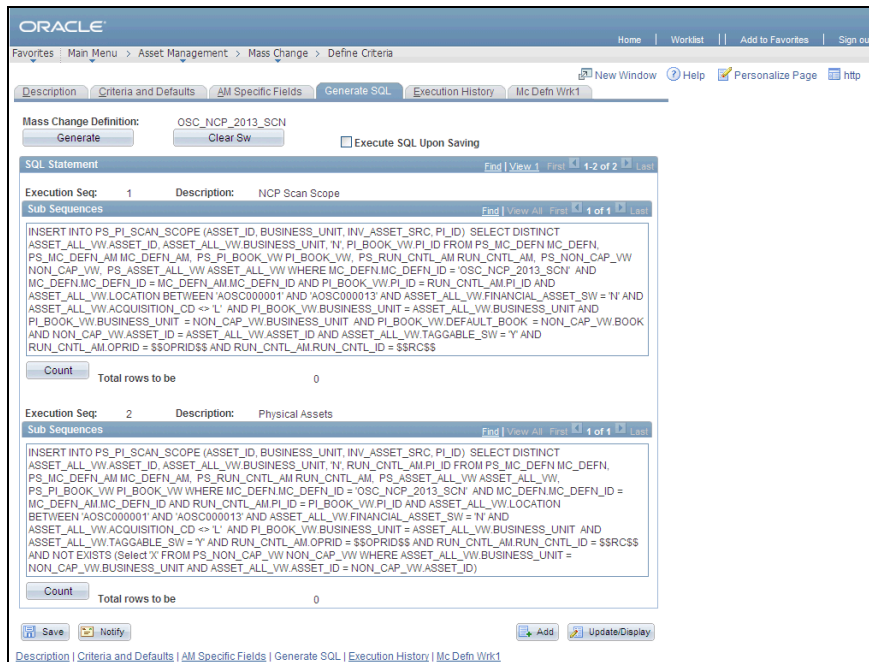| Step	Action
18.	The range of locations included in the scan scope is generally narrower than the range included in the extract.
19.	Click the **Location Code to base scope on** list.
20.	Click the **Between Value A and Value B** list item.
21.	The values selected in the **Field Value** group box for **Execution Seq 2** should be identical to those selected for **Execution Seq 1**.
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 **AOSC000013** link.

Step	Action
31.	Click the **Generate SQL** tab.
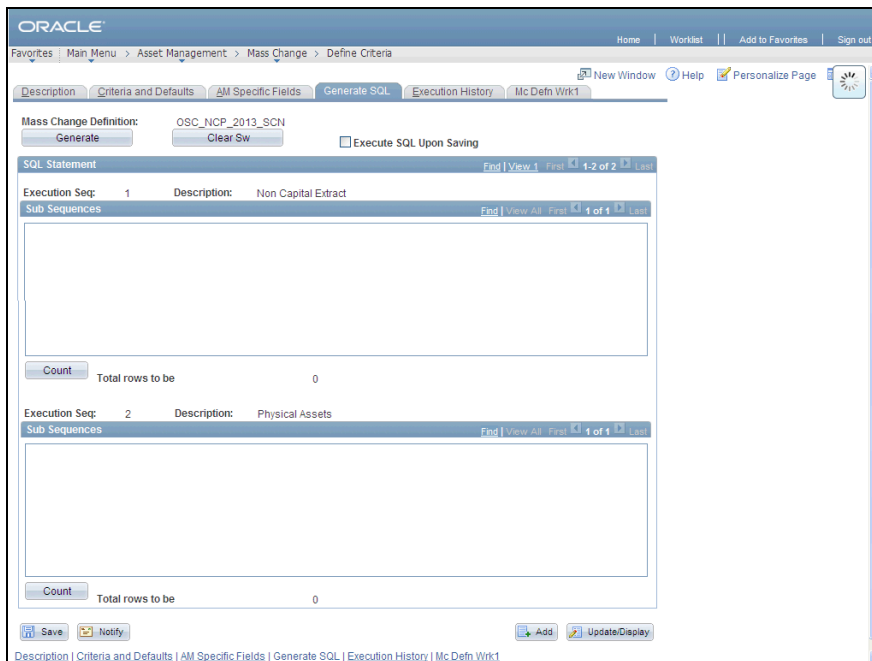
Step	Action
32.	Click the **Generate** button to generate the SQL code that Core-CT will use to create the scan scope file for non-capital assets. Generate

Step	Action
33.	Click the **Save** button. Save
34.	**End of Procedure.**