Asset Management for Inventory Scanners

Core-CT 9.2 Finance Implementation
INTRODUCTION
## Today’s Schedule

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<th>Duration</th>
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<td>Overview of Core-CT 9.2</td>
<td>15 minutes</td>
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<tr>
<td>Introduce Fluid</td>
<td>30 minutes (Including 10 minute Oracle Video)</td>
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<td>Perform Physical Inventory</td>
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<td>Scan Asset</td>
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<td>Review and Q&amp;A</td>
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<td>Asset Management for Physical Inventory Processors</td>
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Learning Objectives

• At the end of this course, you will be able to:
  – Describe Fluid.
  – Explain device and connectivity requirements for Fluid.
  – Explain the function of the new Inventory Scanner role for Asset Management.
  – Prepare for transition into Fluid.
  – For Physical Inventory Processors: Set Up and Process Physical Inventory.
OVERVIEW OF THE CORE-CT 9.2 UPGRADE
Upgrading to 9.2

- Asset Management addition of the new Fluid User Interface.
- The new Fluid User Interface will:
  - Eliminate a number of setup steps for physical inventory, thereby increasing efficiency.
  - Centralize data access through the asset repository.
  - Modernize technology through integration of new mobile scanning devices for physical inventory scanning.
Core-CT 9.2 Upgrade Timeline

• User Acceptance Testing (UAT) began in mid-January.

• Go Live is scheduled for March 13.
INTRODUCTION TO FLUID
What is Fluid?

- Fluid is a new interface that provides direct access to Core-CT through a connected mobile device.

- Fluid will seamlessly interact with the Asset Repository.
  - The connected devices communicate directly with the Asset Repository via the web.
  - Data will not be saved on mobile devices, but will connect directly to Core-CT.

- Inventory Scanners will be using Fluid to scan assets, retrieve and display real-time asset information, and automatically stage the physical inventory.
Fluid Video

- Asset Tracking
Advantages to Fluid Mobile Scanning

The Fluid Mobile Scanning will:

• No longer support the Intermec Scanner.
• Maintain asset scan data in the scan history.
• Eliminate processing steps, creating fewer errors, due to elimination of:
  – Flat file upload
  – Flat file download
  – Extract file
Asset Tracking Homepage

- The Asset Tracking Homepage will provide real time access to the Asset Repository.

- The Physical Inventory Tile is hosted on the Asset Tracking Homepage and is accessible via navigation in Core-CT from the mobile device.

- It is important to note that access to tiles on the Asset Tracking Homepage is determined by role.
  - Inventory Scanners will see the Physical Inventory, Scan Asset, and Find Asset tiles.
Asset Tracking Homepage
Overview of Tiles

• From the Physical Inventory Tile, the following activities can be performed:
  – Mobile physical inventory.
  – Scan assets.
  – Retrieve and display asset information from the Asset Repository in real time.
  – Automatically populate the physical inventory interface and scan history tables with scan data.

• From the Scan Asset Tile:
  – Retrieve general information about an asset by scanning a barcode.

• From the Find Asset Tile:
  – Retrieve general information about an asset without scanning a barcode.
Asset Management for Inventory Scanners

PERFORM PHYSICAL INVENTORY
Overview of Physical Inventory for Inventory Scanners

- To perform Physical Inventory:
  - Physical Inventory Processors set up physical inventory for scanning.
  - Inventory Scanners capture scan data.

<table>
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<th>Role</th>
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<td>2</td>
<td>Generate Scan Scope</td>
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<td>Perform Physical Inventory Scan</td>
<td>Inventory Scanners</td>
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Logging into Fluid

Asset Management for Inventory Scanners
Logging into Fluid

• Enter the assigned **User ID** and **Password** into the fields.

• Select the **Sign In** button.
Logging into Fluid

• In some devices, the Core-CT Homepage displays.
• To access the Asset Tracking Homepage, navigate to: Main Menu > Fluid Home
• If your device automatically navigated to the Asset Tracking Homepage, disregard this step.
Logging into Fluid

- The **Asset Tracking Homepage** displays.
Exercise 1: Logging into Fluid

- This exercise will walk through the steps on logging into Core-CT using your mobile device.

Job Aid

- Utilizing Mobile Devices
Perform Physical Inventory for Assets in the Repository

Asset Management for Inventory Scanners
Perform Physical Inventory for Assets in the Repository

• Before Inventory Scanners may scan assets in the repository, Physical Inventory Processors must first define the Inventory Occurrence (PI ID) and generate the Scan Scope.
  – If these steps are not complete, the inventory scanner will not see any assets to perform physical inventory in Fluid.

• The Inventory Scanner will scan an asset barcode to perform physical inventory and populate the Physical Inventory and Scan History tables with scan records.
Perform Physical Inventory for Assets in the Repository

• To access the Asset Tracking Homepage, navigate to: *Main Menu > Fluid Home*

• Select the *Physical Inventory* Tile.
Perform Physical Inventory for Assets in the Repository

• Enter the appropriate PI ID.
Perform Physical Inventory for Assets in the Repository

- Select the **Magnifying Glass** icon.
Perform Physical Inventory for Assets in the Repository

• Select the appropriate PI ID from the **Lookup** page.
Perform Physical Inventory for Assets in the Repository

- The **PI Name** and **Business Unit** fields will automatically populate.

- Select the **Done** button.
Perform Physical Inventory for Assets in the Repository

- Select the **Scan Value** field.

- Scan the **Barcode** of the asset.
Perform Physical Inventory for Assets in the Repository

- The asset scan record displays.
Perform Physical Inventory for Assets in the Repository

- The asset inventory list can be displayed on the left hand side of the page, select the **Side Arrow** icon.
Perform Physical Inventory for Assets in the Repository

- The menu hosts three tabs:
  - All: Displays all of the assets in the scan scope.
  - Scanned: Displays all of the assets that have already been scanned in the scan scope.
  - Remaining: Displays the assets to be scanned in the scan scope.
Exercise 2: Perform Physical Inventory for Assets in the Repository

- This exercise will walk through the steps on scanning assets in the asset repository with the Physical Inventory Tile.
Edit an Asset

Asset Management for Inventory Scanners
Edit Asset Scan Records

• The Edit Scan Record page is accessible through the Edit button when reviewing asset details.

• Use the Edit Scan Record page to modify scanned asset information.
  – If the asset is a new asset, all fields on the page are editable.
  – If the asset is an existing asset, the Business Unit, Asset ID, and Tag are not editable.
Edit Asset Scan Records

- To access the Asset Tracking Homepage, navigate to: *Main Menu > Fluid Home.*

- Select the *Physical Inventory* Tile.
Edit Asset Scan Records

- Enter the appropriate PI ID.
Edit Asset Scan Records

- Select the **Magnifying Glass** icon.
Edit Asset Scan Records

- Select the appropriate PI ID from the **Lookup** page.
Edit Asset Scan Records

• The **PI Name** and **Business Unit** fields will automatically populate.

• Select the **Done** button.
Edit Asset Scan Records

- Select the **Scan Value** field.
- Scan the **Barcode** of the asset.
Edit Asset Scan Records

- The asset scan record displays.
Edit Asset Scan Records

• Select the **Edit** button.
Edit Asset Scan Records

- The **Edit Scan Record** page displays.
Edit Asset Scan Records

• Edit the appropriate fields, including:
  – Description
  – Location Code
  – Mfg Name
  – Model
  – Dept ID
  – Custodian
  – Comments
Edit Asset Scan Records

• Select the **Done** button.
Edit Asset Scan Records

- The ribbon confirms the updates to the asset scan record.
Edit Asset Scan Records

Exercise 3: Edit Asset Scan Records

- This exercise will walk through the steps on editing asset scan records with the Physical Inventory Tile.
Manually Count an Asset that Cannot be Scanned

Asset Management for Inventory Scanners
Manually Count an Asset that Cannot be Scanned

- Select the 3 Bar menu ☰ to access the Find Asset page. From the Find Asset page, manually create a scan record for an asset without scanning a barcode.

- This process may be necessary when the barcode is damaged or missing.

- The process populates the Physical Inventory and Scan History tables with the scan record.
Manually Count an Asset that Cannot be Scanned

• To access the Asset Tracking Homepage, navigate to: **Main Menu > Fluid Home**

• Select the **Physical Inventory** Tile.
Manually Count an Asset that Cannot be Scanned

- Enter the appropriate **PI ID**.
Manually Count an Asset that Cannot be Scanned

• Select the **Magnifying Glass** icon.
Manually Count an Asset that Cannot be Scanned

- Select the appropriate PI ID from the **Lookup** page.
Manually Count an Asset that Cannot be Scanned

• The **PI Name** and **Business Unit** fields will automatically populate.

• Select the **Done** button.
Manually Count an Asset that Cannot be Scanned

- Select the 3 Bar menu.
Manually Count an Asset that Cannot be Scanned

• Select **Find Asset** dropdown option.
Manually Count an Asset that Cannot be Scanned

- Select the **Side Arrow** icon to reveal the search criteria.
Manually Count an Asset that Cannot be Scanned

• Edit the appropriate fields, including:
  – Business Unit
  – Asset ID
  – Tag
  – Serial ID
  – Mfg Name
  – Model
Manually Count an Asset that Cannot be Scanned

- Select the **Search** button.
Manually Count an Asset that Cannot be Scanned

• Select the **Asset**.
Manually Count an Asset that Cannot be Scanned

• Select the Confirm Manual Scan button.
Manually Count an Asset that Cannot be Scanned

• The ribbon confirms the manual scan.

• Notice that the **Scan Type** is “Manual.”
Manually Count an Asset that Cannot be Scanned

Exercise 4: Manually Count an Asset that Cannot be Scanned

- This exercise will walk through the steps on manually searching and scanning an asset with the Physical Inventory Tile.
Scan a New Asset

Asset Management for Inventory Scanners
New Asset Scan

- Use the New Asset Scan Record page, accessible from the 3 Bar menu, to manually enter new asset data.

- This process generates a new scanned asset, and the count will route to the Physical Inventory interface table.
New Asset Scan

• To access the Asset Tracking Homepage, navigate to: **Main Menu > Fluid Home**

• Select the **Physical Inventory** Tile.
New Asset Scan

• Enter the appropriate **PI ID**.
New Asset Scan

• Select the **Magnifying Glass** icon.
New Asset Scan

- Select the appropriate PI ID from the Lookup page.
New Asset Scan

• The **PI Name and Business Unit** fields will automatically populate.

• Select the **Done** button.
New Asset Scan

- Select the 3 Bar menu.
New Asset Scan

• Select the **New Asset** dropdown option.
New Asset Scan

• Enter the applicable fields, including:
  – Tag*
  – Serial ID*
  – Description*
  – Location*
  – Area ID
  – Mfg Name
  – Model
  – Department
  – Custodian Dept Id
  – Custodian
  – Empl ID
  – IP Alias
  – IP Address
  – Comments

* Denotes a required field
New Asset Scan

- Select the **Done** button.
New Asset Scan

- The ribbon confirms the new asset scan.
- Notice that the **Scan Type** is “New.”
New Asset Scan

Exercise 5: New Asset Scan

- This exercise will walk through the steps on manually scanning new assets with the Physical Inventory Tile.
Asset Management for Inventory Scanners

VIEWING ASSET INFORMATION
Scan Asset

Asset Management for Inventory Scanners
Overview of Scan Asset

- Use the Scan Asset tile to retrieve general information associated with a scanned asset.

- Asset information may be retrieved from the Asset Repository through scanning the barcode with a mobile device, or through manual search on the mobile device.

- The information retrieval occurs in real time, which is a unique feature of Fluid.

- It is important to note that asset information displayed on the Scan Asset page is not editable.
**Scan Assets**

- To access the Asset Tracking Homepage, navigate to: *Main Menu > Fluid Home*

- Select the **Scan Asset** Tile.
Scan Assets

• To scan the asset with the mobile device, select the **Scan Value** field.

• Scan the **Barcode** with the mobile device.
Scan Assets

- The **Assets** tab displays, showing detailed information about the asset.
Scan Assets

• If a tag is scanned and found to be a duplicate with an existing tag, regardless of Business Unit, a warning message will display.

• Click the OK button.
Scan Assets

• To scan the asset through manual search, select the **Side Arrow** icon to display the Search Criteria.
Scan Assets

• Enter the appropriate search criteria, including:
  – Unit
  – Asset ID
  – Tag
  – Serial ID
  – Mfg Name
  – Model
Scan Assets

- Select the **Search** button.
Scan Assets

- Select the **Asset** in the Search Results section to display additional details.
Scan Assets

- The **Assets** tab displays, showing detailed information about the asset.
Exercise 6: Scan Assets

- This exercise will walk through the steps to retrieve asset information with the Scan Assets tile.
Find Asset

Asset Management for Inventory Scanners
Overview of Find Assets

• Use the Find Asset tile to retrieve information for assets without scanning a barcode.

• Enter search parameters, such as Business Unit and Asset ID, to retrieve information for scanned assets.

• Asset information displayed on this page is retrieved from the Asset Repository.
Find Assets

- To access the Asset Tracking Homepage, navigate to: **Main Menu > Fluid Home**
- Select the **Find Asset** Tile.
Find Assets

- Select the **Side Arrow** icon to display the Search Criteria.
Find Assets

• Enter the appropriate search criteria, including:
  – Unit
  – Asset ID
  – Tag
  – Serial ID
  – Mfg Name
  – Model
Find Assets

- Select the **Search** button.
Find Assets

- Select the **Asset** in the Search Results section to display additional asset details.
Find Assets

- The asset details page displays.
Exercise 7: Finding Assets

- This exercise will walk through the steps to find assets, without scanning a barcode, in the Find Assets tile.
Asset Management for Inventory Scanners

REVIEW AND Q&A
Questions?

Q & A
Summary

Let’s review our Learning Objectives:

You should now be able to:

– Describe Fluid.
– Explain device and connectivity requirements for Fluid.
– Explain the function of the new Inventory Scanner role for Asset Management.
– Prepare for transition into Fluid.
Congratulations!

You have now completed the Asset Management for Inventory Scanners course!

Next Steps:

• Fill out the course evaluation.
• For additional help, utilize Footprints to log helpdesk tickets.
• If you also have the role of Physical Inventory Processor, please return after the break for the next section of training.
Asset Management for Physical Inventory Processors
SETUP FOR PHYSICAL INVENTORY SCANNING
Defining Inventory Occurrence

Asset Management for Asset Processors
Defining Inventory Occurrence

- The Define Inventory Occurrence page establishes a physical inventory ID and defines the scan scope within Asset Management for each physical inventory.

- Scan scopes must be defined for mobile physical inventory, the scan scope should include the area of the actual scan.

- Each physical inventory occurrence must have a unique Physical Inventory ID.
  - When creating a physical inventory ID, it is important to note that spaces may not be used.
Defining Inventory Occurrence

• To define the inventory occurrence, navigate to: **Main Menu > Core-CT FIN > Asset Management > Physical Inventory > Define Inventory Occurrence**

• Click the **Add a New Value** tab.
Defining Inventory Occurrence

- Enter the appropriate Physical Inventory ID in the **Physical Inventory ID** field.
Defining Inventory Occurrence

• Click the **Add** button.
Defining Inventory Occurrence

- Enter the **PI Name**, **Business Unit**, **Start Date**, and **End Date**.
Defining Inventory Occurrence

- Ensure the **Enable Mobile Inventory, Capital Assets, and Non-Capital Assets** checkboxes are selected.

![Image of inventory definition screen](image-url)
Defining Inventory Occurrence

- Click the **Enter Criteria** tab.
Defining Inventory Occurrence

- Enter the **Business Unit** and the **Location Codes** for the Capital and Non Capital Asset Scan Scopes.
Defining Inventory Occurrence

- Click the **Transaction Defaults** tab.
Defining Inventory Occurrence

- Ensure the **Approve**, **Non-Financial Adds**, **Physical Asset Changes**, and **Asset Updates** boxes are selected.
Defining Inventory Occurrence

- Enter the **Transaction Date** and the **Accounting Date**.

![Screenshot of inventory management system interface](image_url)
Defining Inventory Occurrence

- Click the **Save** button.
Scan Scope

Asset Management for Physical Inventory Processors
Scan Scope

- After defining the inventory occurrence, continue on to the Load/Match/Reconcile Process.
- Generating the scan scope is step 1 of 4 in the Load/Match/Reconcile Process.
- The process automatically defines a set of assets to be scanned and sends list to the Physical Inventory page accessible via mobile device.
- In Core-CT 9.2, each PI ID must have a unique run control in Load/Match/Reconcile.
  - The run control created for the PI ID may only be used for that specific PI ID.
Scan Scope

- To define the scope of the asset scan, navigate to: **Main Menu > Core-CT FIN > Asset Management > Physical Inventory > Load/Match/Reconcile PI Info**
- Click the **Add a New Value** tab.

![Physical Inventory Search](image)
Scan Scope

• Enter the appropriate Run Control ID in the **Run Control ID** Field.

![Physical Inventory screenshot](image-url)
Scan Scope

• Click the **Add** button.
Scan Scope

- Enter the appropriate Physical Inventory ID in the **Physical Inventory ID** Field.
Scan Scope

- Click the **Run** button.
Scan Scope

- Click **OK**.
Scan Scope

- Click the **Process Monitor** link.
Scan Scope

- Click **Refresh** periodically until the process completes with a Run Status of **Success** and a Distribution Status of **Posted**.
Scan Scope

• Click the **Go Back to Physical Inventory** link.
Scan Scope

• The page confirms the scan scope was generated.