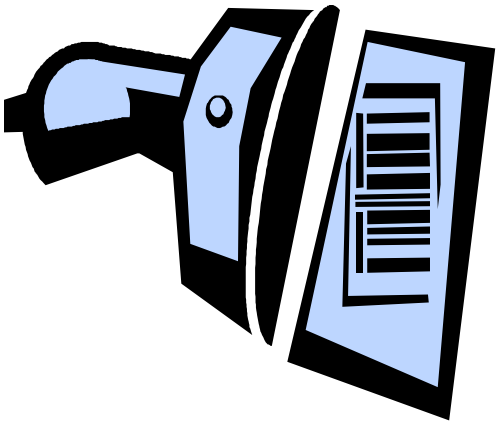
Asset Management

Physical Inventory

Core-CT Procedures



Agenda

Steps to Perform a Physical Inventory

1. Define Extract and Scan Scope
2. Define Physical Inventory Occurrence
3. Create Extract File
4. Data Collection (Scanner Process)
5. Inventory Processing
6. Transaction Loader

PI Scanner Software Upgrade

1. Define Extract and Scan Scope

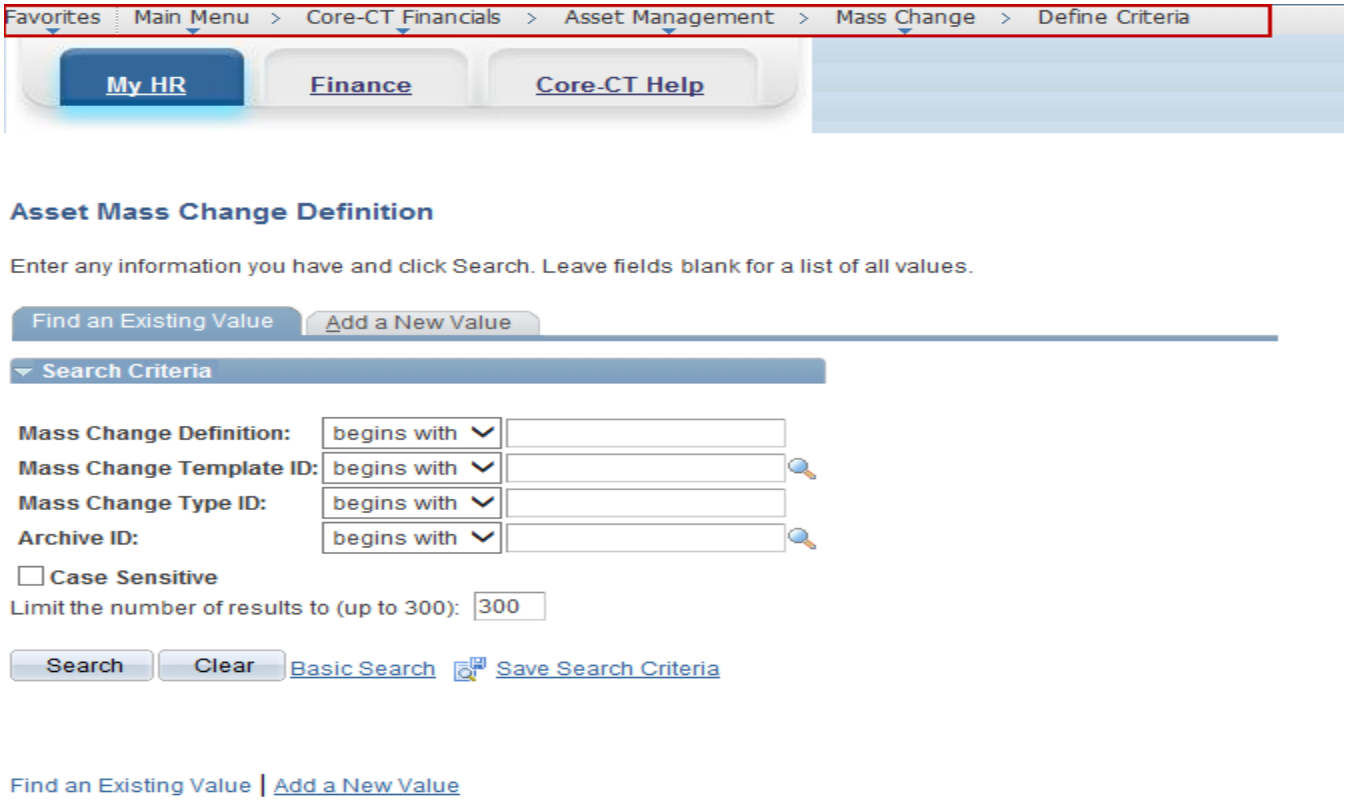
Extract File: “Extract” from the Core-CT AM tables what you want to be available on your scanner as you perform the Physical Inventory. The extract includes all possible locations for the assets to be inventoried.

Scope File: The scope defines the actual physical inventory, that is, where the inventory actually occurs.

Example: You plan to take inventory on the second floor of a three floor building. Because the assets may have been redistributed since the last inventory, the extract file might include assets on all three floors. However, the scope file would include only assets on the second floor.

Defining Extract and Scope

Create Extract: Asset Management> Mass Change> Define Criteria

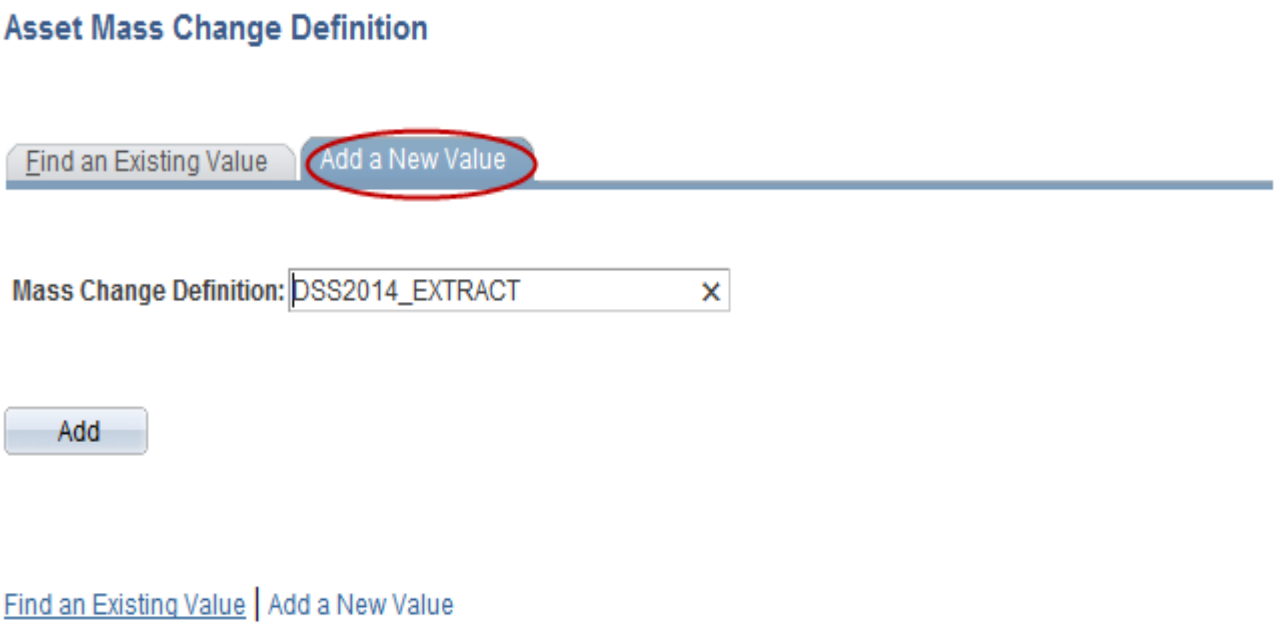


- Extracts and Scopes are created through the Mass Change functionality (Define Criteria).

- Extracts and Scopes should be created for one time use.

- New Extracts and Scopes need to be established for each new Physical Inventory.

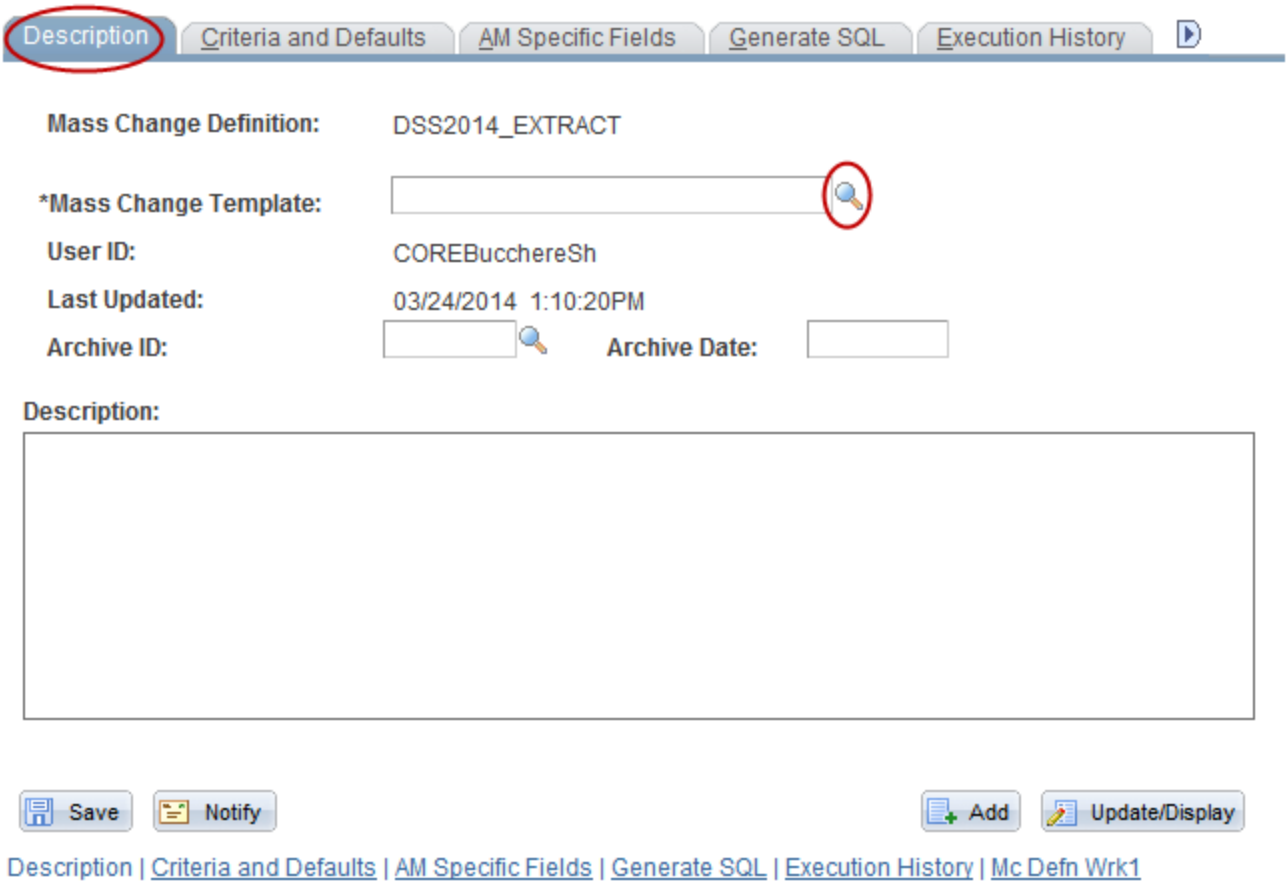
Defining Extract and Scope



- Enter a value in the Mass Change Definition field that will help in identifying the extract with the Physical Inventory Occurrence it will be associated with later in the process.

- Click the Add button.

Defining Extract and Scope



- Associate the Mass Change Definition to a delivered Mass Change Template.

- Click the Mass Change Template look up icon.

Defining Extract and Scope

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

Mass Change Definition: DSS2014_EXTRACT

***Mass Change Template:** PI Extract

User ID: COREBucchereSh

Last Updated: 03/24/2014 1:10:20PM

Archive ID: **Archive Date:**

Description:

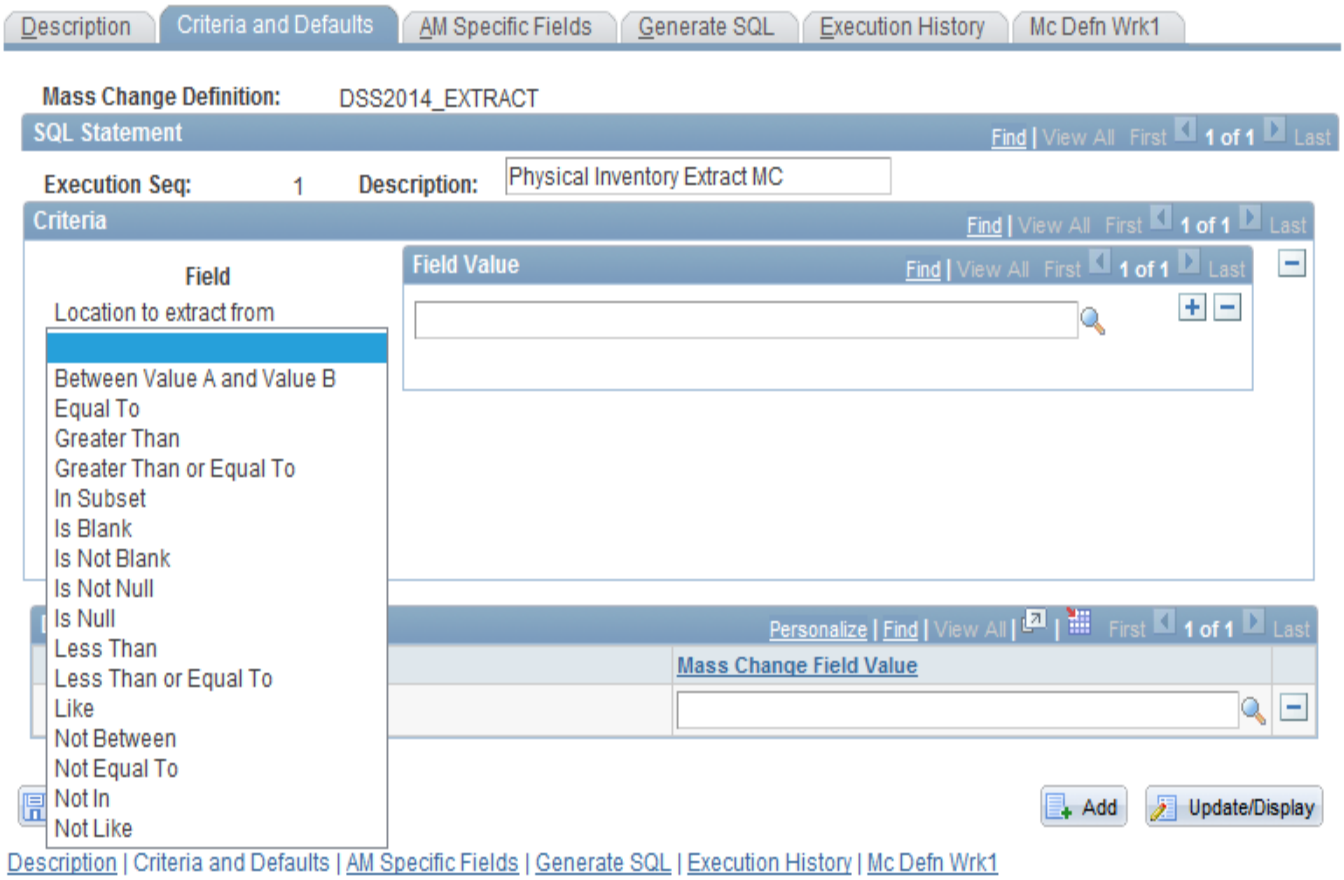
Extracts asset data from multiple Asset Management tables into one physical inventory extract table. This PI extract data may be reviewed before downloading to a bar code scanner file.

Save | Notify | Add | Update/Display

Description | Criteria and Defaults | AM Specific Fields | Generate SQL | Execution History | Mc Defn Wrk1

- PI Extract template is the only valid value.

Defining Extract and Scope

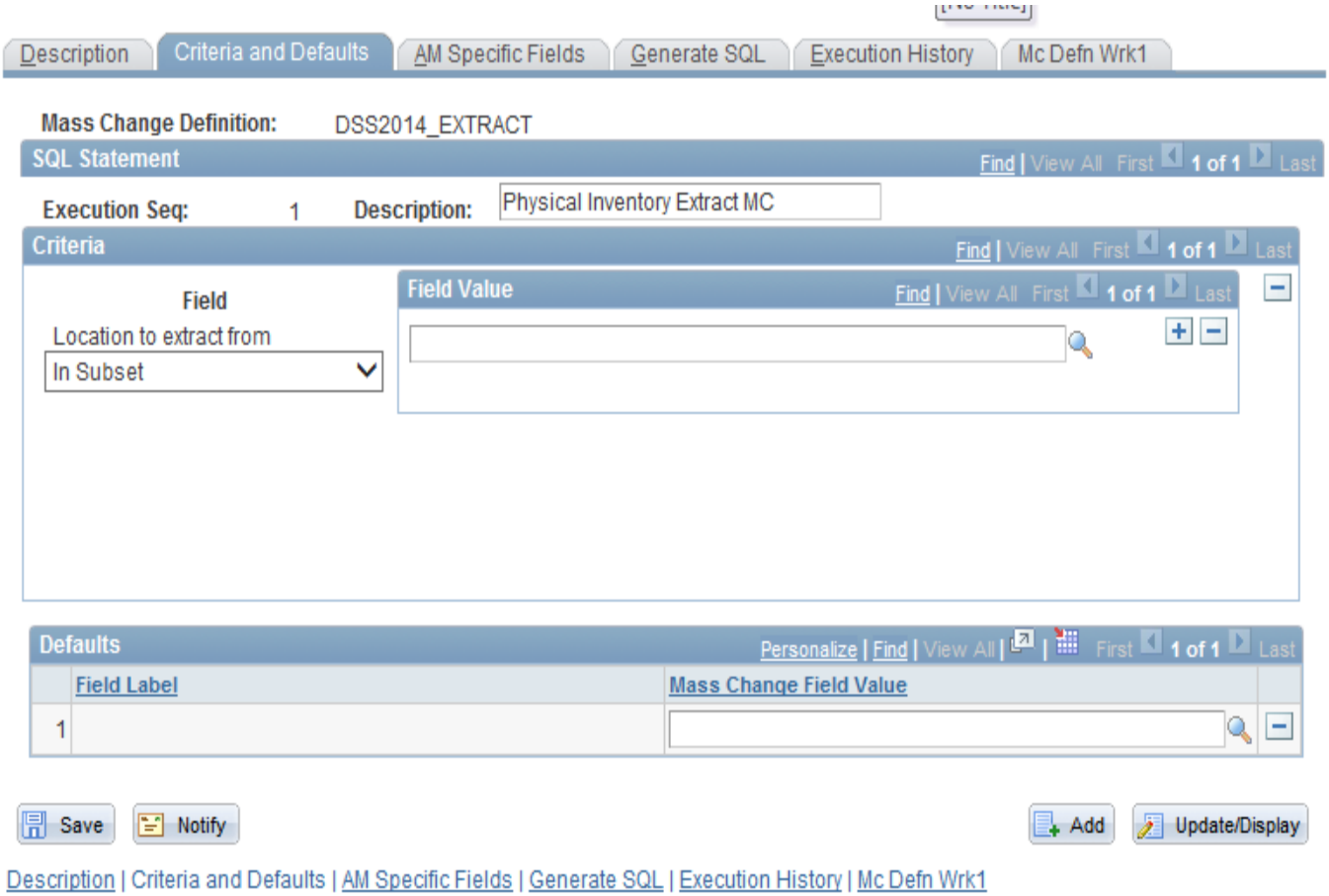


- The most common selections in the Location to Extract From drop down list are “Equal To”, “In subset”, or “Between Value A and Value B”. If using the “Equal To” field, only one row for the valid Location can be used.

- The Extract Locations to be entered in the Field Value field are the Locations that will be used to generate the file that goes on the scanner.

- For example, to inventory the second floor of a building, it would make sense to include all of the floors in the building. This will ensure that assets that have been moved from another floor will be identified on the scanner.

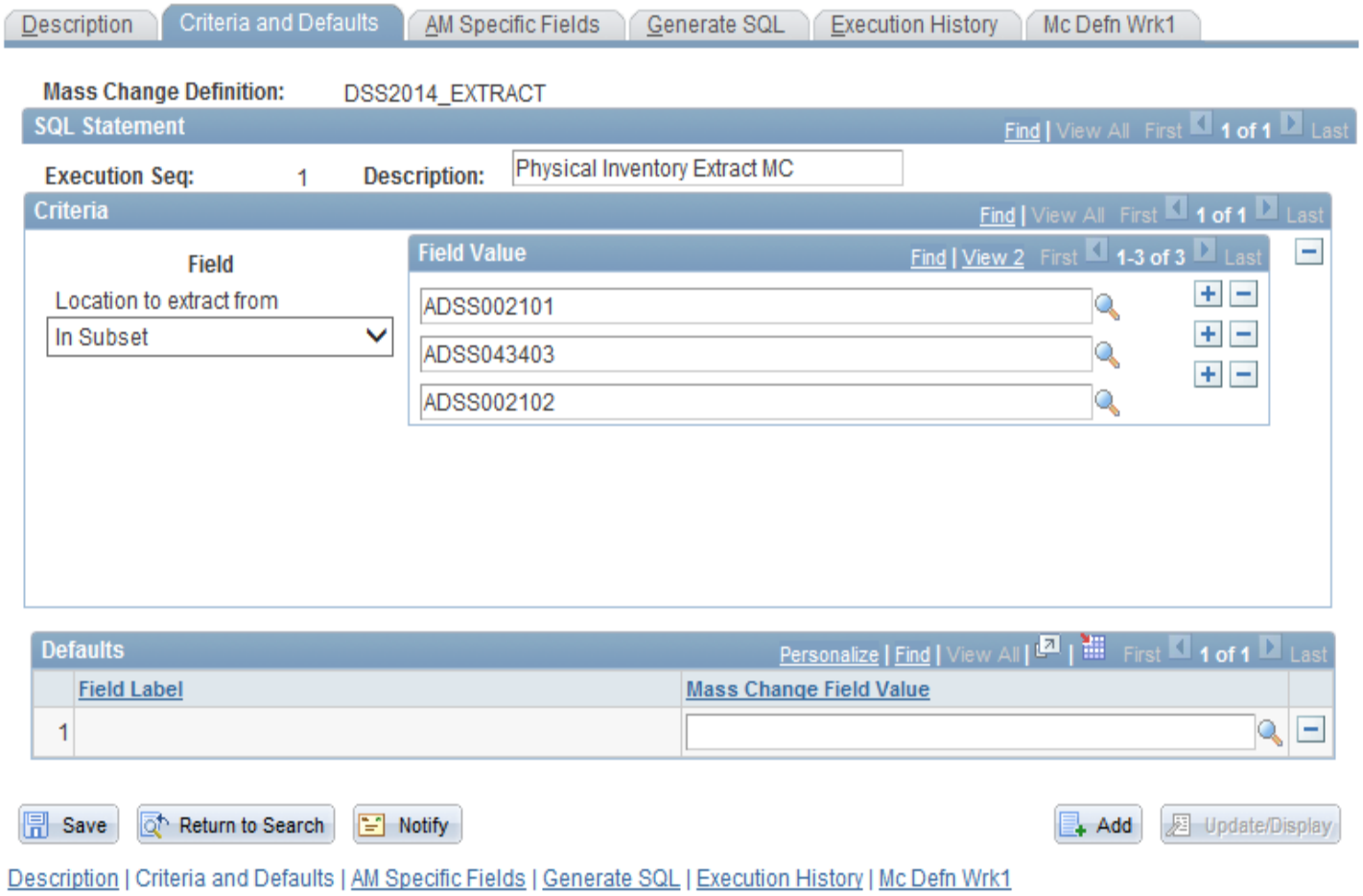
Defining Extract and Scope



- In this example three different locations will be included in the extract.

- Select “In Subset” in the Location to Extract From drop down list.

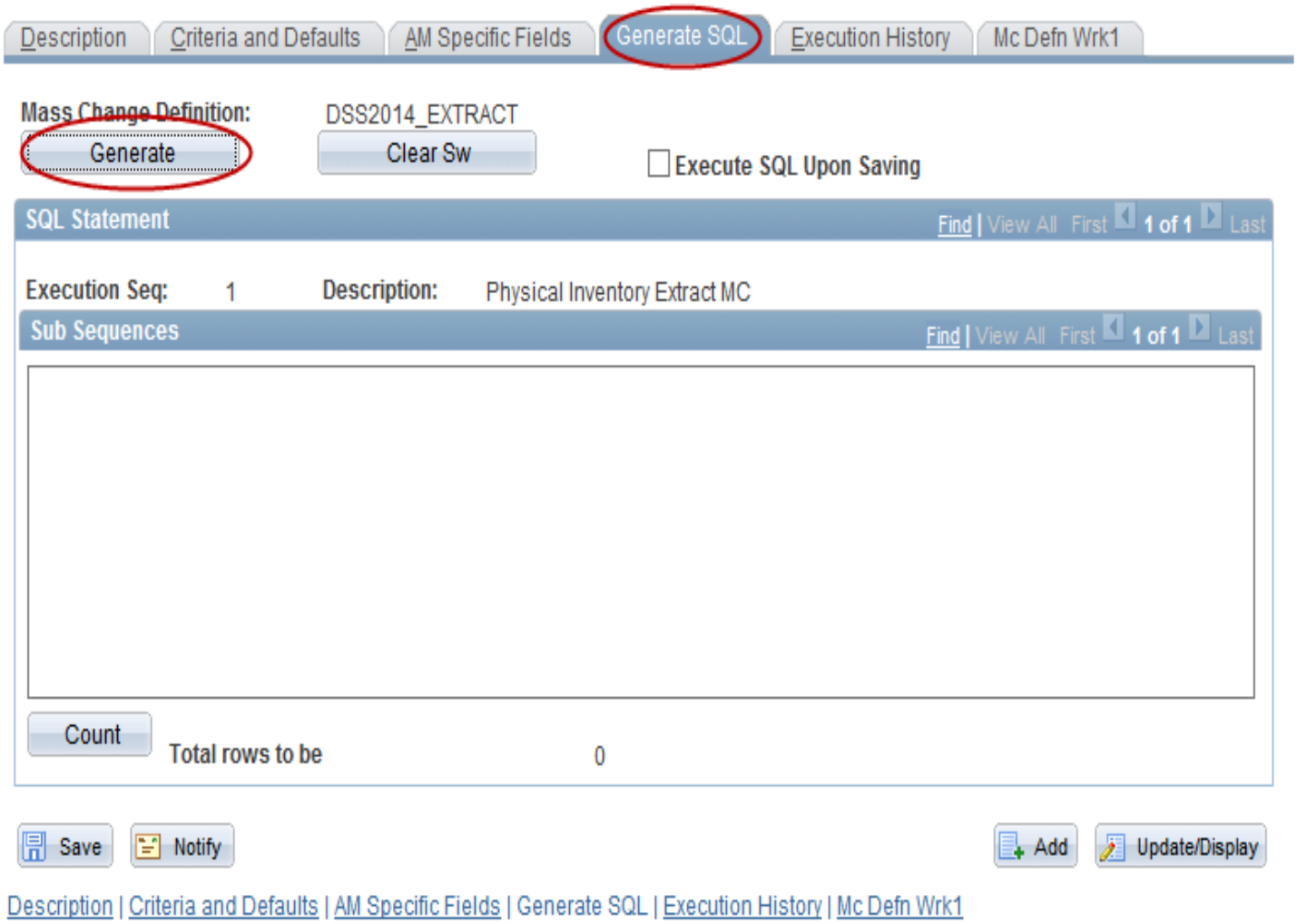
Defining Extract and Scope



- Each Location has to be on its own row. Click the Plus icon to insert new rows.

- The extracted data is the data that will be copied to the asset scanner for use and verification in the field.

Defining Extract and Scope



- The next step is to generate the SQL Statement. This is the programming language used by Core-CT to process the information. Click the Generate button on the Generate SQL tab.

- To make a change to the Location Criteria after clicking the Generate button, the Clear Sw button should be used to clear out the old SQL Statement first.

Defining Extract and Scope

Description | Criteria and Defaults | AM Specific Fields | Generate SQL | Execution History | Mc Defn Wrk1

Mass Change Definition: DSS2014_EXTRACT

Generate | Clear Sw | Execute SQL Upon Saving

SQL Statement — Find | View All First 1 of 1 Last

Execution Seq: 1 Description: Physical Inventory Extract MC

Sub Sequences — Find | View All First 1 of 1 Last

```
INSERT INTO PS_PI_EXTRACT (ACQUISITION_CD, ACTIVITY_ID, AFFILIATE, AFFILIATE_INTRA1, AFFILIATE_INTRA2,
ANALYSIS_TYPE, ASSET_CLASS, ASSET_ID, ASSET_SUBTYPE, ASSET_TYPE, BUDGET_REF, BUSINESS_UNIT,
BUSINESS_UNIT_PC, CATEGORY, CF_SEQNO, CHARTFIELD1, CHARTFIELD2, CHARTFIELD3, CLASS_FLD, COST,
COST_TYPE, CUSTODIAN, DEPTID, DESCR, EMPLID, FUND_CODE, INVENTORY_DT, LOCATION, MANUFACTURER, MODEL,
OPERATING_UNIT, PI_ID, PI_LINE_NUM, PRODUCT, PROFILE_ID, PROGRAM_CODE, PROJECT_ID,
RESOURCE_CATEGORY, RESOURCE_SUB_CAT, RESOURCE_TYPE, SERIAL_ID, TAG_NUMBER) SELECT DISTINCT
PI_EXTRACT_VW.ACQUISITION_CD, PI_EXTRACT_VW.ACTIVITY_ID, PI_EXTRACT_VW.AFFILIATE,
PI_EXTRACT_VW.AFFILIATE_INTRA1, PI_EXTRACT_VW.AFFILIATE_INTRA2, PI_EXTRACT_VW.ANALYSIS_TYPE,
PI_EXTRACT_VW.ASSET_CLASS, PI_EXTRACT_VW.ASSET_ID, PI_EXTRACT_VW.ASSET_SUBTYPE,
PI_EXTRACT_VW.ASSET_TYPE, PI_EXTRACT_VW.BUDGET_REF, PI_EXTRACT_VW.BUSINESS_UNIT,
```

Count — Total rows to be 0

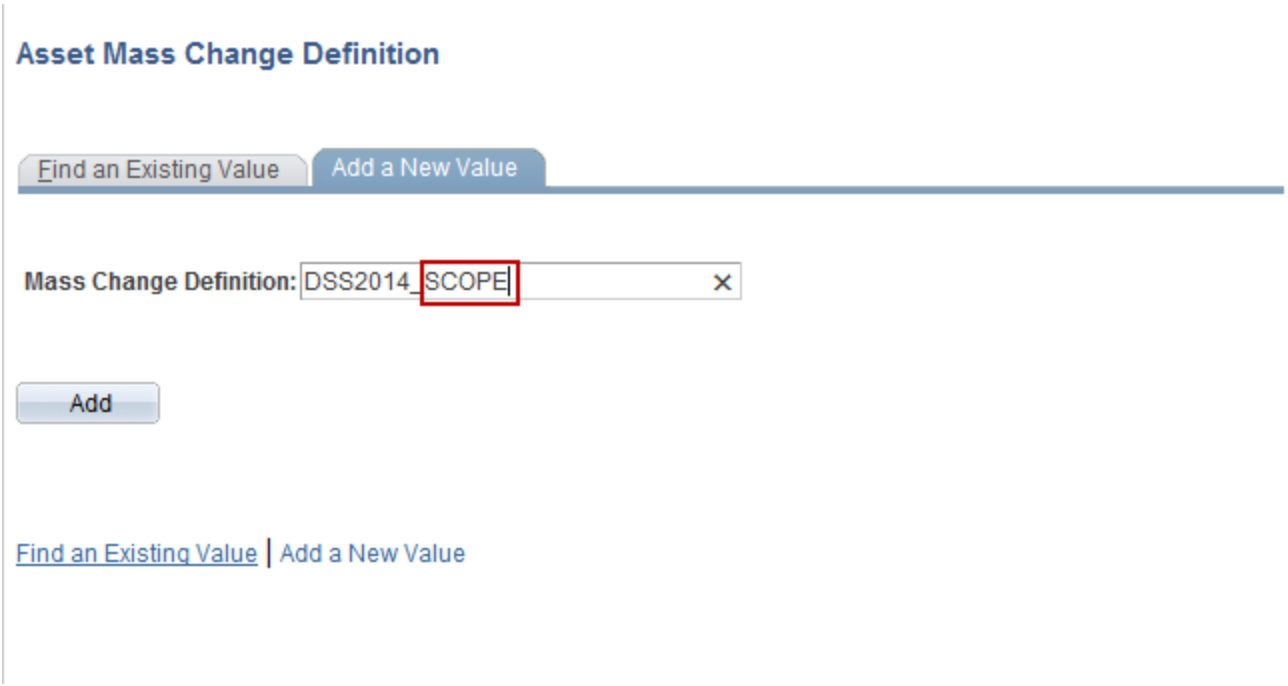
Save | Notify | Add | Update/Display

Description | Criteria and Defaults | AM Specific Fields | Generate SQL | Execution History | Mc Defn Wrk1

- The SQL Statement language will populate in the Sub Sequences section. Click the Save button and the Mass Change Definition is completed.

- In order to create the Scope, click the Add button to begin. This is a shortcut that allows another definition to be created without having to navigate to the menu.

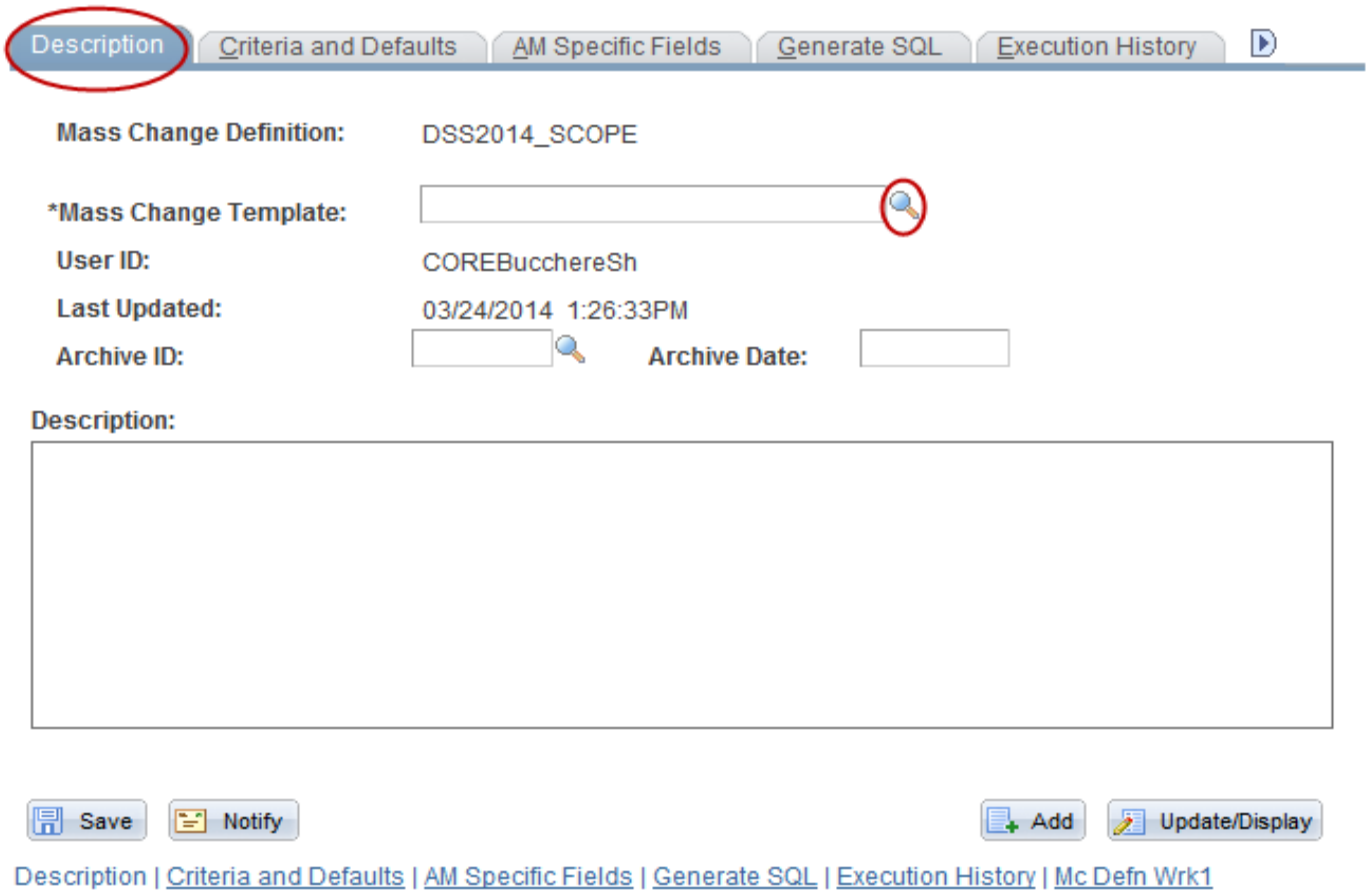
Defining Extract and Scope



- Enter a value in the Mass Change Definition field that will help in identifying the scope with the Physical Inventory Occurrence it will be associated with later in the process.

- Click the Add button.

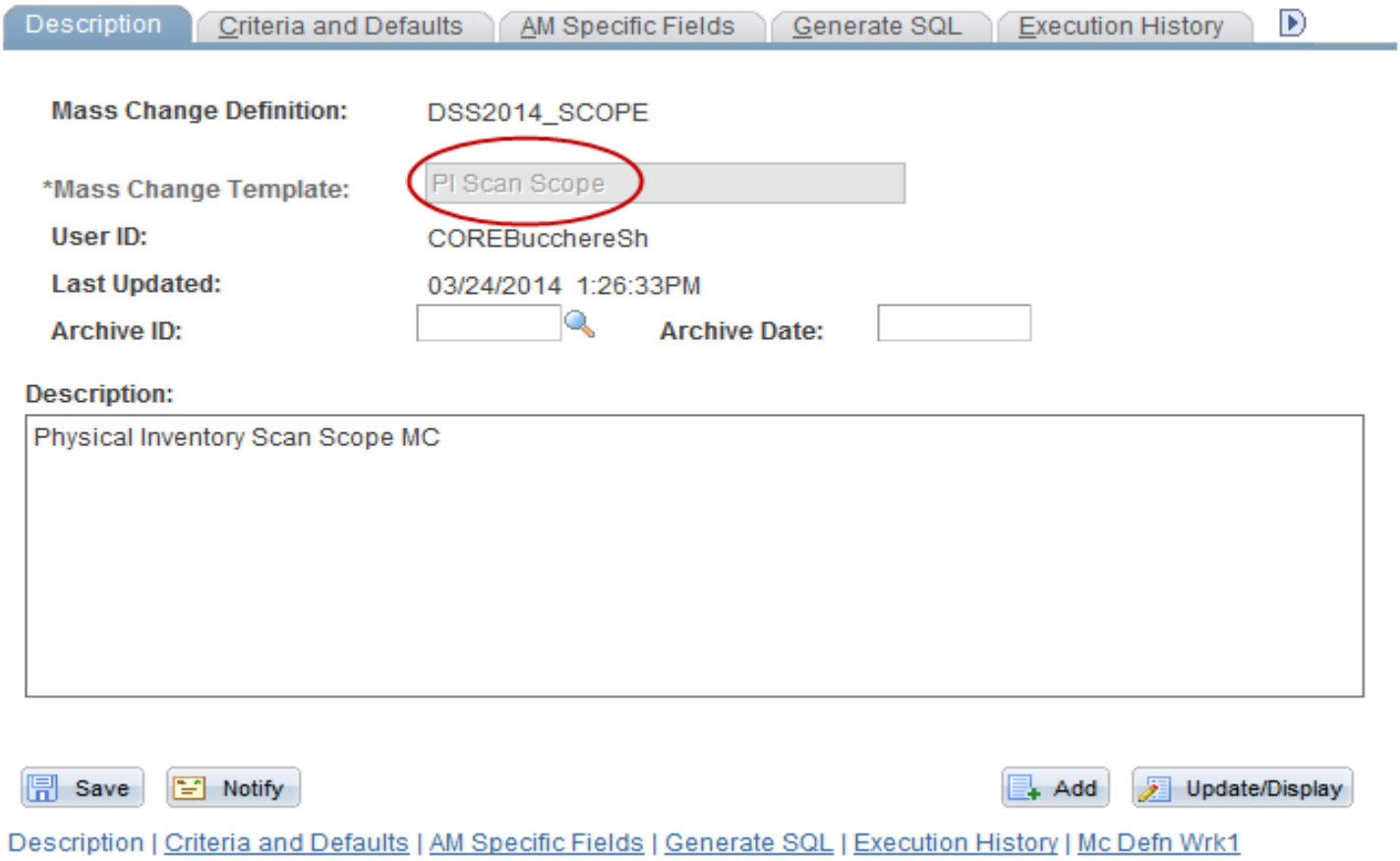
Defining Extract and Scope



- Associate the Mass Change Definition to a delivered Mass Change Template.

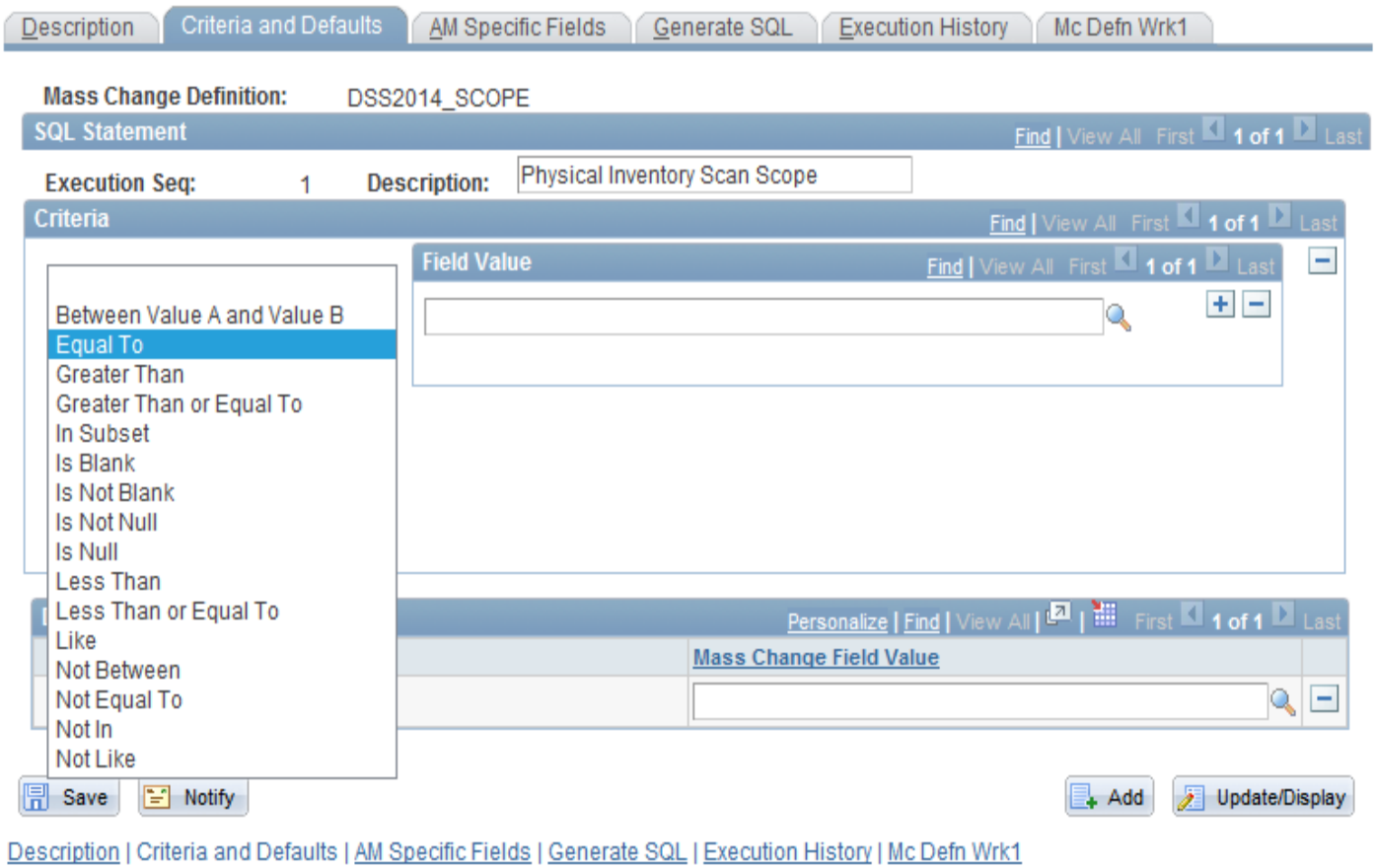
- Click the Mass Change Template look up icon.

Defining Extract and Scope



- PI Scan Scope template is the only valid value.

Defining Extract and Scope

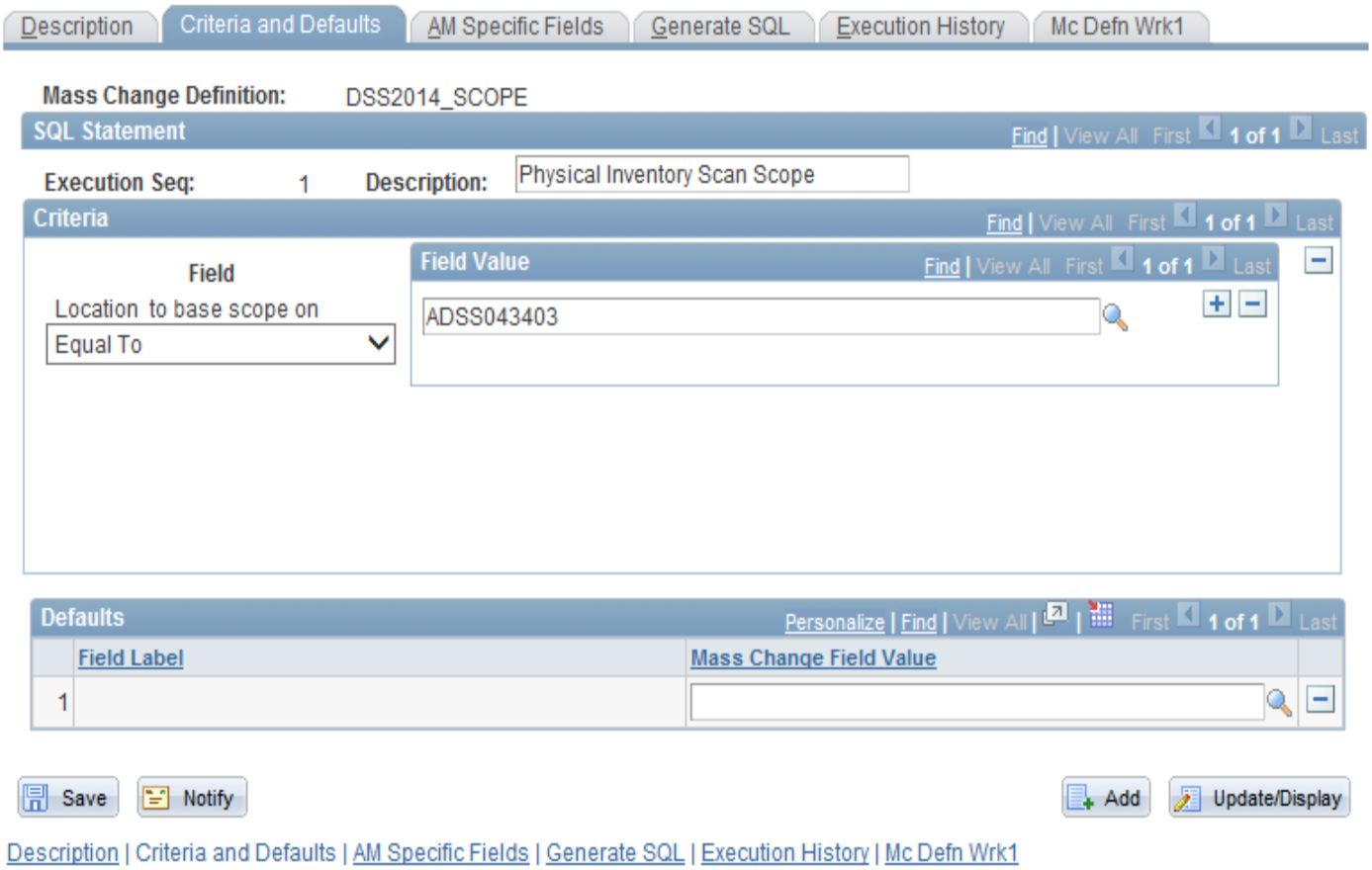


- The most common selections in the Location to Extract From drop down list are “Equal To”, “In subset”, or “Between Value A and Value B”. If using the “Equal To” field, only one row for the valid Location can be used.

- The Extract Locations to be entered in the Field Value field are the Locations that will be used to generate the file that goes on the scanner.

- For example, to inventory the second floor of a building, it would make sense to include all of the floors in the building. This will ensure that assets that have been moved from another floor will be identified on the scanner.

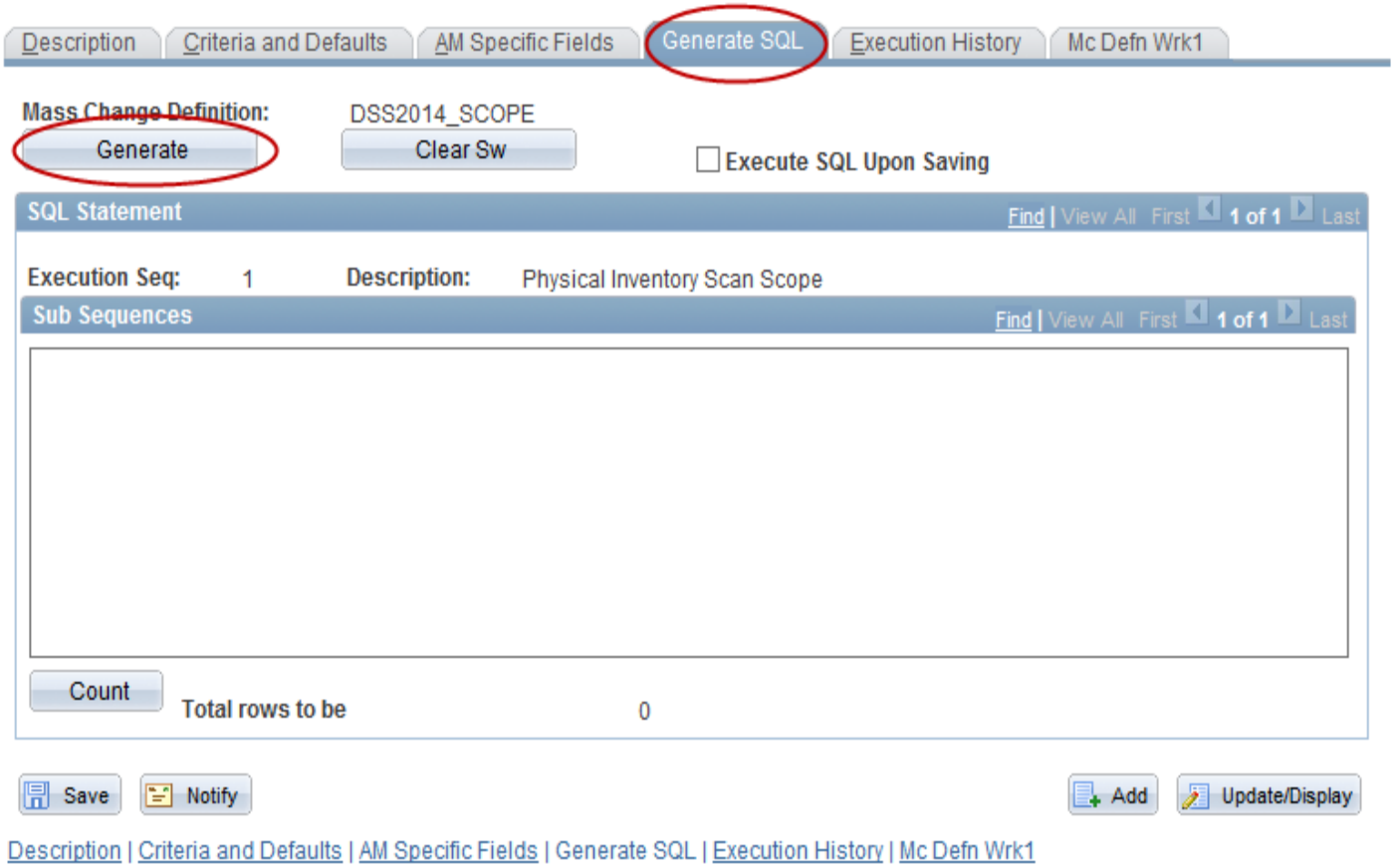
Defining Extract and Scope



- Each Location needs to be on its own row. Insert new rows by using the Plus sign.

- Only one location will be used in this example.

Defining Extract and Scope



- The next step is to generate the SQL Statement. This is the programming language used by Core-CT to process the information. Click the Generate button.

- To make a change to the Location Criteria after clicking the Generate button, the Clear Sw button should be used to clear out the old SQL Statement first.

Defining Extract and Scope

Description | Criteria and Defaults | AM Specific Fields | Generate SQL | Execution History | Mc Defn Wrk1

Mass Change Definition: DSS2014_SCOPE

Generate | Clear Sw | Execute SQL Upon Saving

SQL Statement Find | View All First 1 of 1 Last

Execution Seq: 1 **Description:** Physical Inventory Scan Scope

Sub Sequences Find | View All First 1 of 1 Last

```
INSERT INTO PS_PI_SCAN_SCOPE (ASSET_ID, BUSINESS_UNIT, INV_ASSET_SRC, PI_ID) SELECT DISTINCT
PI_EXTRACT_VW.ASSET_ID, PI_EXTRACT_VW.BUSINESS_UNIT, 'F', PI_CNTL.PI_ID FROM PS_MC_DEFN MC_DEFN,
PS_MC_DEFN_AM MC_DEFN_AM, PS_PI_CNTL PI_CNTL, PS_PI_EXTRACT_VW PI_EXTRACT_VW, PS_RUN_CNTL_AM
RUN_CNTL_AM WHERE MC_DEFN.MC_DEFN_ID = 'DSS2014_SCOPE' AND MC_DEFN.MC_DEFN_ID =
MC_DEFN_AM.MC_DEFN_ID AND PI_CNTL.PI_ID = RUN_CNTL_AM.PI_ID AND PI_EXTRACT_VW.LOCATION = 'ADSS043403'
AND PI_EXTRACT_VW.FINANCIAL_ASSET_SW = 'Y' AND PI_CNTL.BUSINESS_UNIT = PI_EXTRACT_VW.BUSINESS_UNIT AND
PI_EXTRACT_VW.TAGGABLE_SW = 'Y' AND RUN_CNTL_AM.OPRID = $$OPRID$$ AND RUN_CNTL_AM.RUN_CNTL_ID =
$$RC$$
```

Count | Total rows to be 0

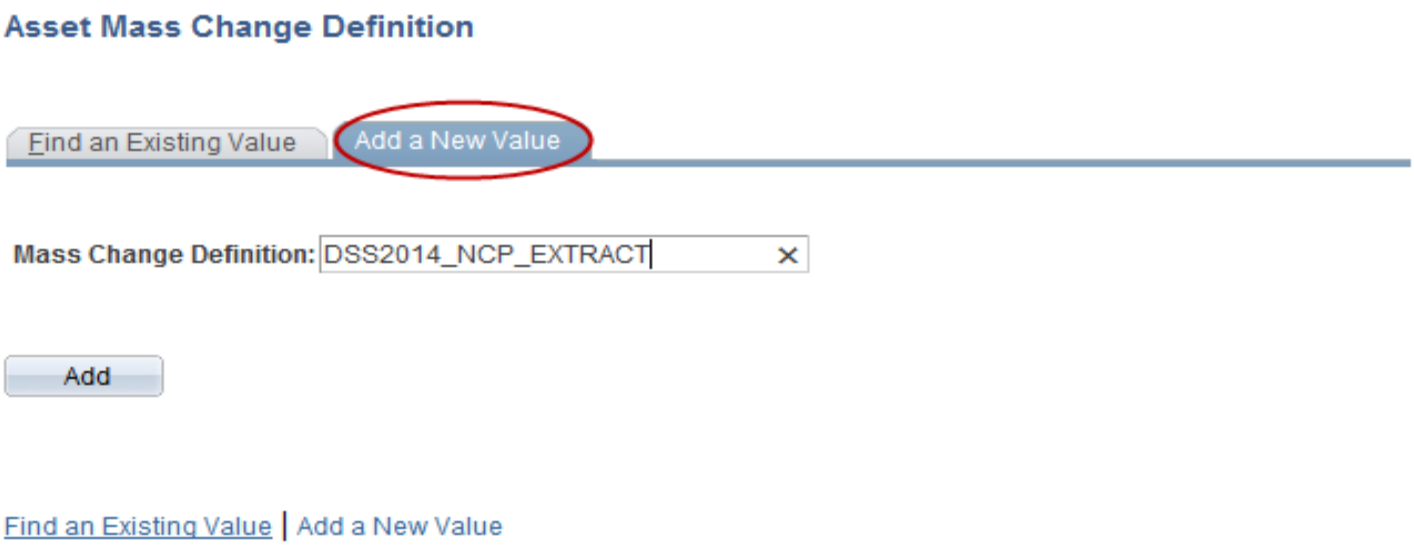
Save | Notify | Add | Update/Display

Description | Criteria and Defaults | AM Specific Fields | Generate SQL | Execution History | Mc Defn Wrk1

- Once the SQL Statement has been successfully generated the language will populate in the Sub Sequences group box.

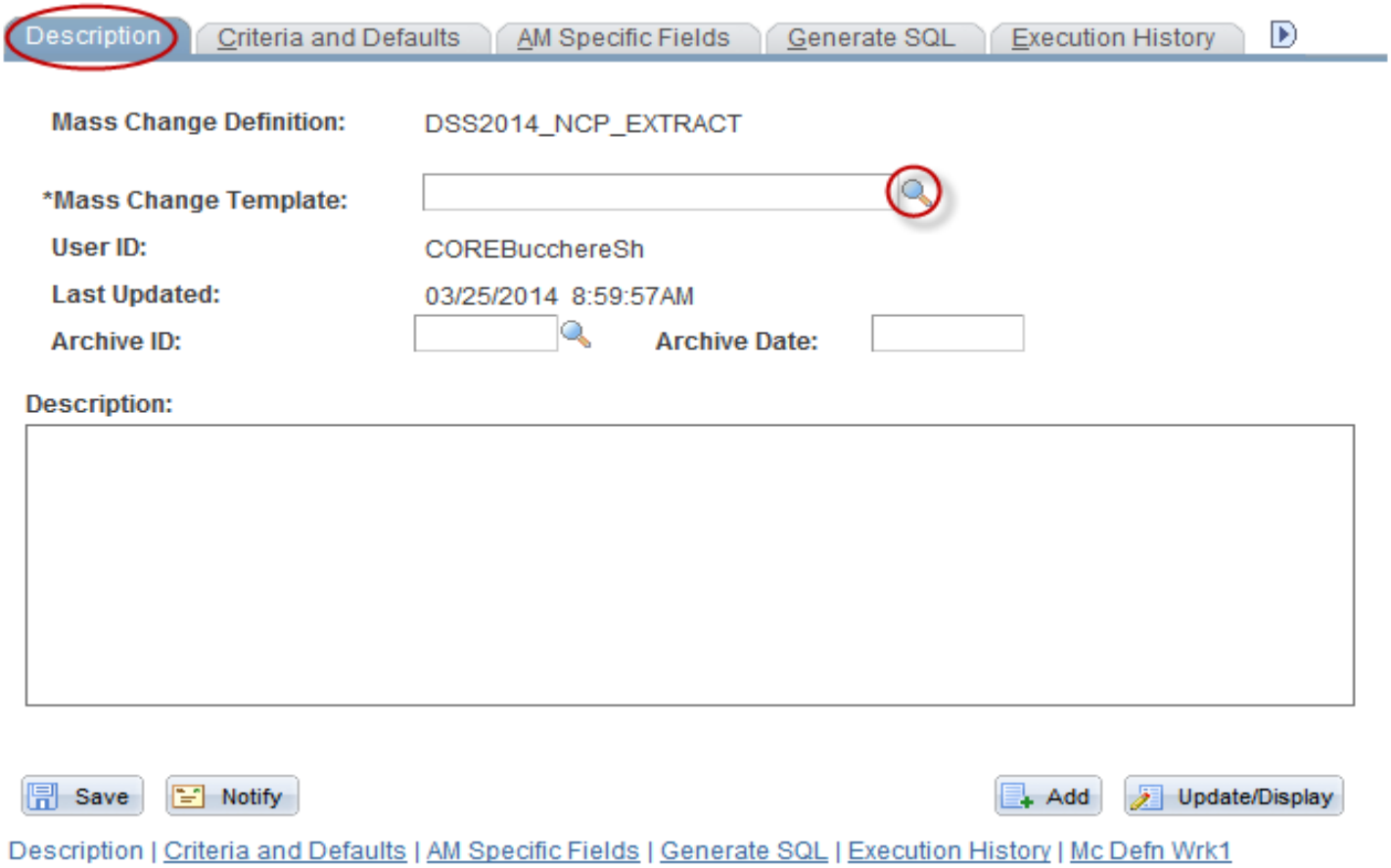
- In order to create the Non-capital extract, click the Add button to begin. This is a shortcut that allows another definition to be created without having to navigate to the menu.

Defining Non-Cap Extract & Scope



- Enter a value in the Mass Change Definition field that will help in identifying the Non-Cap extract with the Physical Inventory Occurrence it will be associated with later in the process.
- Click the Add button.

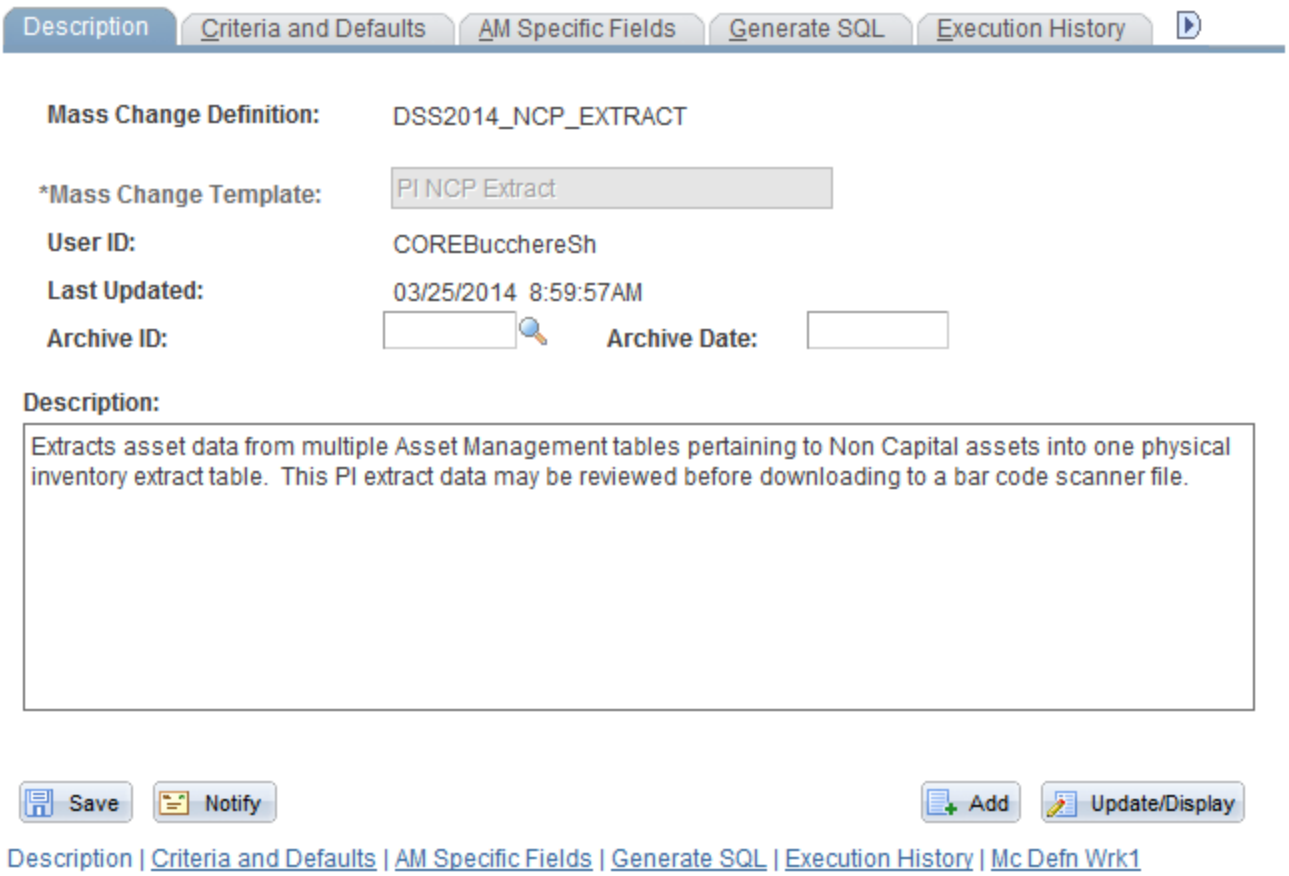
Defining Non-Cap Extract & Scope



- Associate the Mass Change Definition for the Non-Cap extract to a delivered Mass Change Template.

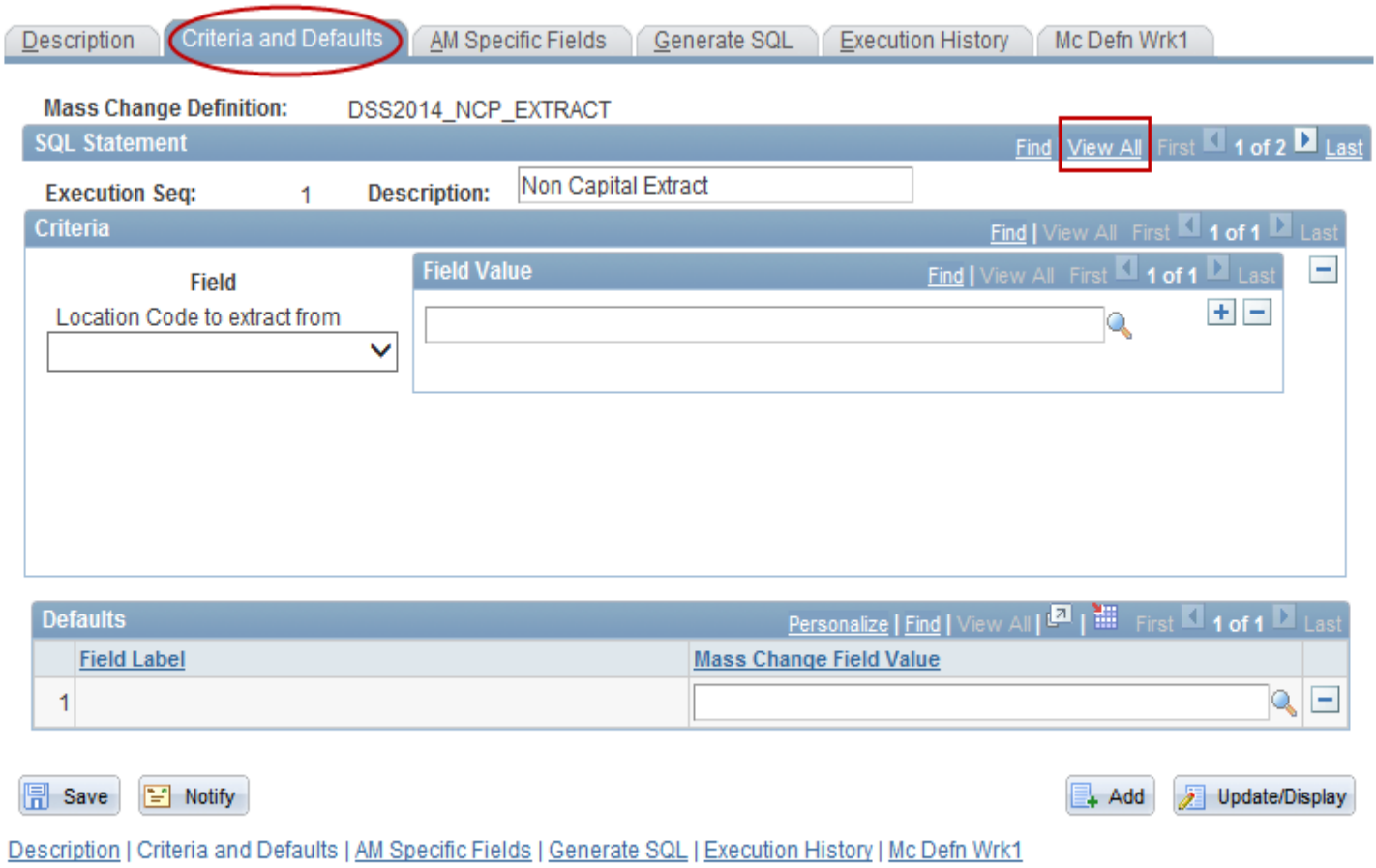
- Click the Mass Change Template look up icon.

Defining Non-Cap Extract & Scope



- PI NCP Extract is the only valid value.

Defining Non-Cap Extract & Scope



- Click View All to display rows for Non-Capital Extract and the Physical Asset Extract.

Defining Non-Cap Extract & Scope

Description | Criteria and Defaults | AM Specific Fields | Generate SQL | Execution History | Mc Defn Wrk1

Mass Change Definition: DSS2014_NCP_EXTRACT

SQL Statement Find | View 1 First 1-2 of 2 Last

Execution Seq: 1 **Description:** Non Capital Extract

Criteria Find | View All First 1 of 1 Last

Field	Field Value
Location Code to extract from	ADSS002101
In Subset	ADSS002102
	ADSS043403

Field Value: Find | View 2 First 1-3 of 3 Last

Defaults Personalize | Find | View All First 1 of 1 Last

	Field Label	Mass Change Field Value
1		

Execution Seq: 2 **Description:** Physical Assets

Criteria Find | View All First 1 of 1 Last

Field	Field Value
Location Code to extract from	ADSS002101
In Subset	ADSS002102
	ADSS043403

Field Value: Find | View 2 First 1-3 of 3 Last

Defaults Personalize | Find | View All First 1 of 1 Last

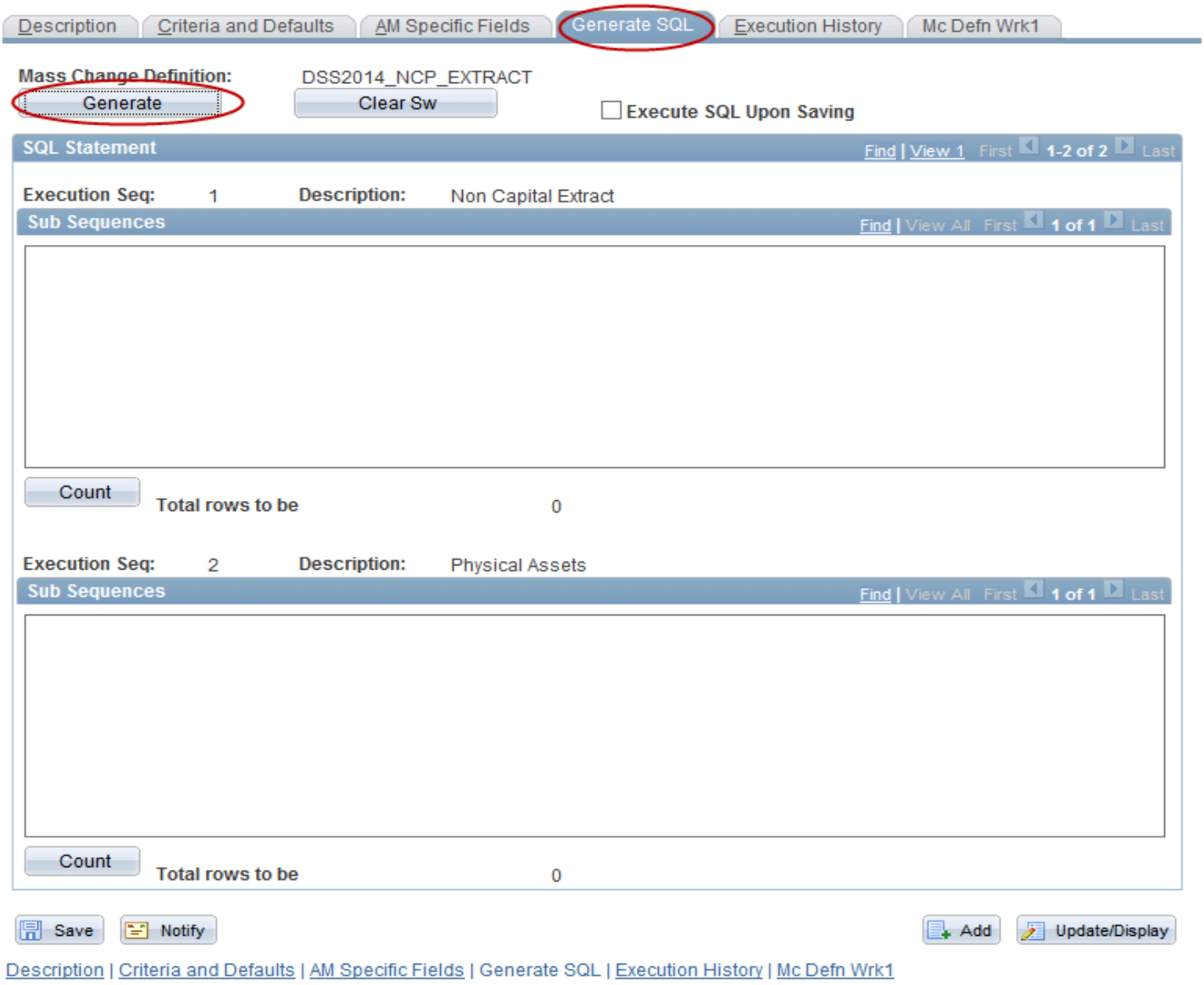
	Field Label	Mass Change Field Value
1		

Save | Notify | Add | Update/Display

Description | Criteria and Defaults | AM Specific Fields | Generate SQL | Execution History | Mc Defn Wrk1

- In this example our non-cap extract will include 3 locations.
- The values in Execution Seq 1 and 2 should be identical.

Defining Non-Cap Extract & Scope



- The next step is to generate the SQL for the non-capital extract and physical assets.
- The SQL code will be used to create the non-capital extract file.

Defining Non-Cap Extract & Scope

Description | Criteria and Defaults | AM Specific Fields | Generate SQL | Execution History | Mc Defn Wrk1

Mass Change Definition: DSS2014_NCP_EXTRACT

Generate | Clear Sw | ☐ Execute SQL Upon Saving

SQL Statement — Find | View 1 First 1-2 of 2 Last

Execution Seq: 1 **Description:** Non Capital Extract

Sub Sequences — Find | View All First 1 of 1 Last

```
INSERT INTO PS_PI_EXTRACT (ACQUISITION_CD, ACTIVITY_ID, AFFILIATE, AFFILIATE_INTRA1, AFFILIATE_INTRA2,
ANALYSIS_TYPE, ASSET_CLASS, ASSET_ID, ASSET_SUBTYPE, ASSET_TYPE, BUDGET_REF, BUSINESS_UNIT,
BUSINESS_UNIT_PC, CATEGORY, CF_SEQNO, CHARTFIELD1, CHARTFIELD2, CHARTFIELD3, CLASS_FLD, COST,
COST_TYPE, CUSTODIAN, DEPTID, DESCR, EMPLID, FUND_CODE, INVENTORY_DT, LOCATION, MANUFACTURER, MODEL,
OPERATING_UNIT, PI_ID, PI_LINE_NUM, PRODUCT, PROFILE_ID, PROGRAM_CODE, PROJECT_ID,
RESOURCE_CATEGORY, RESOURCE_SUB_CAT, RESOURCE_TYPE, SERIAL_ID, TAG_NUMBER)  SELECT DISTINCT
ASSET_ALL_VW.ACQUISITION_CD, NON_CAP_VW.ACTIVITY_ID, NON_CAP_VW.AFFILIATE,
NON_CAP_VW.AFFILIATE_INTRA1, NON_CAP_VW.AFFILIATE_INTRA2, NON_CAP_VW.ANALYSIS_TYPE,
ASSET_ALL_VW.ASSET_CLASS, ASSET_ALL_VW.ASSET_ID, ASSET_ALL_VW.ASSET_SUBTYPE,
ASSET_ALL_VW.ASSET_TYPE, NON_CAP_VW.BUDGET_REF, ASSET_ALL_VW.BUSINESS_UNIT,
```

Count — **Total rows to be** 0

Execution Seq: 2 **Description:** Physical Assets

Sub Sequences — Find | View All First 1 of 1 Last

```
INSERT INTO PS_PI_EXTRACT (ACQUISITION_CD, ACTIVITY_ID, AFFILIATE, AFFILIATE_INTRA1, AFFILIATE_INTRA2,
ANALYSIS_TYPE, ASSET_CLASS, ASSET_ID, ASSET_SUBTYPE, ASSET_TYPE, BUDGET_REF, BUSINESS_UNIT,
BUSINESS_UNIT_PC, CATEGORY, CF_SEQNO, CHARTFIELD1, CHARTFIELD2, CHARTFIELD3, CLASS_FLD, COST,
COST_TYPE, CUSTODIAN, DEPTID, DESCR, EMPLID, FUND_CODE, INVENTORY_DT, LOCATION, MANUFACTURER, MODEL,
OPERATING_UNIT, PI_ID, PI_LINE_NUM, PRODUCT, PROFILE_ID, PROGRAM_CODE, PROJECT_ID,
RESOURCE_CATEGORY, RESOURCE_SUB_CAT, RESOURCE_TYPE, SERIAL_ID, TAG_NUMBER)  SELECT DISTINCT
ASSET_ALL_VW.ACQUISITION_CD, RUN_CNTL_AM.ACTIVITY_ID, RUN_CNTL_AM.AFFILIATE,
RUN_CNTL_AM.AFFILIATE_INTRA1, RUN_CNTL_AM.AFFILIATE_INTRA2, ' ', ASSET_ALL_VW.ASSET_CLASS,
ASSET_ALL_VW.ASSET_ID, ASSET_ALL_VW.ASSET_SUBTYPE, ASSET_ALL_VW.ASSET_TYPE,
RUN_CNTL_AM.BUDGET_REF, ASSET_ALL_VW.BUSINESS_UNIT, RUN_CNTL_AM.BUSINESS_UNIT_PC,
```

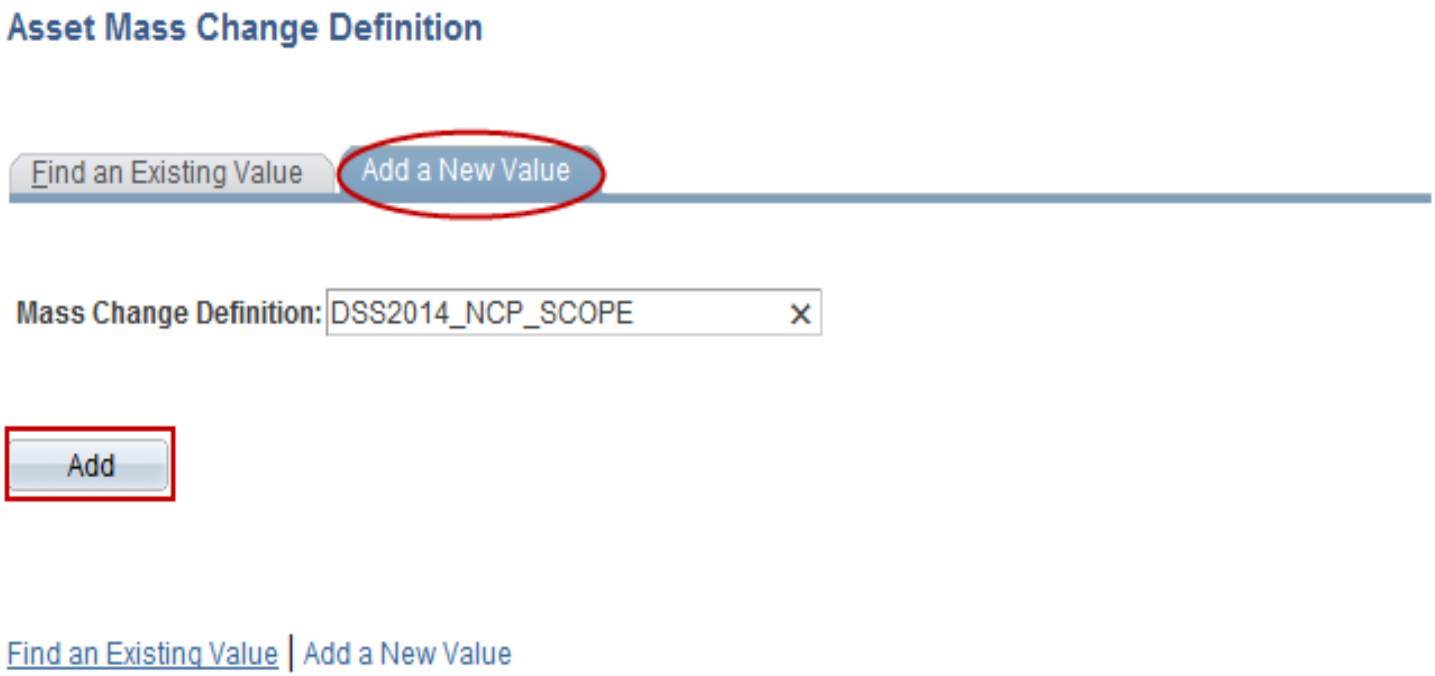
Count — **Total rows to be** 0

Save | Notify | Add | Update/Display

Description | Criteria and Defaults | AM Specific Fields | Generate SQL | Execution History | Mc Defn Wrk1

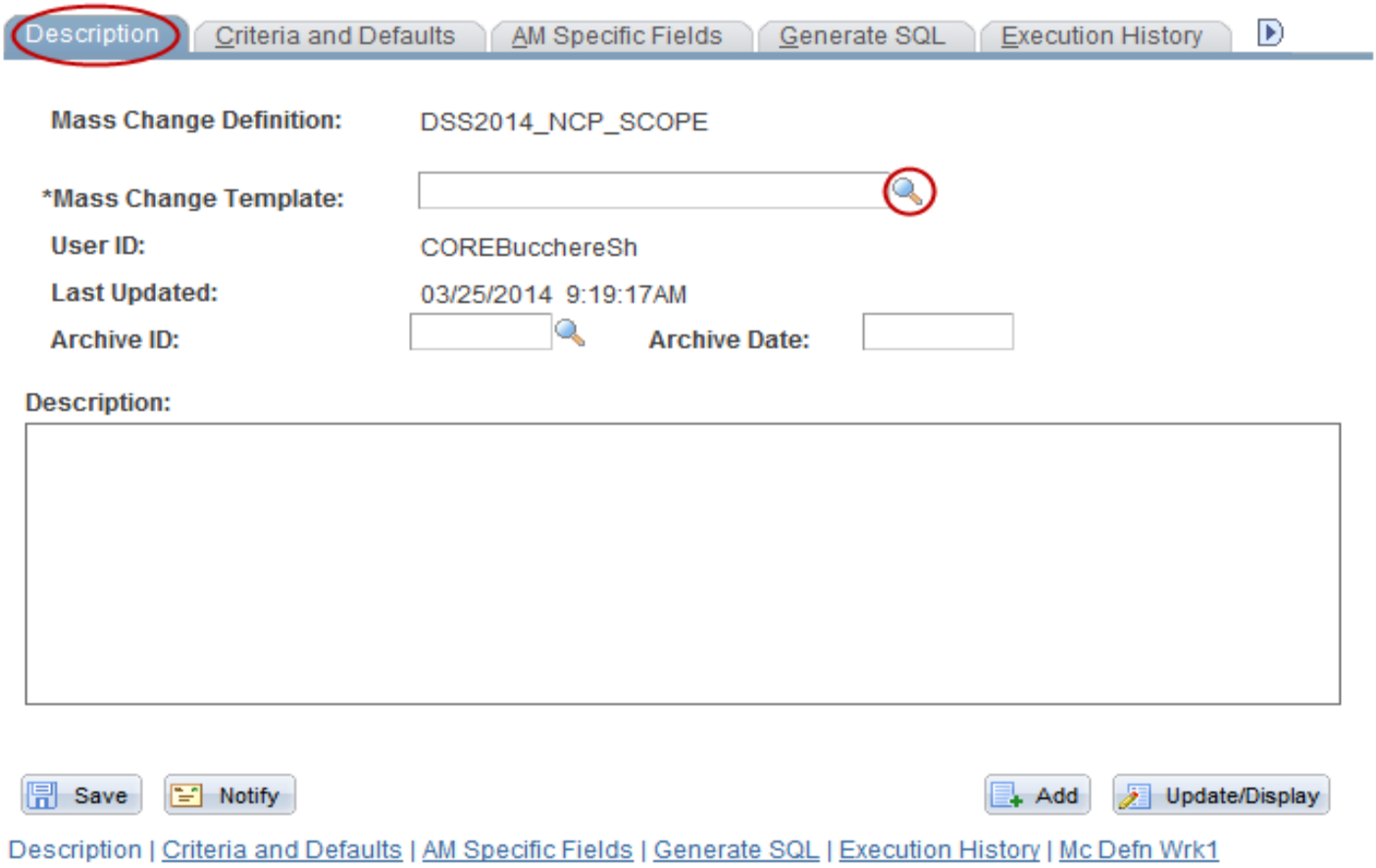
- Click Save. The Non-Cap Extract has been completed.
- In order to create the Non-Cap Scope, click the Add button to begin. This is a shortcut that allows another definition to be created without having to navigate to the menu.

Defining Non-Cap Extract & Scope



- Click Add a New Value
- Enter a value in the Mass Change Definition field that will help in identifying the non-capital scan scope with the Physical Inventory Occurrence it will be associated with later in the process.
- Click the Add button.

Defining Non-Cap Extract & Scope



- Associate the Mass Change Definition for the Non-Cap scan scope to a delivered Mass Change Template.
- Click the Mass Change Template look up icon.

Defining Non-Cap Extract & Scope

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

Mass Change Definition: DSS2014_NCP_SCOPE

***Mass Change Template:** PI NCP Scan Scope

User ID: COREBucchereSh

Last Updated: 03/25/2014 9:19:17AM

Archive ID: **Archive Date:**

Description:

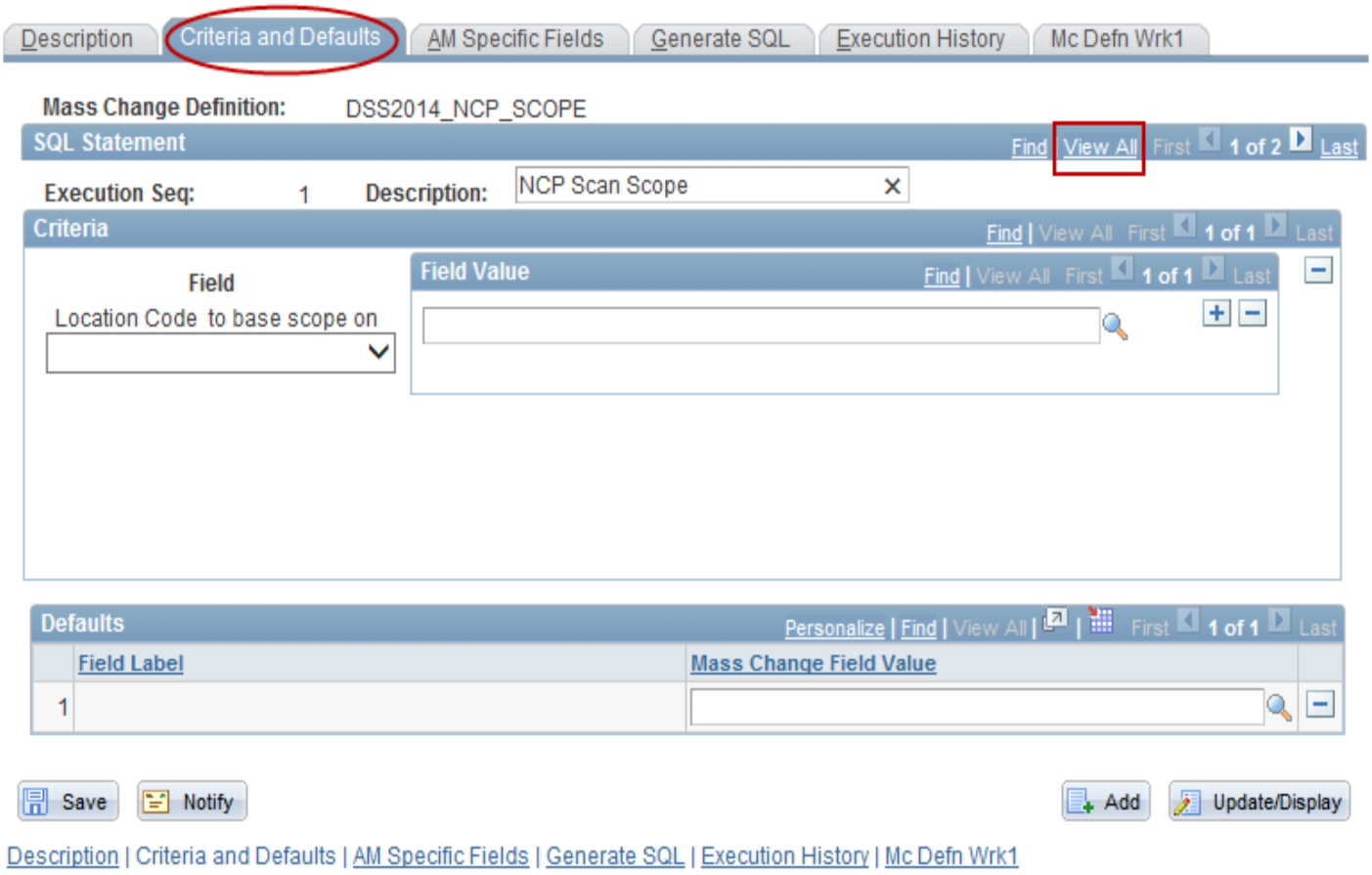
Physical Inventory Scan Scope Mass Change for Non Capital Assets.

Save | Notify | Add | Update/Display

Description | Criteria and Defaults | AM Specific Fields | Generate SQL | Execution History | Mc Defn Wrk1

- PI NCP Scan Scope is the only valid value.

Defining Non-Cap Extract & Scope



- Click View All to display rows for Non-Capital Scan Scope and the Physical Asset Scan Scope.

Defining Non-Cap Extract & Scope

Description | Criteria and Defaults | AM Specific Fields | Generate SQL | Execution History | Mc Defn Wrk1

Mass Change Definition: DSS2014_NCP_SCOPE

SQL Statement — Find | View 1 — First 1-2 of 2 Last

Execution Seq: 1 **Description:** NCP Scan Scope

Criteria — Find | View All — First 1 of 1 Last

Field	Field Value
Location Code to base scope on Equal To	ADSS043403

Defaults — Personalize | Find | View All — First 1 of 1 Last

	Field Label	Mass Change Field Value
1		

Execution Seq: 2 **Description:** Physical Assets

Criteria — Find | View All — First 1 of 1 Last

Field	Field Value
Location Code to base scope on Equal To	ADSS043403

Defaults — Personalize | Find | View All — First 1 of 1 Last

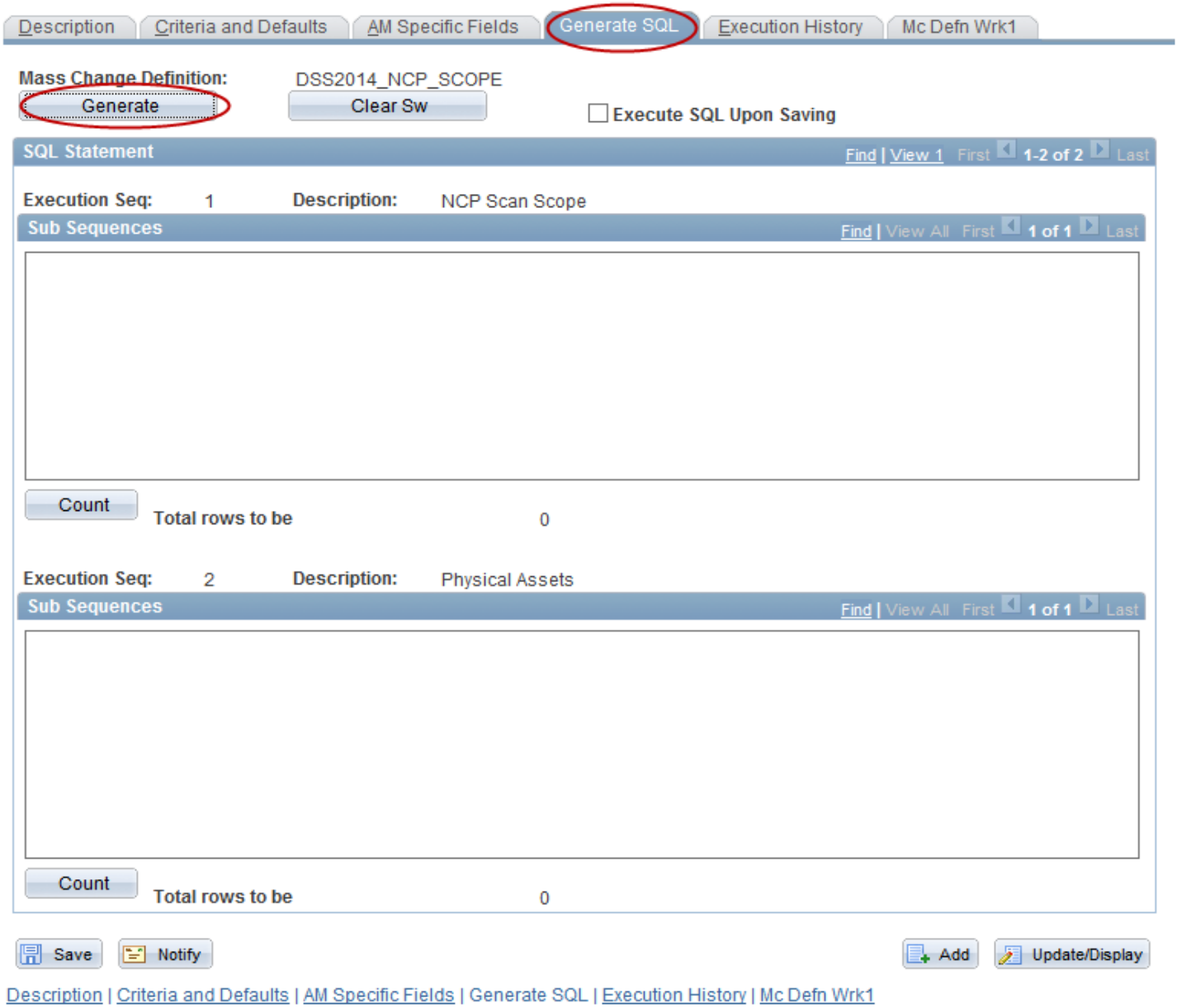
	Field Label	Mass Change Field Value
1		

Save | Notify | Add | Update/Display

Description | Criteria and Defaults | AM Specific Fields | Generate SQL | Execution History | Mc Defn Wrk1

- In this example our scan scope will include just one location.
- The execution sequences should have the same location.

Defining Non-Cap Extract & Scope



- The next step is to generate the SQL for the non-capital scan scope and physical assets.

Defining Non-Cap Extract & Scope

Description | Criteria and Defaults | AM Specific Fields | Generate SQL | Execution History | Mc Defn Wrk1

Mass Change Definition: DSS2014_NCP_SCOPE

Generate | Clear Sw | ☐ Execute SQL Upon Saving

SQL Statement — Find | View 1 First 1-2 of 2 Last

Execution Seq: 1 **Description:** NCP Scan Scope

Sub Sequences — Find | View All First 1 of 1 Last

```
INSERT INTO PS_PI_SCAN_SCOPE (ASSET_ID, BUSINESS_UNIT, INV_ASSET_SRC, PI_ID) SELECT DISTINCT
ASSET_ALL_VW.ASSET_ID, ASSET_ALL_VW.BUSINESS_UNIT, 'N', PI_BOOK_VW.PI_ID FROM PS_MC_DEFN MC_DEFN,
PS_MC_DEFN_AM MC_DEFN_AM, PS_PI_BOOK_VW PI_BOOK_VW, PS_RUN_CNTL_AM RUN_CNTL_AM,
PS_NON_CAP_VW NON_CAP_VW, PS_ASSET_ALL_VW ASSET_ALL_VW WHERE MC_DEFN.MC_DEFN_ID
= 'DSS2014_NCP_SCOPE' AND MC_DEFN.MC_DEFN_ID = MC_DEFN_AM.MC_DEFN_ID AND PI_BOOK_VW.PI_ID =
RUN_CNTL_AM.PI_ID AND ASSET_ALL_VW.LOCATION = 'ADSS043403' AND ASSET_ALL_VW.FINANCIAL_ASSET_SW = 'N'
AND ASSET_ALL_VW.ACQUISITION_CD <> 'L' AND (ASSET_ALL_VW.ASSET_STATUS = 'I' OR
ASSET_ALL_VW.ASSET_STATUS = 'M') AND PI_BOOK_VW.BUSINESS_UNIT = ASSET_ALL_VW.BUSINESS_UNIT AND
PI_BOOK_VW.BUSINESS_UNIT = NON_CAP_VW.BUSINESS_UNIT AND PI_BOOK_VW.DEFAULT_BOOK =
NON_CAP_VW.BOOK AND NON_CAP_VW.ASSET_ID = ASSET_ALL_VW.ASSET_ID AND ASSET_ALL_VW.TAGGABLE_SW = 'Y'
```

Count **Total rows to be** 0

Execution Seq: 2 **Description:** Physical Assets

Sub Sequences — Find | View All First 1 of 1 Last

```
INSERT INTO PS_PI_SCAN_SCOPE (ASSET_ID, BUSINESS_UNIT, INV_ASSET_SRC, PI_ID) SELECT DISTINCT
ASSET_ALL_VW.ASSET_ID, ASSET_ALL_VW.BUSINESS_UNIT, 'N', RUN_CNTL_AM.PI_ID FROM PS_MC_DEFN MC_DEFN,
PS_MC_DEFN_AM MC_DEFN_AM, PS_RUN_CNTL_AM RUN_CNTL_AM, PS_ASSET_ALL_VW ASSET_ALL_VW,
PS_PI_BOOK_VW PI_BOOK_VW WHERE MC_DEFN.MC_DEFN_ID = 'DSS2014_NCP_SCOPE' AND MC_DEFN.MC_DEFN_ID
= MC_DEFN_AM.MC_DEFN_ID AND RUN_CNTL_AM.PI_ID = PI_BOOK_VW.PI_ID AND ASSET_ALL_VW.LOCATION
= 'ADSS043403' AND ASSET_ALL_VW.FINANCIAL_ASSET_SW = 'N' AND ASSET_ALL_VW.ACQUISITION_CD <> 'L' AND
ASSET_ALL_VW.ASSET_STATUS = 'A' AND PI_BOOK_VW.BUSINESS_UNIT = ASSET_ALL_VW.BUSINESS_UNIT AND
ASSET_ALL_VW.TAGGABLE_SW = 'Y' AND RUN_CNTL_AM.OPRID = $$OPRID$$ AND RUN_CNTL_AM.RUN_CNTL_ID =
$$RC$$ AND NOT EXISTS (Select 'X' FROM PS_NON_CAP_VW NON_CAP_VW WHERE ASSET_ALL_VW.BUSINESS_UNIT =
NON_CAP_VW.BUSINESS_UNIT AND ASSET_ALL_VW.ASSET_ID = NON_CAP_VW.ASSET_ID)
```

Count **Total rows to be** 0

Save | Notify | Add | Update/Display

Description | Criteria and Defaults | AM Specific Fields | Generate SQL | Execution History | Mc Defn Wrk1

- To make a change to the Location Criteria after clicking the Generate button, the Clear Sw button should be used to clear out the old SQL Statement first.

PI Scanner Software Upgrade

Agenda

2. Define Physical Inventory Occurrence

Defining PI Occurrence

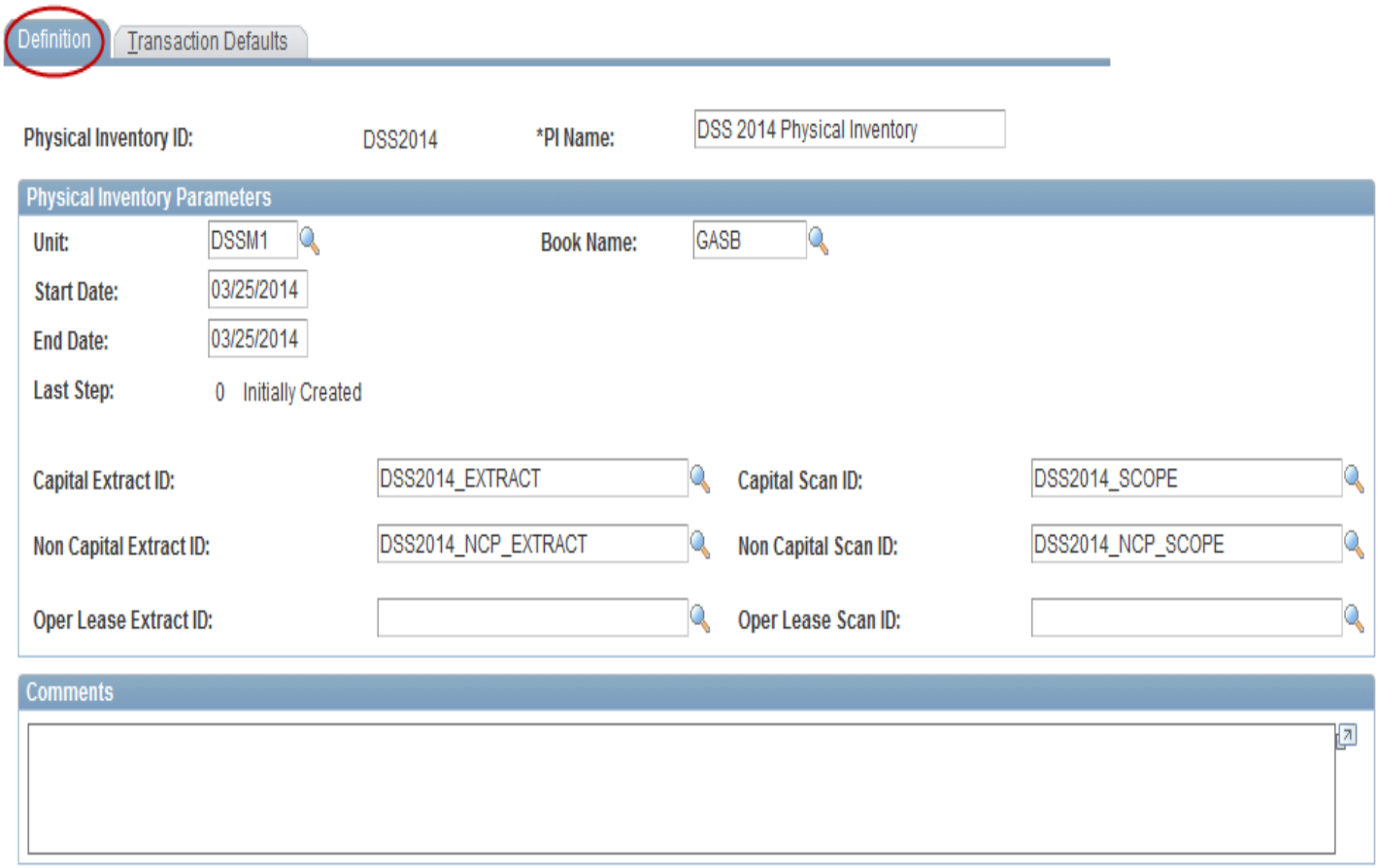
Asset Management > Physical Inventory > Define Inventory Occurrence

- The Physical Inventory ID will set the criteria defined in the extract and scan scope for each physical inventory performed for the agency.

- Enter a value in the Physical Inventory ID field that will help identify it with the previously determined extract and scope. The PI ID cannot contain spaces.

- Click the Add button.

Defining PI Occurrence

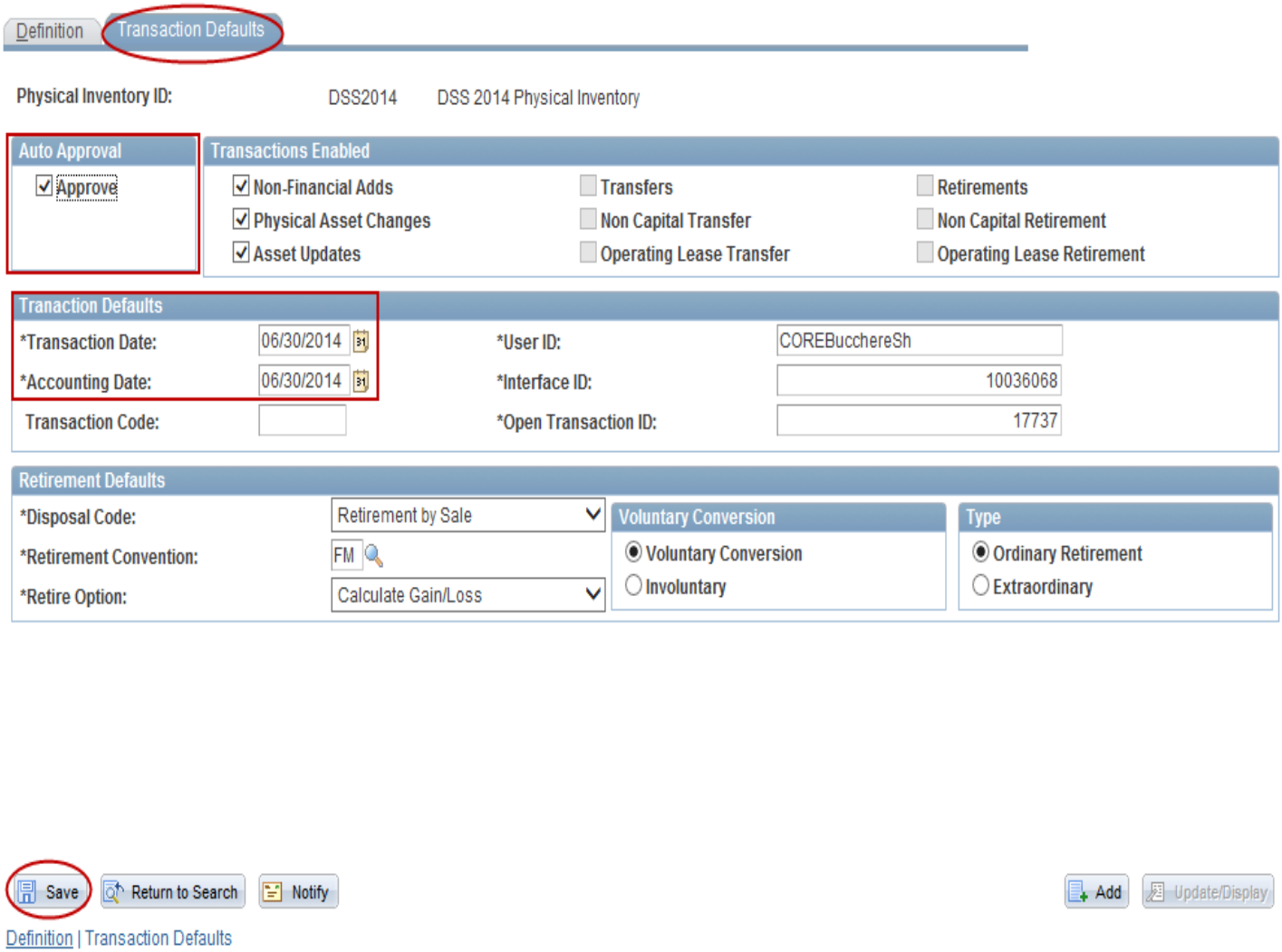


- Enter the agency Physical Inventory description in the PI Name field. Enter the Business Unit in the Unit field. Enter GASB in the Book Name field. The Start Date/End Date are informational only and do not post in Core-CT.

- Enter the previously configured Extract ID for both capital and non-capital.

- Enter the previously configured Scan ID for both capital and non-capital.

Defining PI Occurrence



• On the Transaction Defaults tab select the Approve check box (if it is not selected already).

• Enter the Transaction Date and the Accounting Date. The Accounting Date is the date that the Physical Inventory gets posted to the audit record. For this particular inventory to be posted in the current Fiscal Year, ensure that the Accounting Date reflects a date from the current Fiscal Year.

• Click Save. Once the page has been saved, write down the Interface ID number. This will be needed later in the process. The Interface ID is not finalized until after the page has been saved.

• Deselect the Physical Asset Changes checkbox if you have changed Location codes since the PI started and don't want them updated over time.

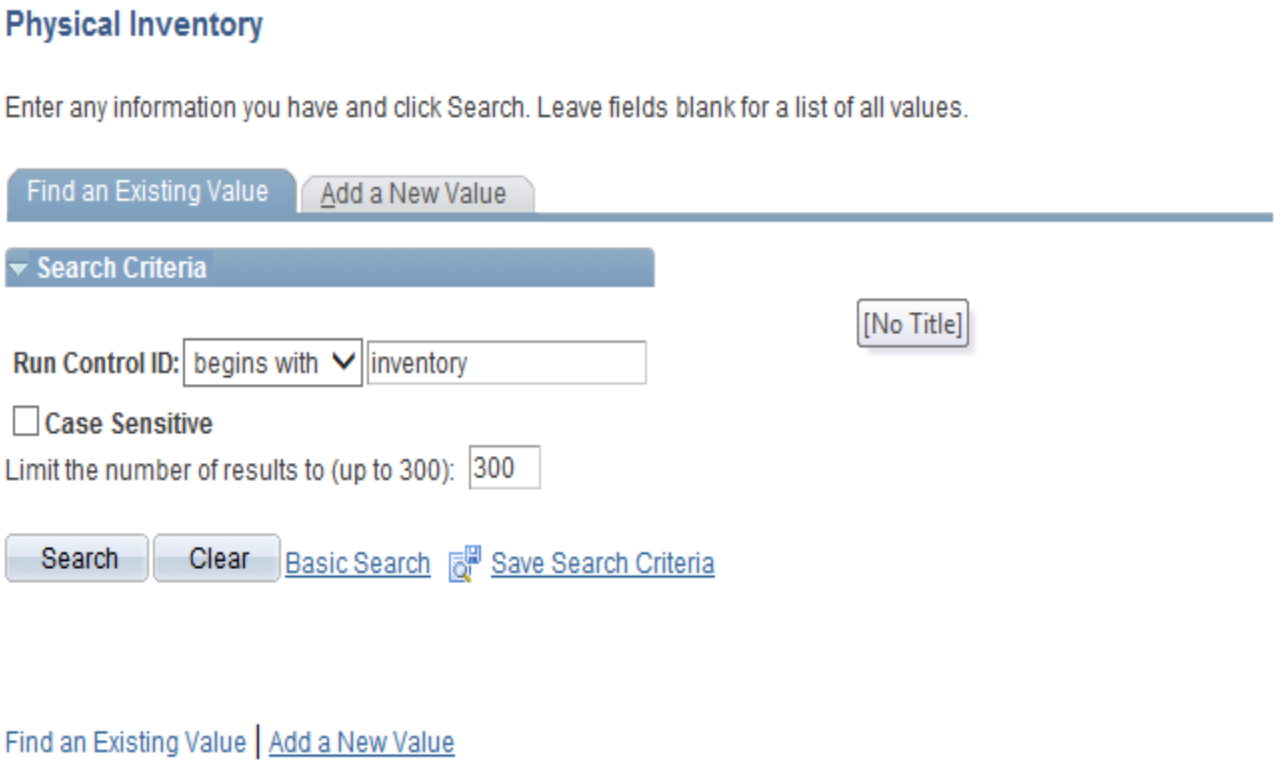
PI Scanner Software Upgrade

Agenda

3. **Create Extract File**

Inventory Processing

Asset Management > Physical Inventory > Load/Match/Reconcile PI Info



- Bring up an existing Run Control ID for Physical Inventory, or create a new one by clicking Add a New Value.
- The same Run Control ID can be used for different Physical Inventories.

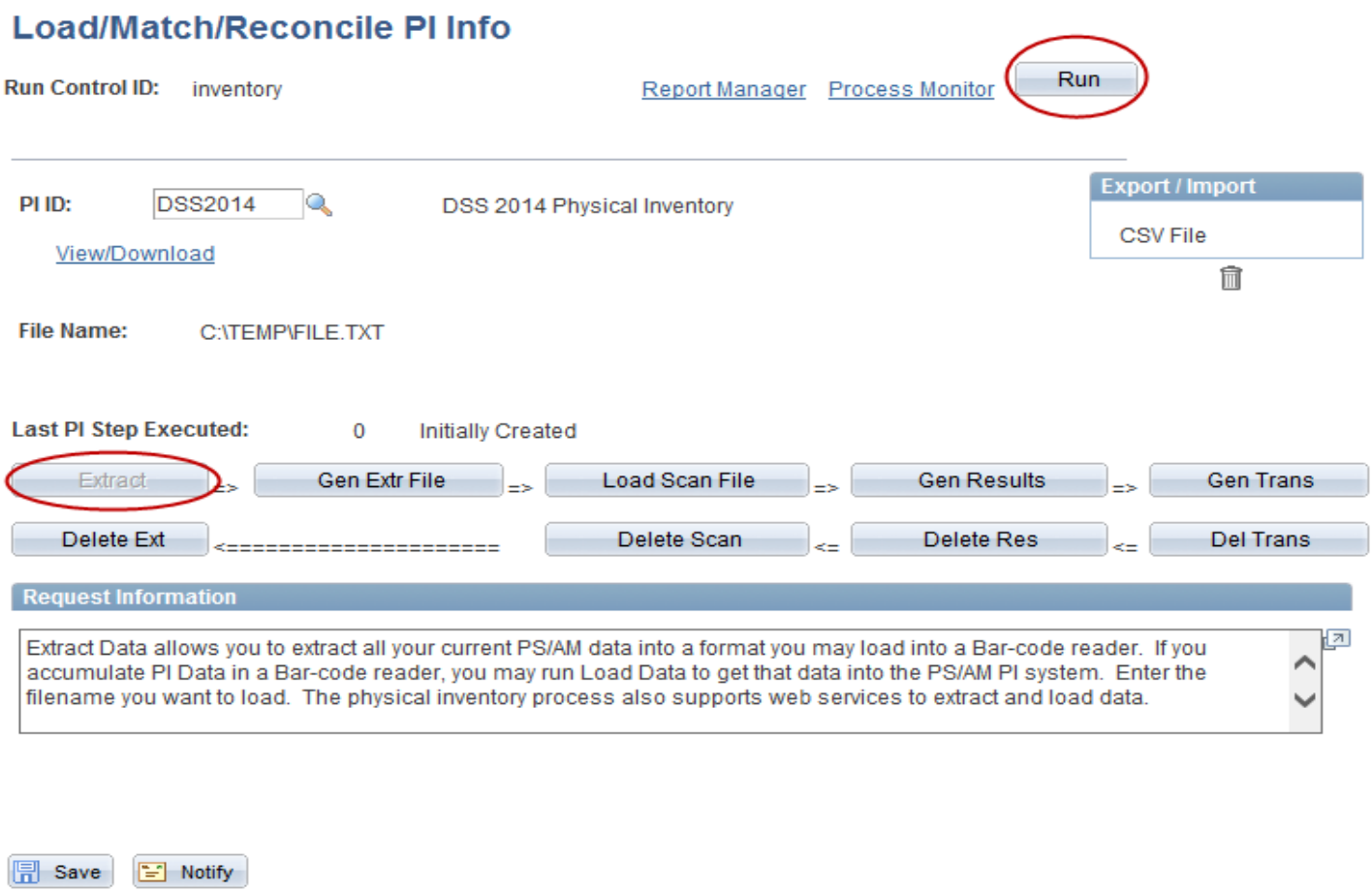
Inventory Processing

- On the Physical Inventory page, select the PI ID for the Occurrence and click the Save button. There are five transactional steps for processing inventory on this page.

- There is a sixth step that is completed for final posting.

- The Last PI Step Executed will display the current step.

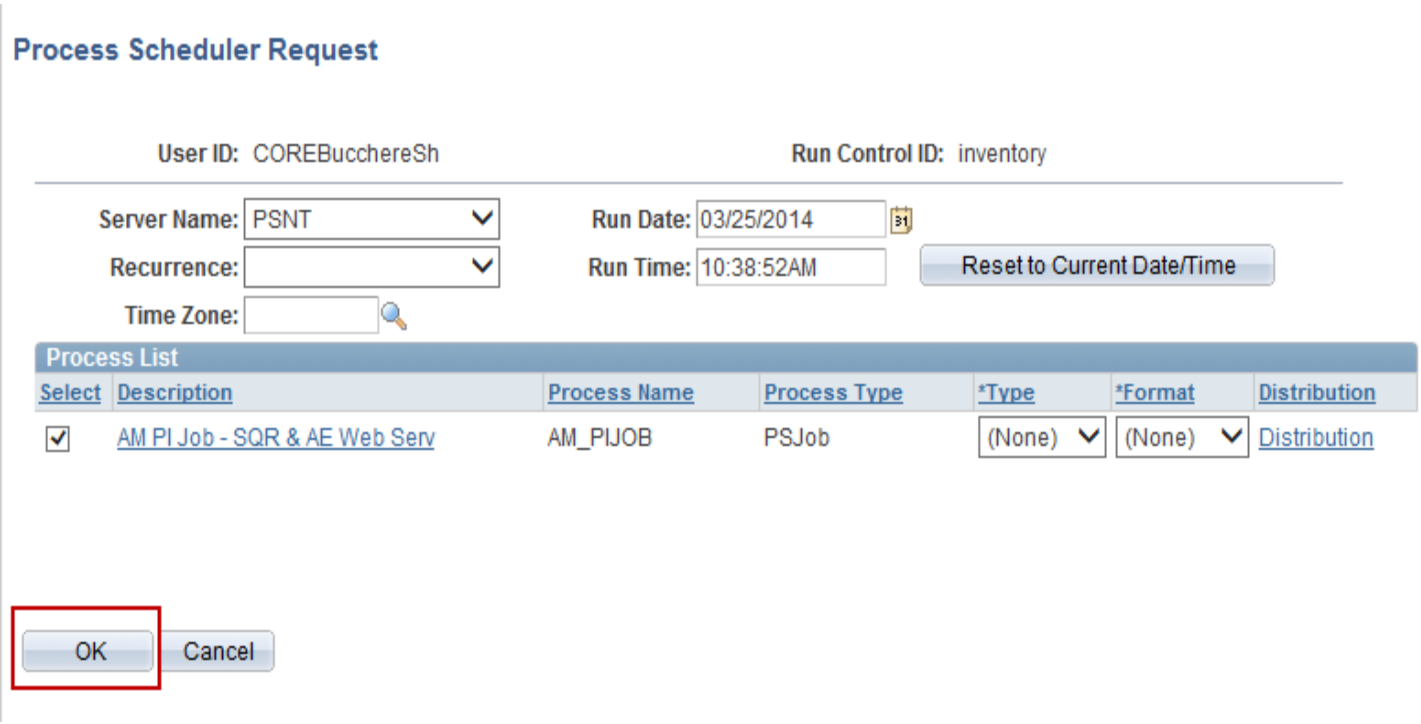
Inventory Processing



- To create the extract, click the Extract button. Click Run.

- Click the Process Monitor link to check the progress of the process.

Inventory Processing



- Click the OK button.

Inventory Processing

Process List | Server List

Actions

User ID COREBuccher | Type | Last | 1 | Days | Refresh

Server | Name | Instance | to

Run Status | Distribution Status | Save On Refresh

Process List — Personalize | Find | View All | First 1-3 of 3 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	7715		PSJob	AM_PIJOB	COREBucchereSh	03/25/2014 10:44:46AM EDT	Processing	N/A	Details
	7712		PSJob	AM_PIJOB	COREBucchereSh	03/25/2014 10:42:59AM EDT	Success	Posted	Details
	7709		PSJob	AM_PIJOB	COREBucchereSh	03/25/2014 10:38:52AM EDT	Success	Posted	Details

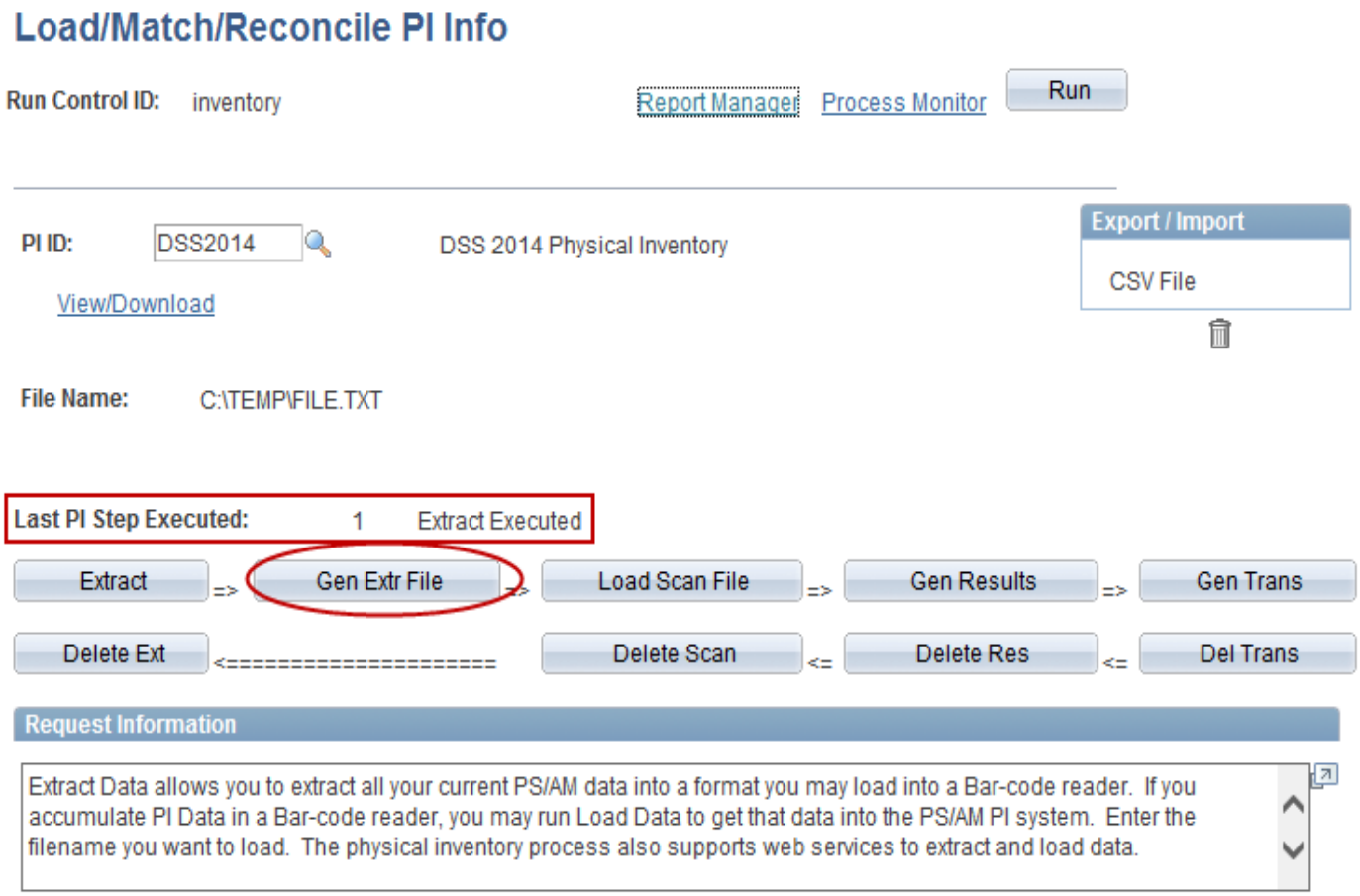
Go back to Physical Inventory

Save | Notify

Process List | Server List

- Click the Go back to Physical Inventory link once the Run Status displays Success and the Distribution Status displays Posted.

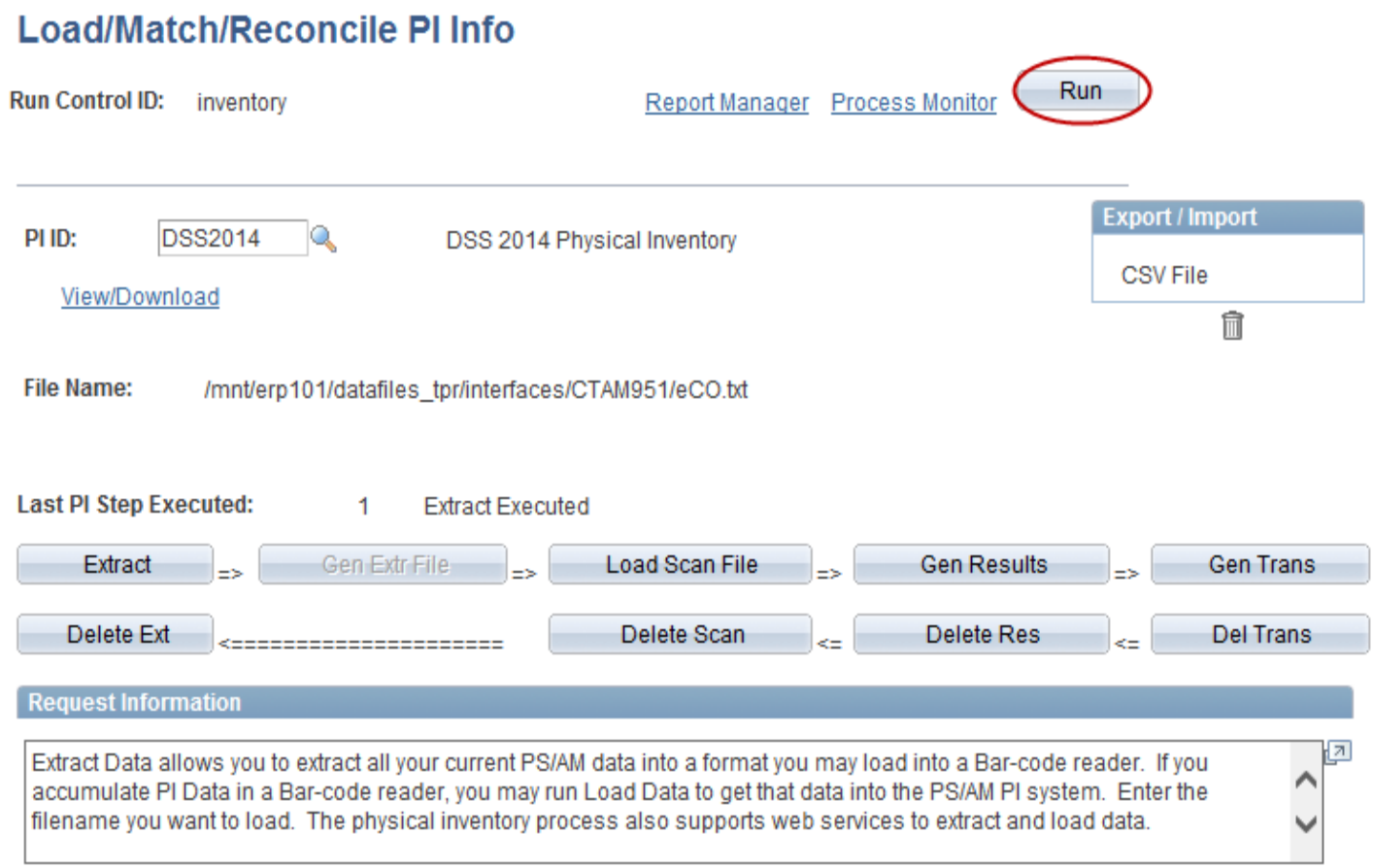
Inventory Processing



- Click the Gen Extr File button to run the second step to generate the Extract File.

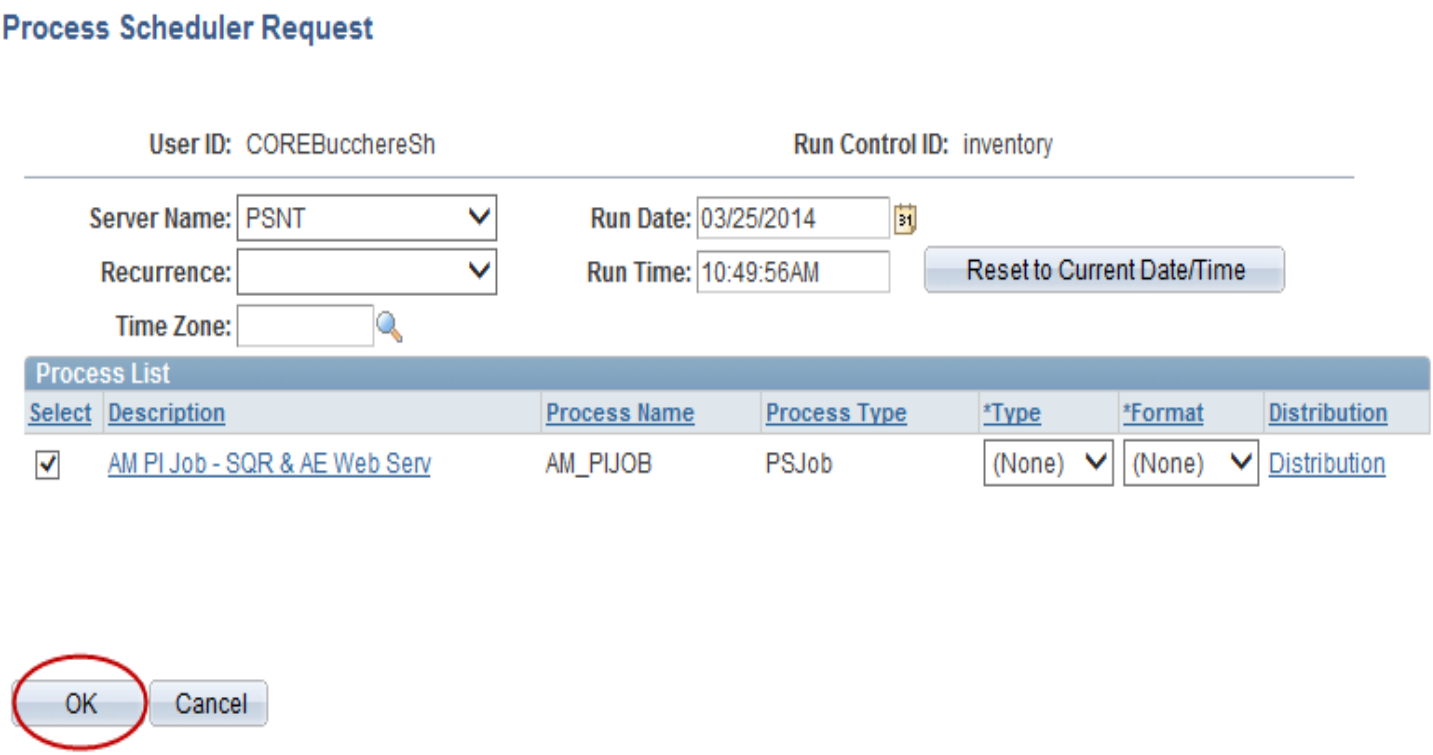
- The Step buttons are no longer grayed out after running the processes. Be careful to only run each process once.

Inventory Processing



- Click the Run button.

Inventory Processing



- Click the OK button.

Inventory Processing

Process List | Server List

Actions

User ID COREBuccher | Type | Last | 1 | Days | Refresh

Server | Name | Instance | to

Run Status | Distribution Status | ☑ Save On Refresh

Process List — Personalize | Find | View All | First 1-4 of 4 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	7719		PSJob	AM_PIJOB	COREBucchereSh	03/25/2014 10:49:56AM EDT	Success	Posted	Details
☐	7715		PSJob	AM_PIJOB	COREBucchereSh	03/25/2014 10:44:46AM EDT	Success	Posted	Details
☐	7712		PSJob	AM_PIJOB	COREBucchereSh	03/25/2014 10:42:59AM EDT	Success	Posted	Details
☐	7709		PSJob	AM_PIJOB	COREBucchereSh	03/25/2014 10:38:52AM EDT	Success	Posted	Details

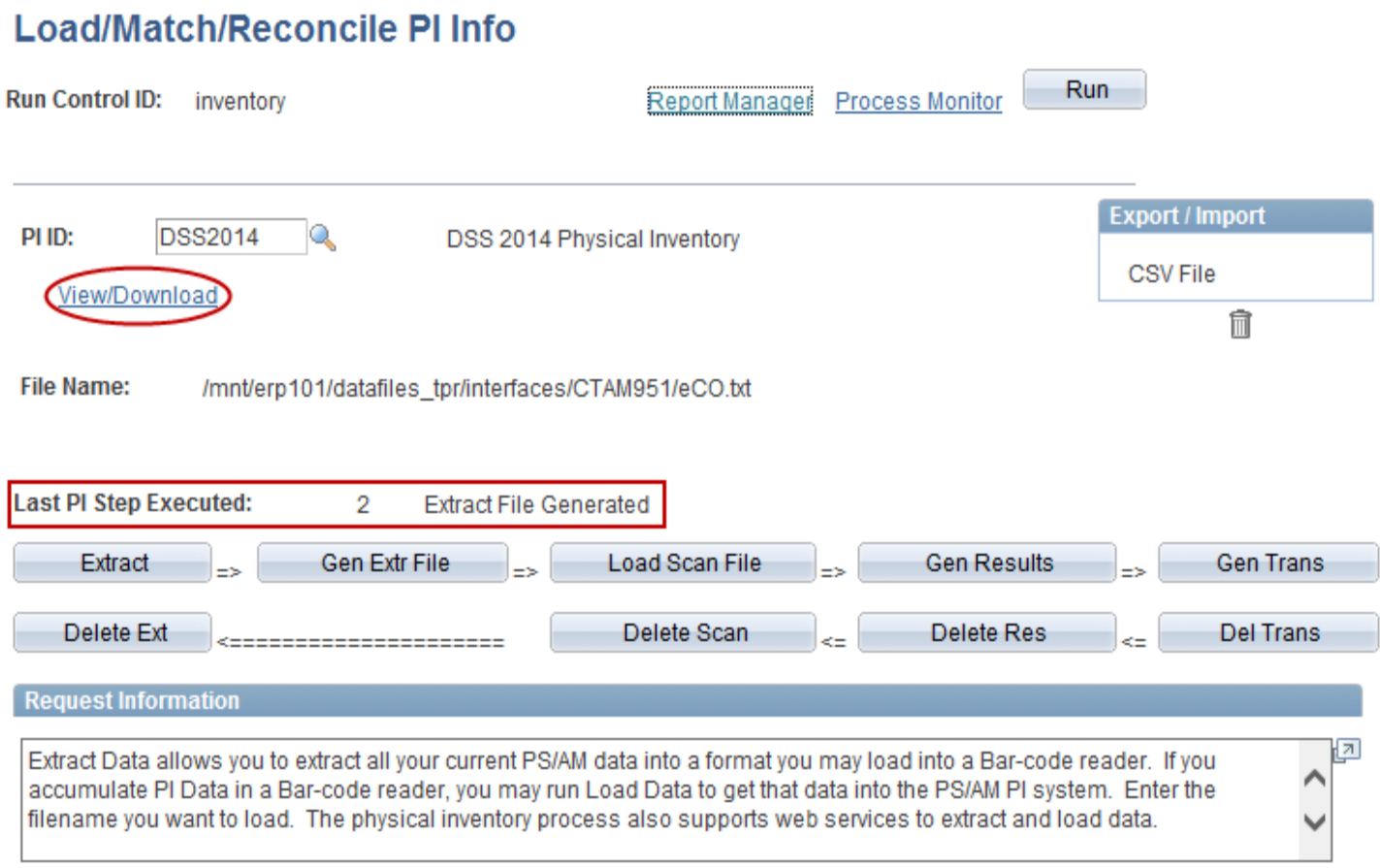
Go back to Physical Inventory

Save | Notify

Process List | Server List

- Click the Go back to Physical Inventory link once the Run Status displays Success and the Distribution Status displays Posted.

Inventory Processing



- The extract file to load onto the Scanner has been successfully created.

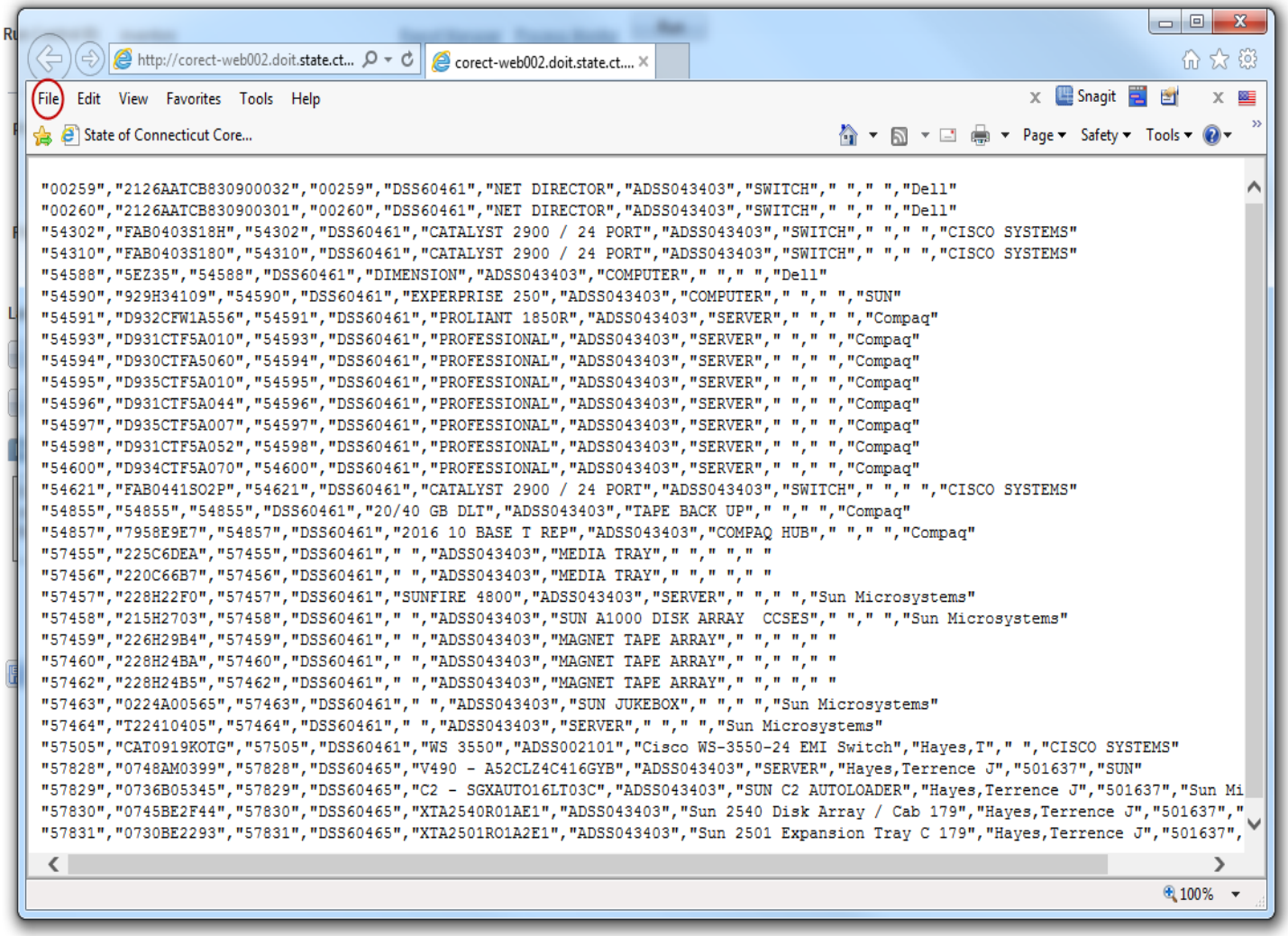
- The Last PI Step Executed now displays 2 Extract File Generated and the yellow button is no longer grayed out.

- To view the extract file click the View/Download link.

Inventory Processing

File> Save As

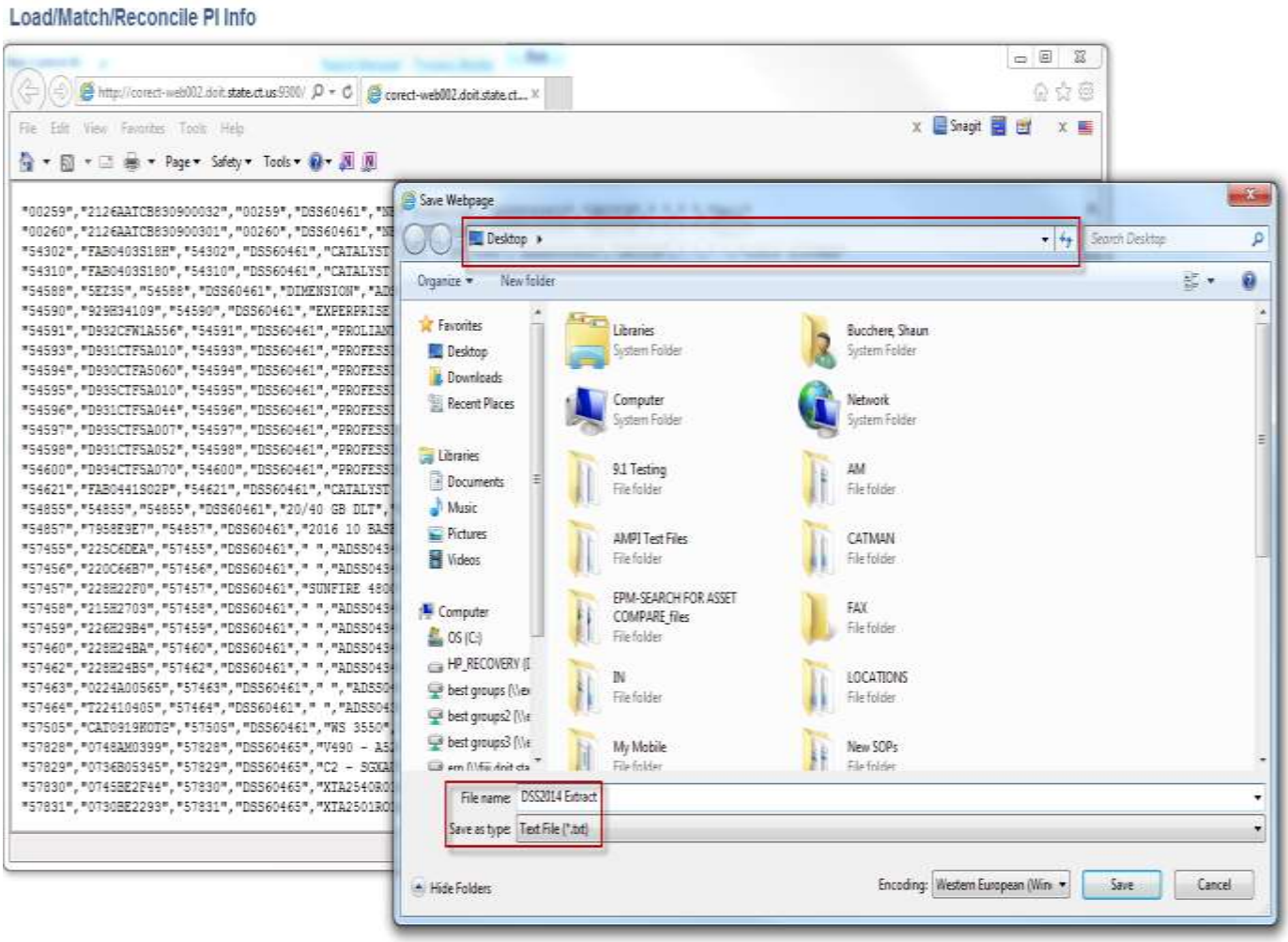
Load/Match/Reconcile PI Info



- The extract will open in another window.
- Select File> Save As from the Windows menu bar.

Inventory Processing

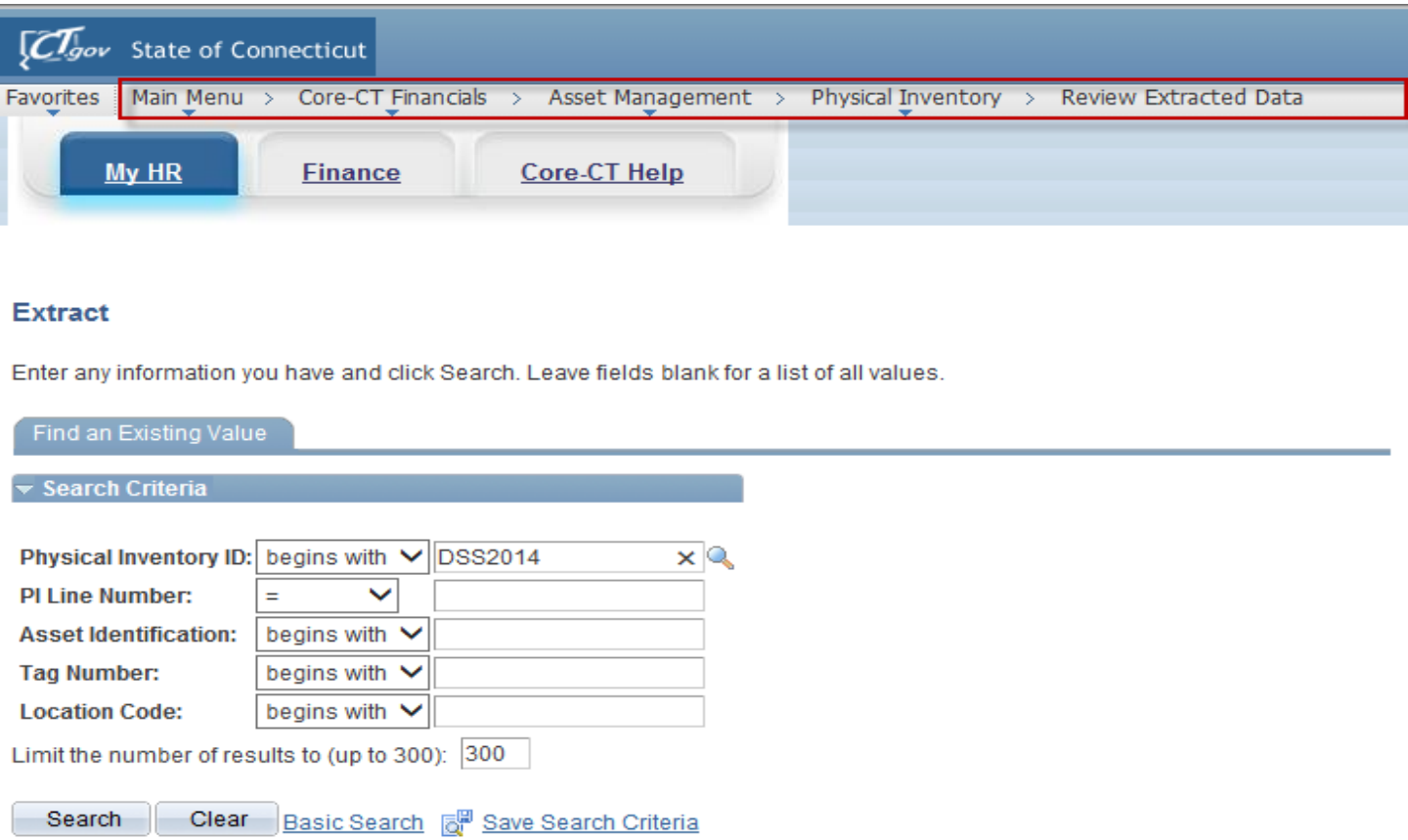
File> Save As



- Save the file to a location on the PC or network and give it a meaningful name.
- The extract is a Text File.

Inventory Processing

Asset Management> Physical Inventory> Review Extracted Data



- To view the data in the extract file online navigate to Asset Management/Physical Inventory/Review Extracted Data.

- Enter the Physical Inventory ID and click the Search button.

Inventory Processing

Extract

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Physical Inventory ID:	begins with	DSS2014
PI Line Number:	=	
Asset Identification:	begins with	
Tag Number:	begins with	
Location Code:	begins with	

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-31 of 31 Last

Physical Inventory ID	PI Line Number	Asset Identification	Tag Number	Location Code	Description
DSS2014	1	00259	00259	ADSS043403	SWITCH
DSS2014	2	00260	00260	ADSS043403	SWITCH
DSS2014	3	54302	54302	ADSS043403	SWITCH
DSS2014	4	54310	54310	ADSS043403	SWITCH
DSS2014	5	54588	54588	ADSS043403	COMPUTER
DSS2014	6	54590	54590	ADSS043403	COMPUTER
DSS2014	7	54591	54591	ADSS043403	SERVER
DSS2014	8	54593	54593	ADSS043403	SERVER
DSS2014	9	54594	54594	ADSS043403	SERVER
DSS2014	10	54595	54595	ADSS043403	SERVER
DSS2014	11	54596	54596	ADSS043403	SERVER

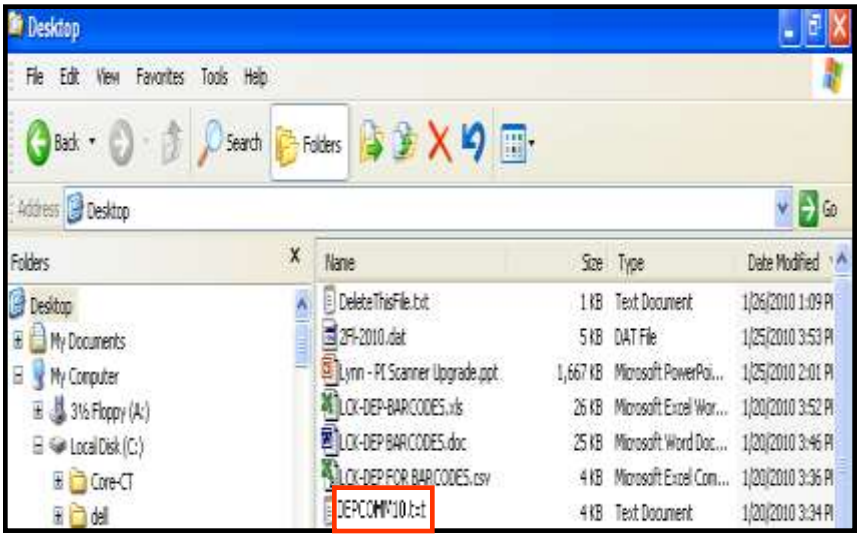
- A list of the extracted assets displays.
- The next step in the Physical Inventory process to perform the scan of assets.

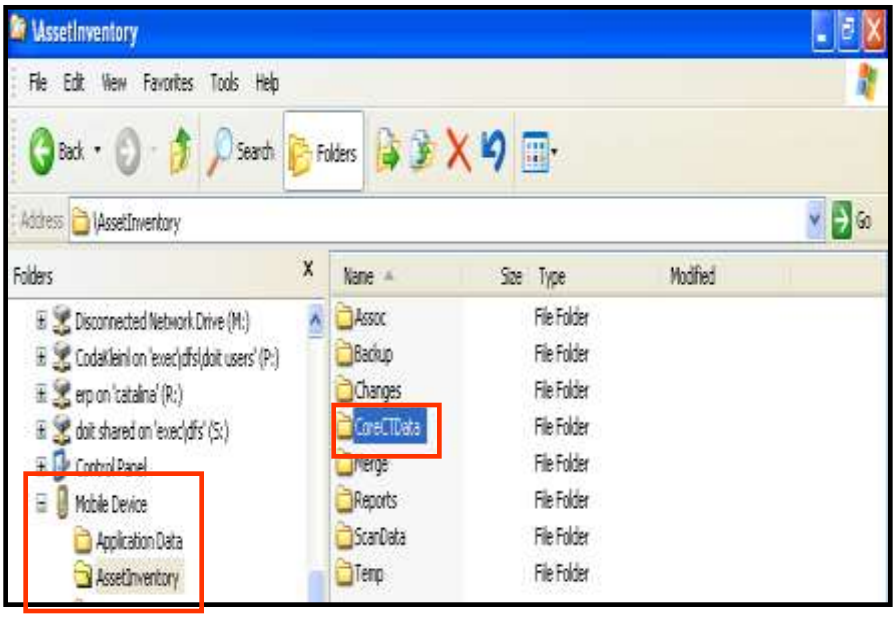
PI Scanner Software Upgrade

Agenda

4. **Data Collection (Scanner Process)**

SCANNER

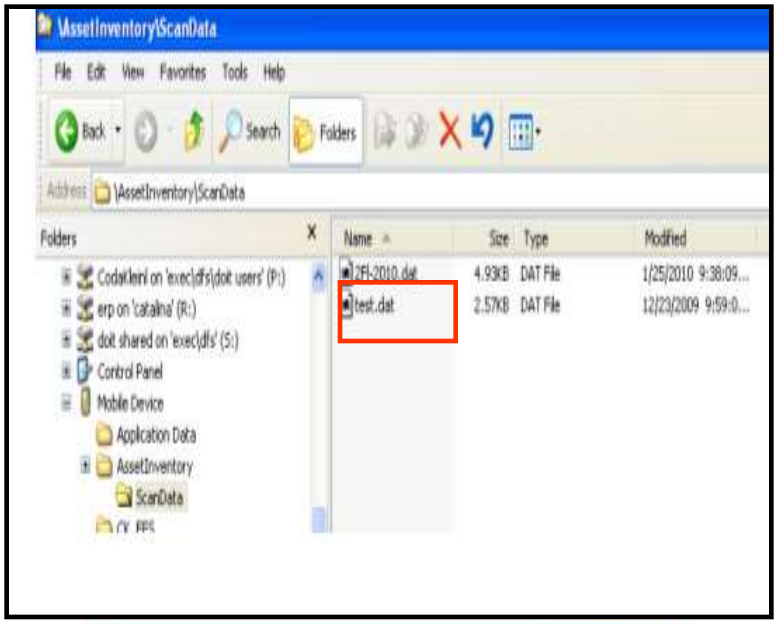


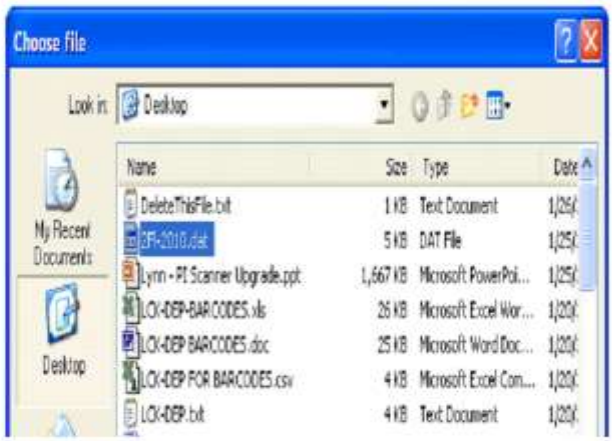


- Prior to scanning, a copy of the extract file needs to be copied onto the scanner. This is the file that was previously saved and will have a .txt extension.
- Copy the file from the PC to the Mobile Device AssetInventory/CoreCTData folder.
- Microsoft's Active Sync software must be installed on the PC in order to communicate with the scanner. There is a link to this software on the Core-CT Website.

SCANNER

Navigation: Mobile Device> AssetInventory> ScanData





• After scanning has been completed and the scan file has been finalized it can be uploaded to Core-CT. The file will be in the AssetInventory/ScanData directory and will be named the same as the file at the beginning of the process.

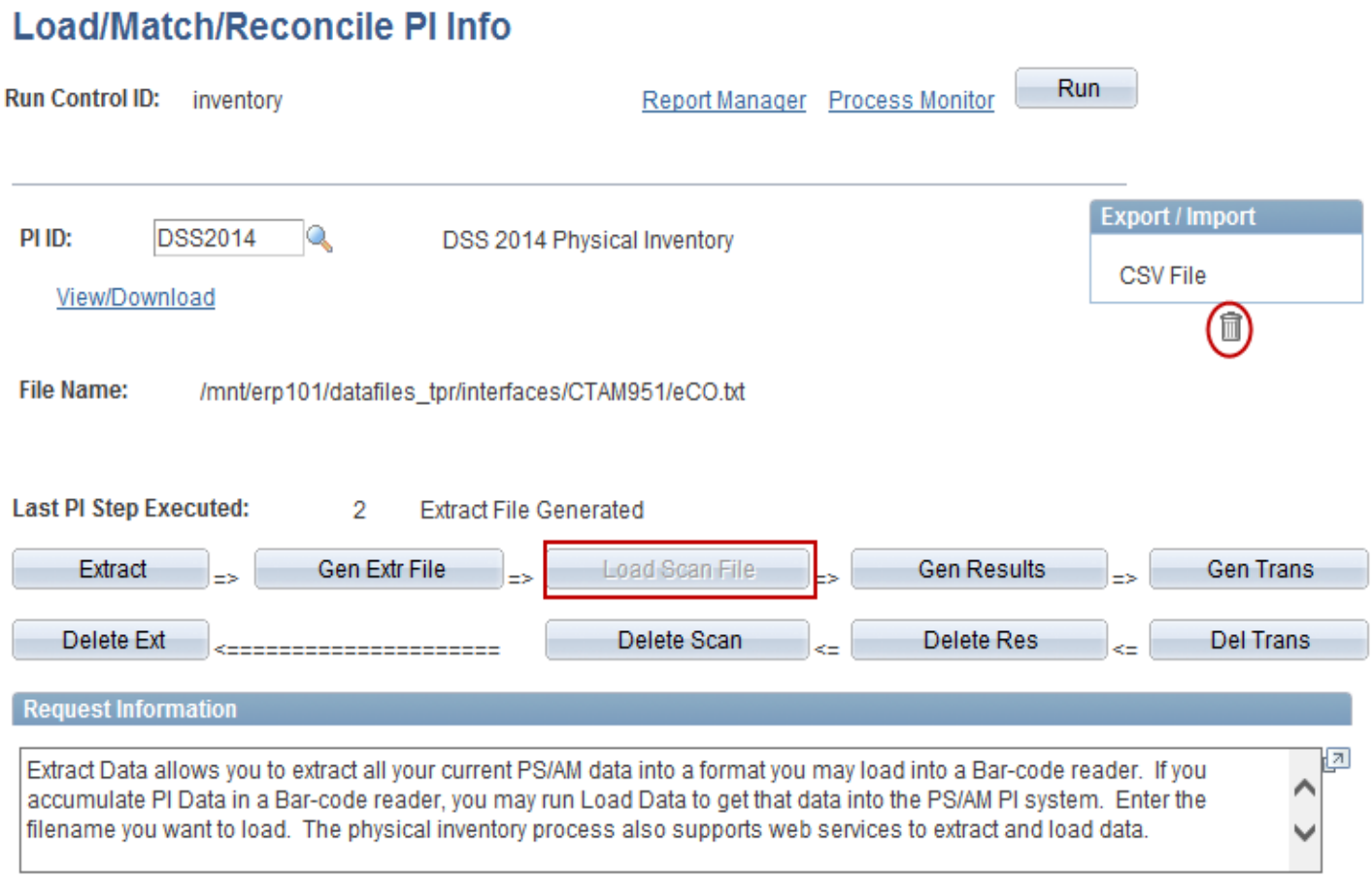
Physical Inventory

Agenda

5. Inventory Processing

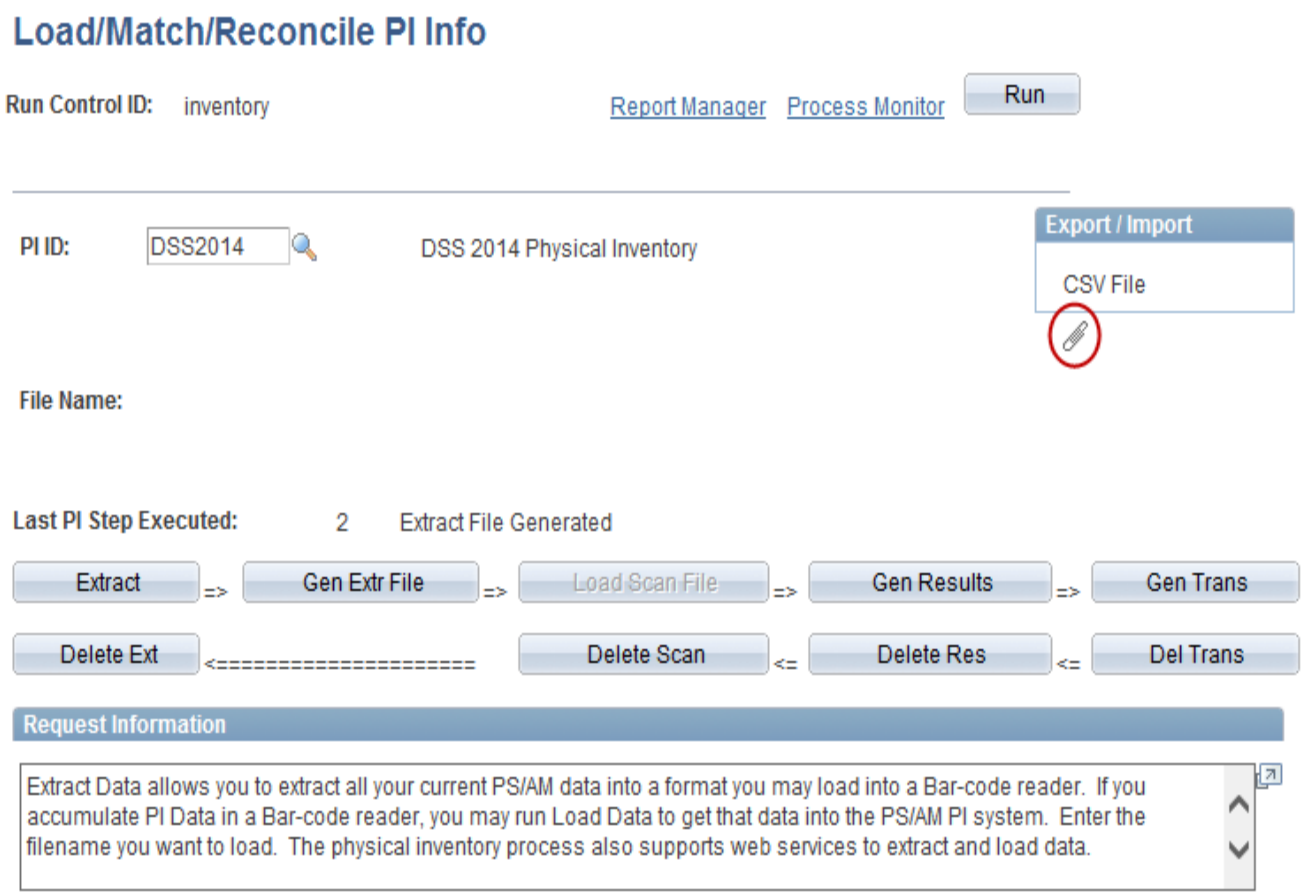
Inventory Processing

Asset Management> Physical Inventory> Load/Match/Reconcile PI Info



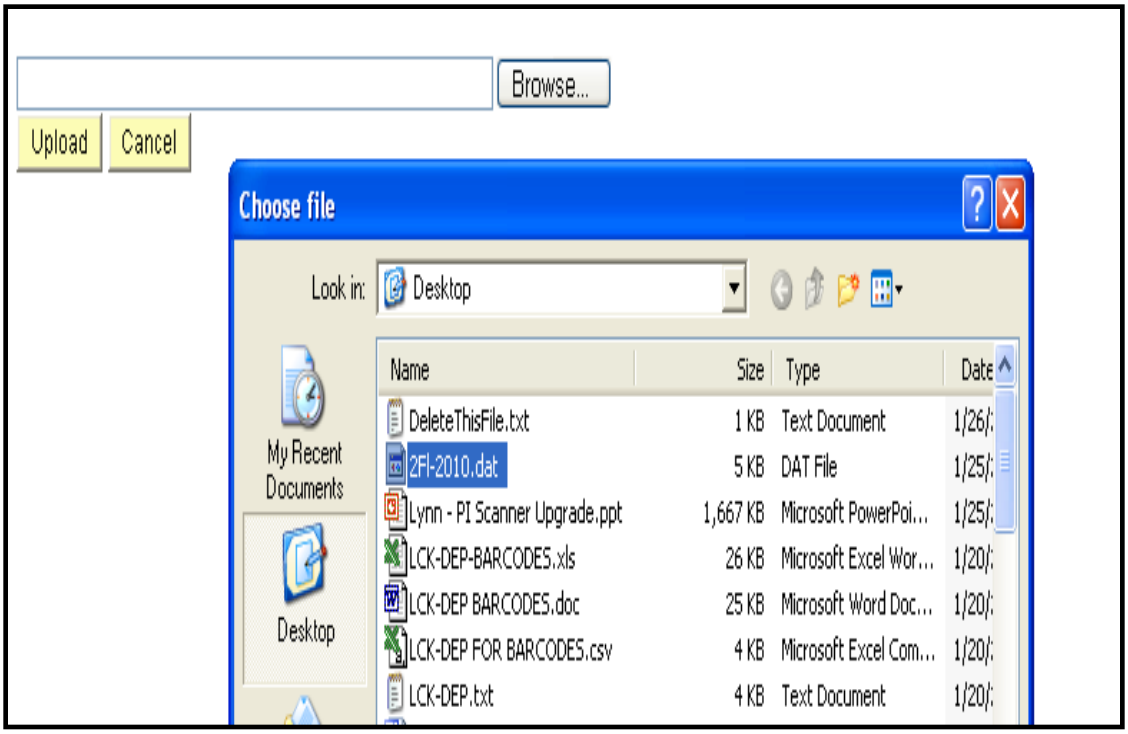
- Navigate to the Load/Match/Reconcile page to load the scan file into Core-CT.
- The Last PI Step Executed should be 2 Extract File Generated.
- Click the Load Scan File button.
- Click the Garbage Pail icon to prepare to load the scan file from the scanner.

Inventory Processing



- Click the Paper Clip icon to select the Scan file to be used.

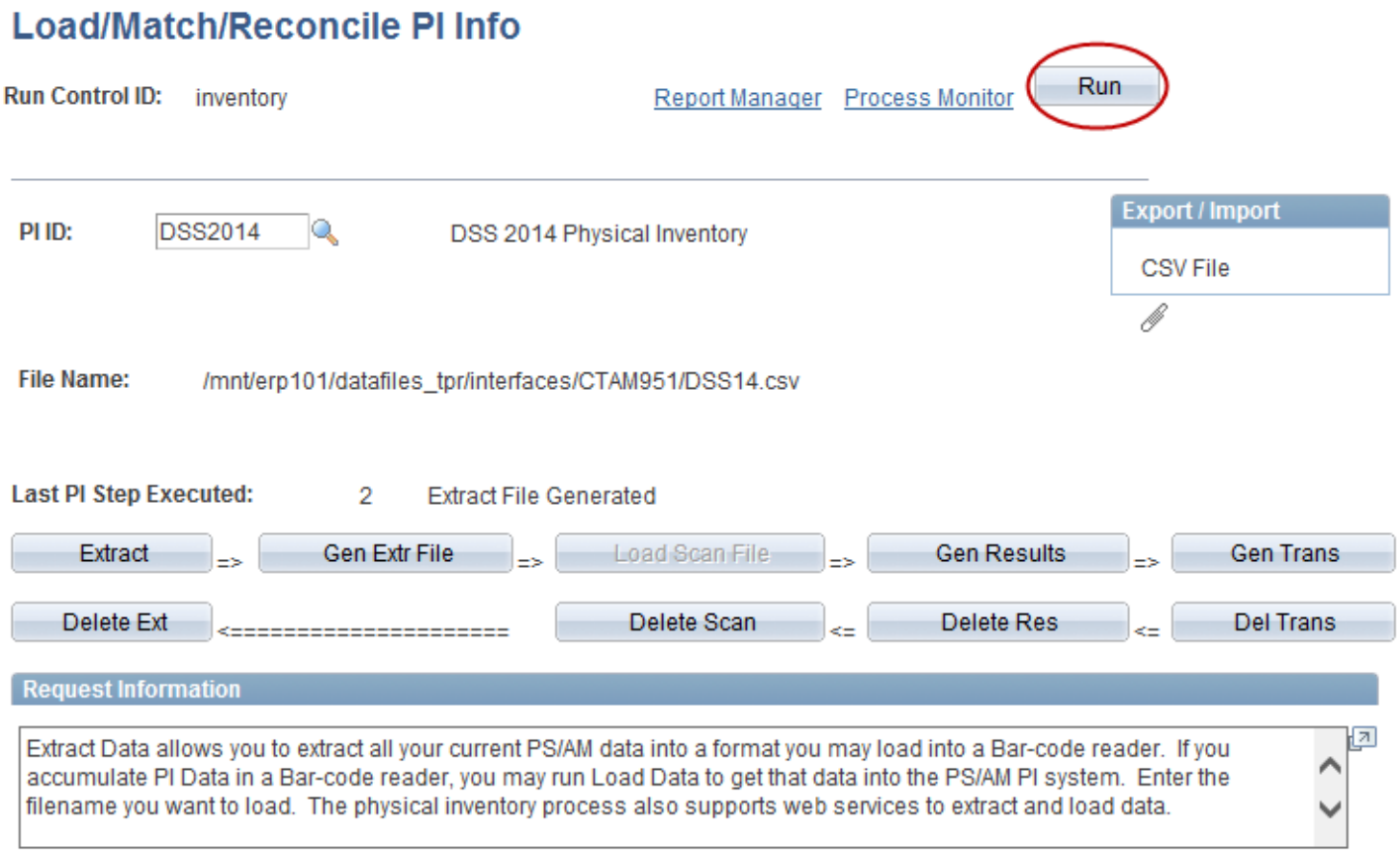
Inventory Processing



- Browse to find the .dat Scan file that was transferred from the scanner to the desktop.

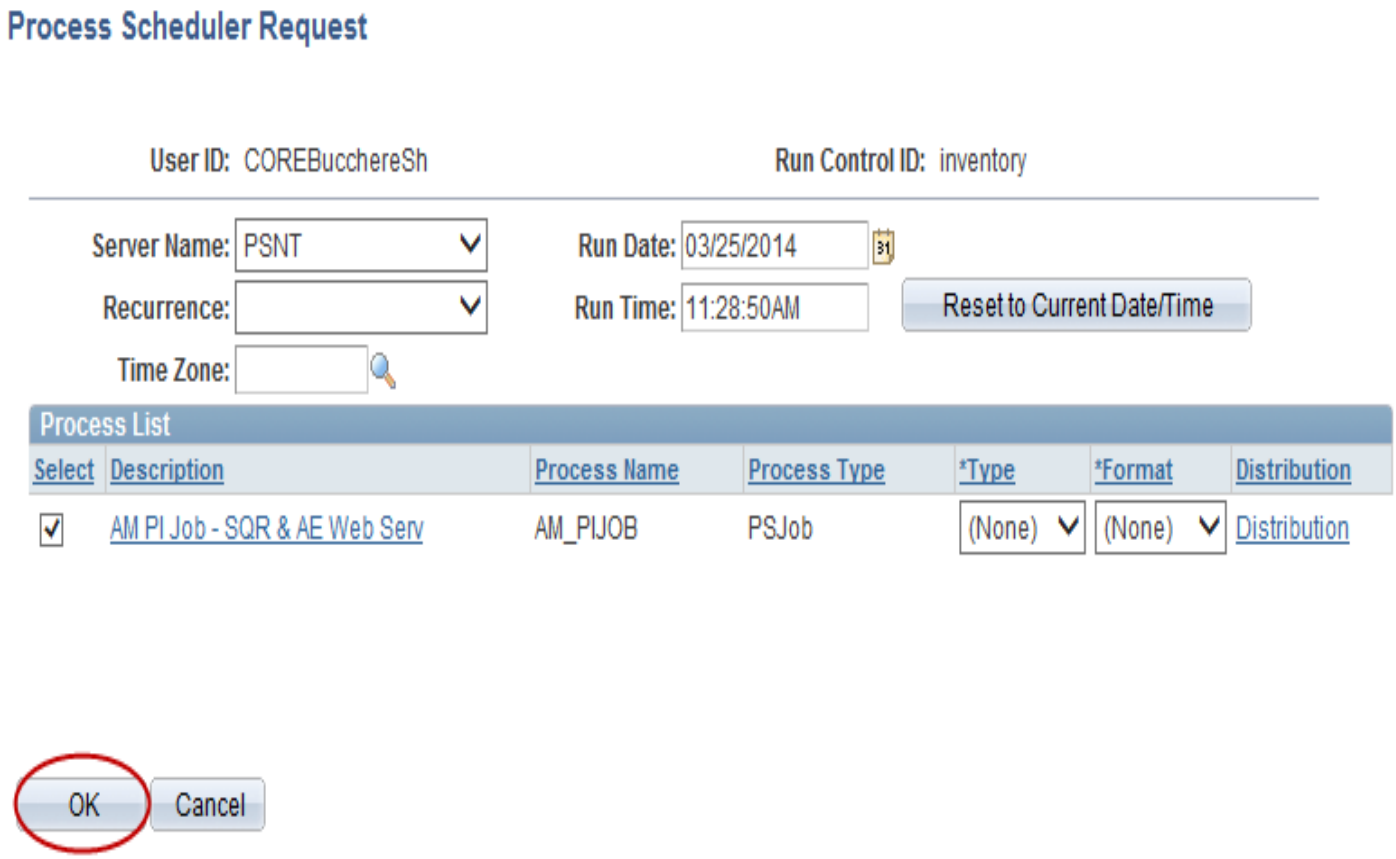
- Select the file and click the Upload button.

Inventory Processing



- Click the Run button.

Inventory Processing



- Click the OK button to run the process.

Inventory Processing

Process List | Server List

Actions

User ID COREBuccher | Type | Last | 1 | Days | Refresh

Server | Name | Instance | to

Run Status | Distribution Status | Save On Refresh

Process List — Personalize | Find | View All | First 1-5 of 5 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	7731		PSJob	AM_PIJOB	COREBucchereSh	03/25/2014 11:28:50AM EDT	Success	Posted	Details
	7719		PSJob	AM_PIJOB	COREBucchereSh	03/25/2014 10:49:56AM EDT	Success	Posted	Details
	7715		PSJob	AM_PIJOB	COREBucchereSh	03/25/2014 10:44:46AM EDT	Success	Posted	Details
	7712		PSJob	AM_PIJOB	COREBucchereSh	03/25/2014 10:42:59AM EDT	Success	Posted	Details
	7709		PSJob	AM_PIJOB	COREBucchereSh	03/25/2014 10:38:52AM EDT	Success	Posted	Details

Go back to Physical Inventory

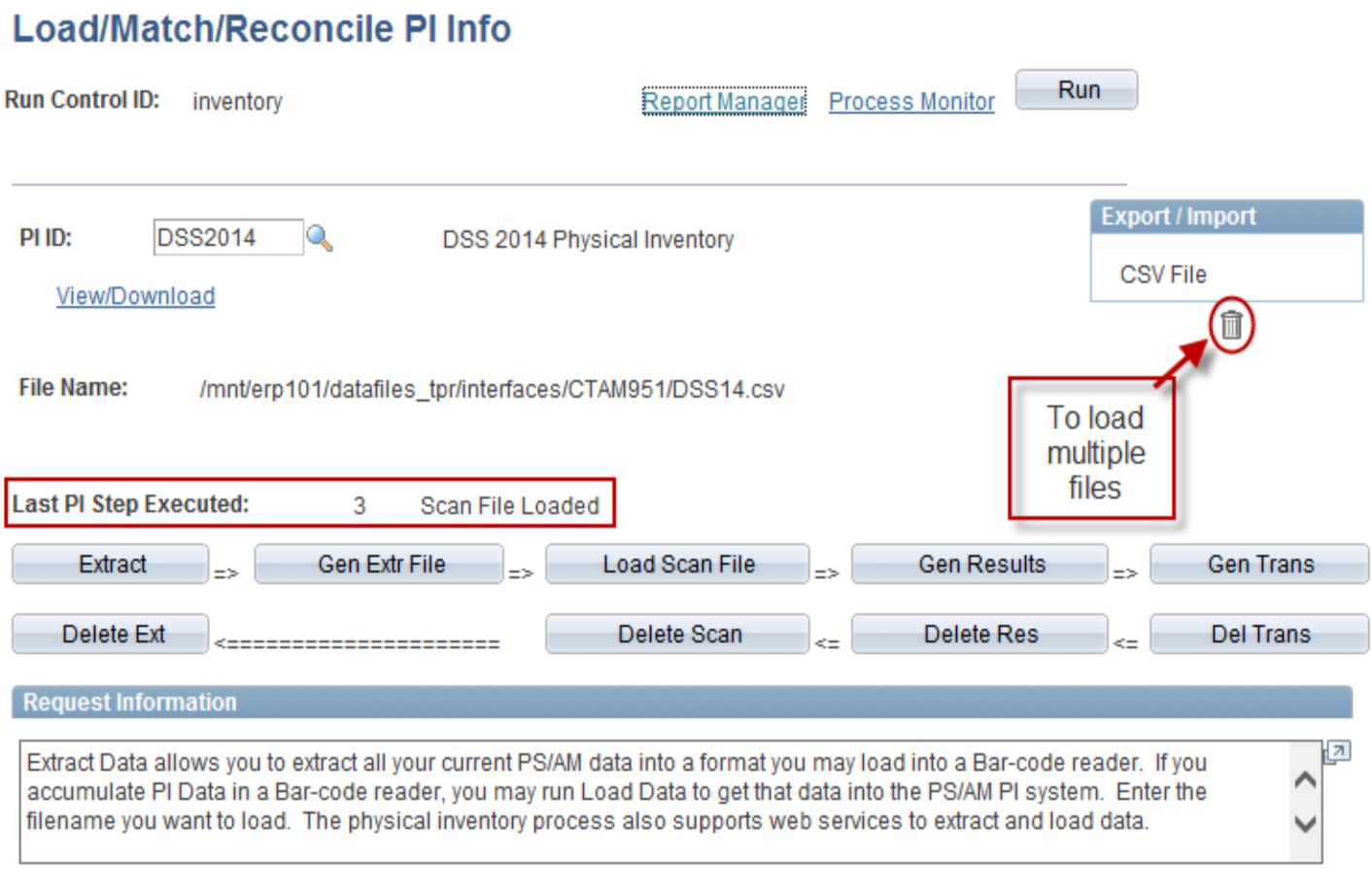
Save | Notify

Process List | Server List

- Click the Go back to Physical Inventory link once the Run Status displays Success and the Distribution Status displays Posted.

- If the process runs to error, you must go to the Details page and delete the request.

Inventory Processing

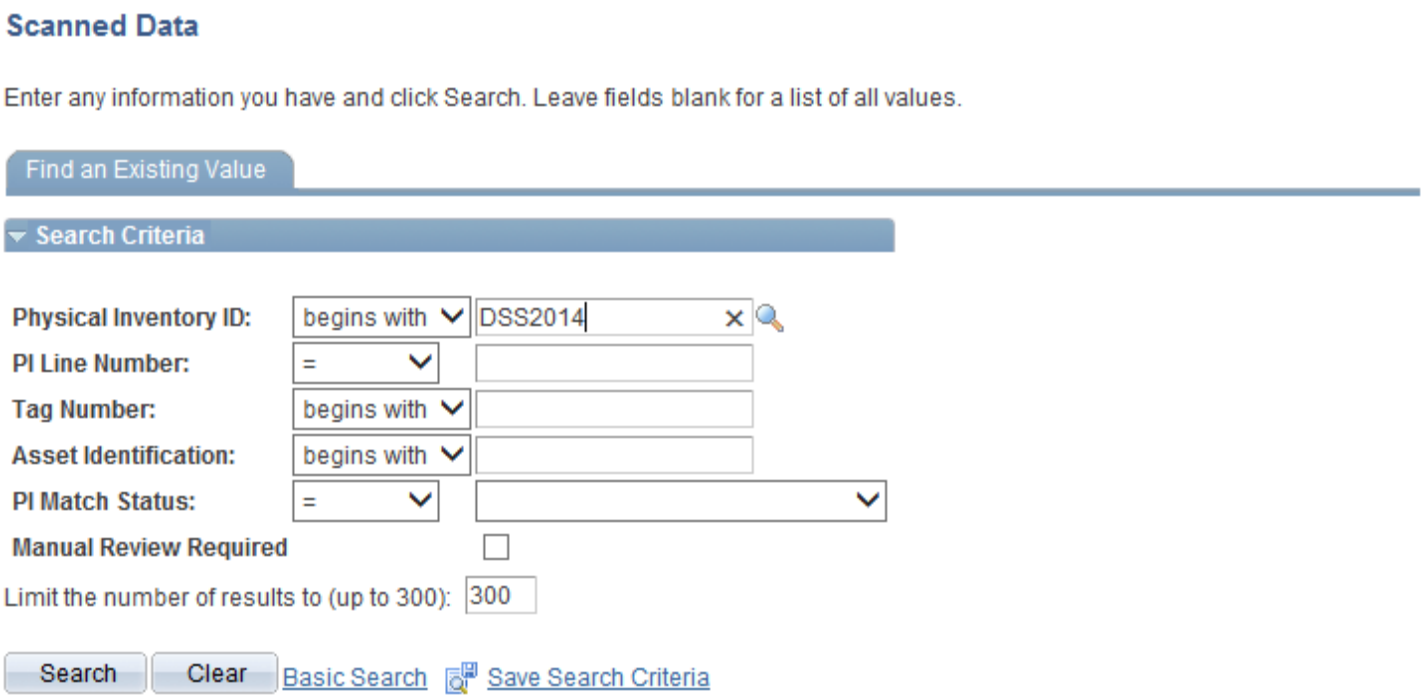


- The Last PI Step Executed will now display: <u>3 Scan file loaded</u>.

- To load multiple scan files and associate them to the same Inventory Occurrence, click the garbage pail icon, then attach the additional file(s).

Verify Scan Data

Asset Management> Physical Inventory> Verify Scanned Data



- To view the scan file online navigate to Asset Management> Physical Inventory> Verify Scanned Data.

- Enter the Physical Inventory ID and click the Search button.

Verify Scan Data

Scanned Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Physical Inventory ID:	begins with	DSS2014
PI Line Number:	=	
Tag Number:	begins with	
Asset Identification:	begins with	
PI Match Status:	=	
Manual Review Required		☐

Limit the number of results to (up to 300): 300

Search | Clear | Basic Search | Save Search Criteria

Search Results

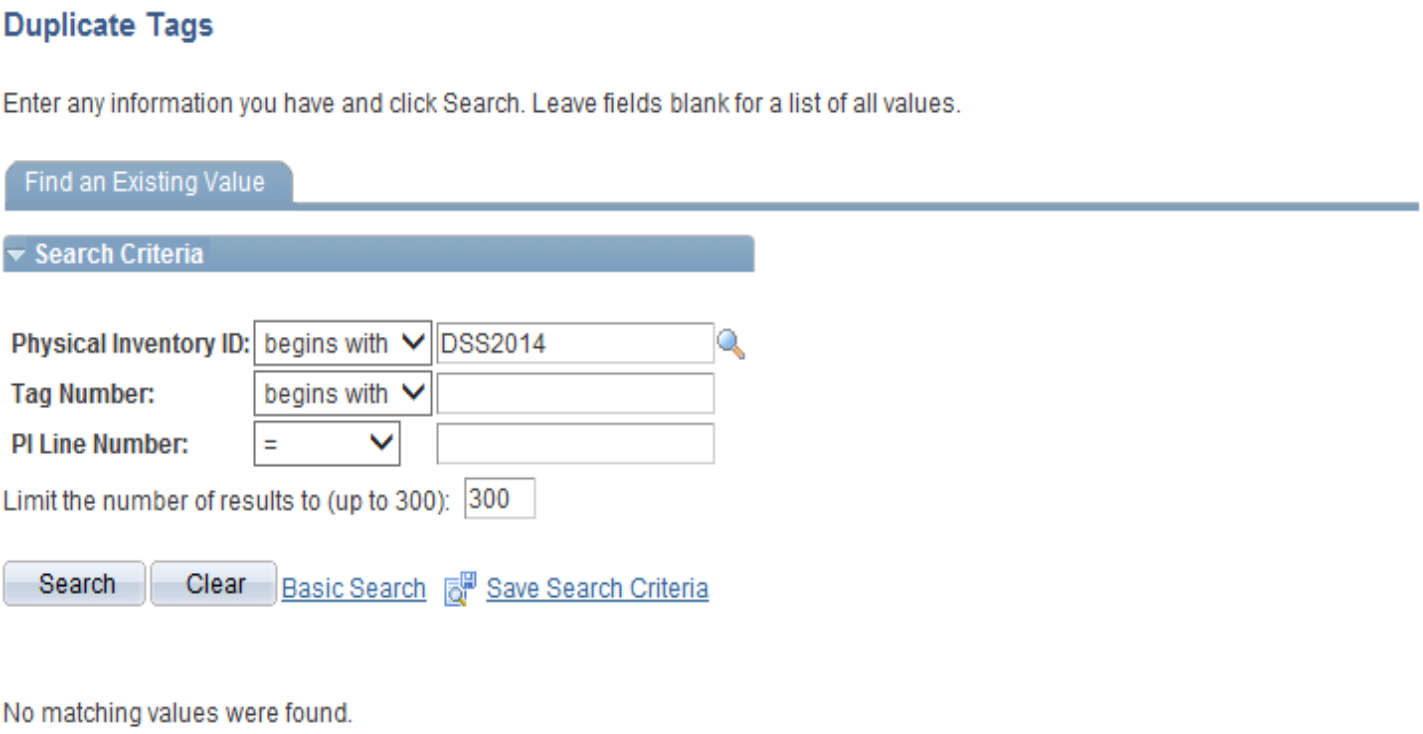
View All — First 1-31 of 31 Last

Physical Inventory ID	PI Line Number	Tag Number	Asset Identification	PI Match Status	Manual Review Required
DSS2014	1	00259	00259	Inventory	N
DSS2014	2	00260	00260	Inventory	N
DSS2014	3	54302	54302	Inventory	N
DSS2014	4	54310	54310	Inventory	N
DSS2014	5	54588	54588	Inventory	N
DSS2014	6	54590	54590	Inventory	N
DSS2014	7	54591	54591	Inventory	N
DSS2014	8	54593	54593	Inventory	N
DSS2014	9	54594	54594	Inventory	N
DSS2014	10	54595	54595	Inventory	N
DSS2014	11	54596	54596	Inventory	N
DSS2014	12	54597	54597	Inventory	N
DSS2014	13	54598	54598	Inventory	N
DSS2014	14	54600	54600	Inventory	N
DSS2014	15	54621	54621	Inventory	N
DSS2014	16	54855	54855	Inventory	N
DSS2014	17	54857	54857	Inventory	N
DSS2014	18	57455	57455	Inventory	N
DSS2014	19	57456	57456	Inventory	N
DSS2014	20	57457	57457	Inventory	N
DSS2014	21	57458	57458	Inventory	N
DSS2014	22	57459	57459	Inventory	N
DSS2014	23	57460	57460	Inventory	N
DSS2014	24	57462	57462	Inventory	N
DSS2014	25	57463	57463	Inventory	N
DSS2014	26	57464	57464	Inventory	N
DSS2014	27	57505	57505	Inventory	N

- A list of Assets from the scan file will display.

Inventory Processing

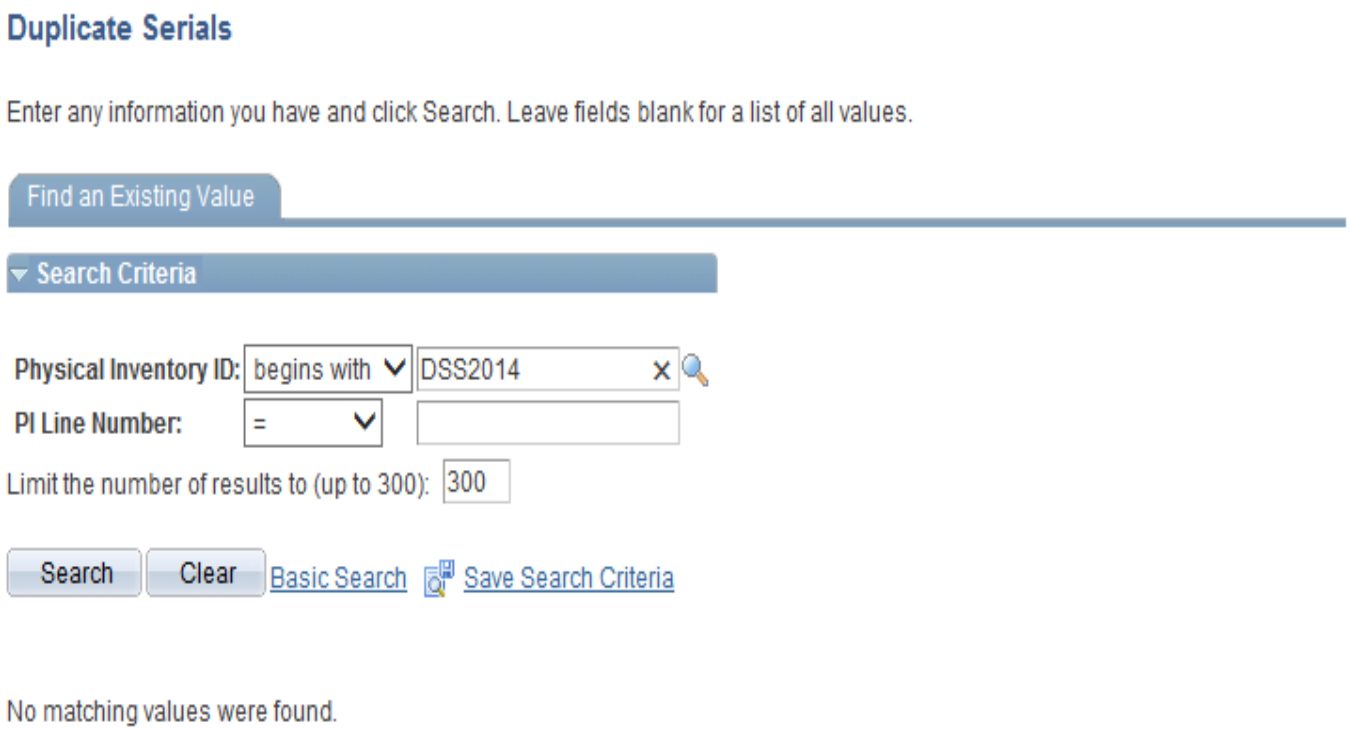
Asset Management> Physical Inventory> Verify Duplicate Tags



- The scanner software will not allow the same tag to be scanned twice. But, if several scan files are loaded to the same Physical Inventory, there is a chance that the same tag was captured in each scan file.
- The verifying Duplicate Tags process will identify any duplicates that exist.
- Enter the Physical Inventory ID. Click the Search button.
- Reconcile any duplicate tags by removing the tag number and selecting discard for a particular record.

Inventory Processing

Asset Management>Physical Inventory>Verify Duplicate Serial ID



• Assets that have duplicate serial numbers can not be processed for Physical Inventory in Core-CT. The serial numbers can be updated during the scan process or they can be updated during the Verify Duplicate Serial ID process.

• Two assets that have the same legitimate serial number can be differentiated by adding a unique suffix at the end of the serial number. The Core-CT standard serial suffix is the first letter of the Manufacturers name. For example: a Dell laptop computer with a serial number of 4567 would be entered as 4567D.

• The actual reconciliation can now be performed.

Inventory Processing

Asset Management> Physical Inventory> Load/Match/Reconcile PI Info

- To start the reconciliation, click the Gen Results button to generate the results of the scan against the extract. Click the Run button.

Inventory Processing

Process List | Server List

Actions

User ID COREBuccher | Type | Last | 1 | Days | Refresh

Server | Name | Instance | to

Run Status | Distribution Status | Save On Refresh

Process List — Personalize | Find | View All | First 1-6 of 6 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	7974		PSJob	AM_PIJOB	COREBucchereSh	03/26/2014 9:56:07AM EDT	Success	Posted	Details
	7731		PSJob	AM_PIJOB	COREBucchereSh	03/25/2014 11:28:50AM EDT	Success	Posted	Details
	7719		PSJob	AM_PIJOB	COREBucchereSh	03/25/2014 10:49:56AM EDT	Success	Posted	Details
	7715		PSJob	AM_PIJOB	COREBucchereSh	03/25/2014 10:44:46AM EDT	Success	Posted	Details
	7712		PSJob	AM_PIJOB	COREBucchereSh	03/25/2014 10:42:59AM EDT	Success	Posted	Details
	7709		PSJob	AM_PIJOB	COREBucchereSh	03/25/2014 10:38:52AM EDT	Success	Posted	Details

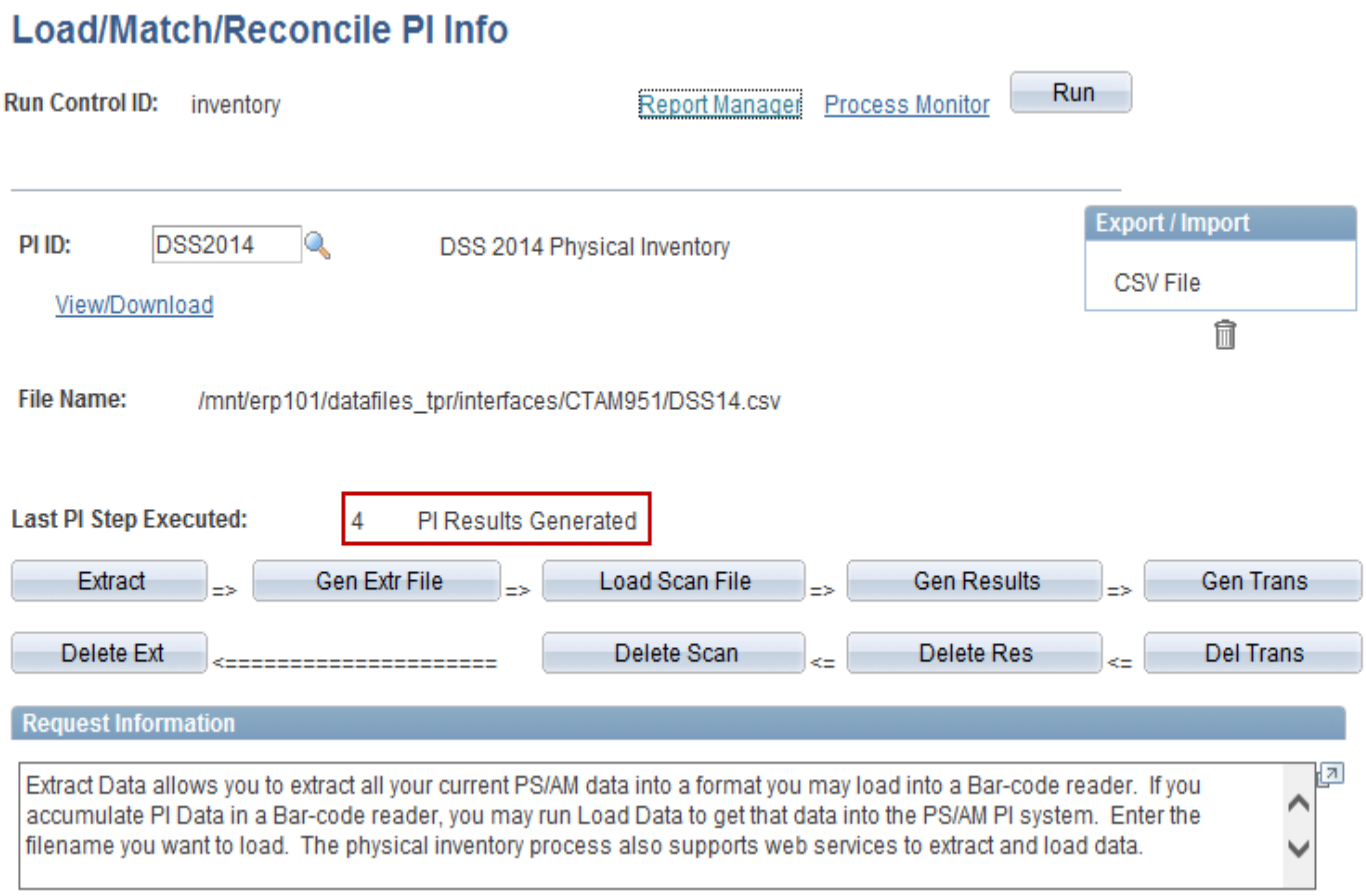
Go back to Physical Inventory

Save | Notify

Process List | Server List

- Click the OK button to run the process.
- Go to the Process Monitor to check the run status of the job. This step can take a bit of time to run to Success and Posted.
- Click the Go back to Physical Inventory link.

Inventory Processing

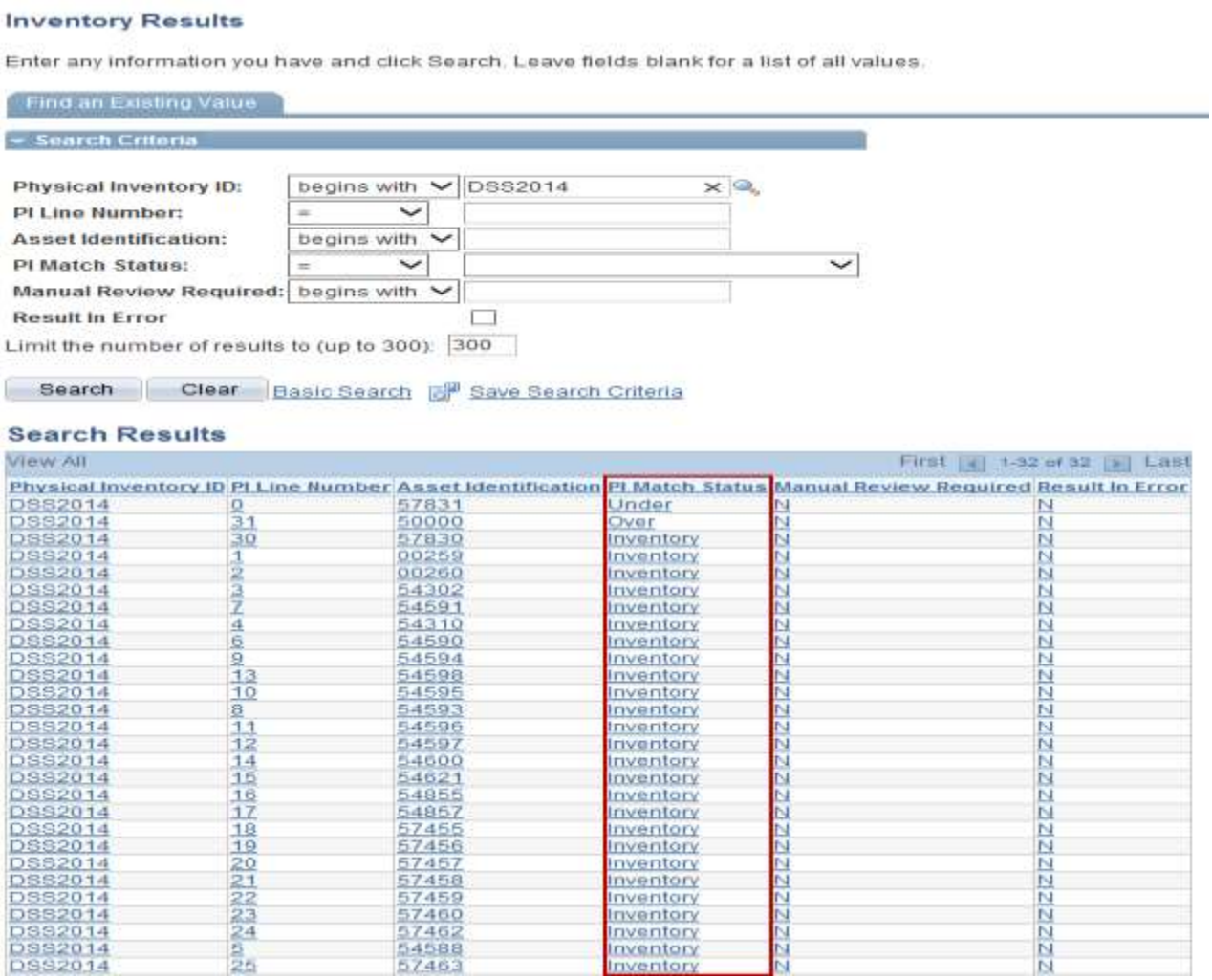


- The Last PI Step Executed will display 4 PI Results Generated.

- To back up step(s) select the corresponding Delete button and run the process through the Process Monitor. For example, if not ready to Generate Results, click the Delete Res button and start over.

Inventory Processing

Asset Management> Physical Inventory> Review Matching Results



Physical Inventory ID	PI Line Number	Asset Identification	PI Match Status	Manual Review Required	Result In Error
DSS2014	0	57831	Under	N	N
DSS2014	31	50000	Over	N	N
DSS2014	30	57830	Inventory	N	N
DSS2014	1	00259	Inventory	N	N
DSS2014	2	00260	Inventory	N	N
DSS2014	3	54302	Inventory	N	N
DSS2014	7	54591	Inventory	N	N
DSS2014	4	54310	Inventory	N	N
DSS2014	6	54590	Inventory	N	N
DSS2014	9	54594	Inventory	N	N
DSS2014	13	54598	Inventory	N	N
DSS2014	10	54595	Inventory	N	N
DSS2014	8	54593	Inventory	N	N
DSS2014	11	54596	Inventory	N	N
DSS2014	12	54597	Inventory	N	N
DSS2014	14	54600	Inventory	N	N
DSS2014	15	54621	Inventory	N	N
DSS2014	16	54855	Inventory	N	N
DSS2014	17	54857	Inventory	N	N
DSS2014	18	57455	Inventory	N	N
DSS2014	19	57456	Inventory	N	N
DSS2014	20	57457	Inventory	N	N
DSS2014	21	57458	Inventory	N	N
DSS2014	22	57459	Inventory	N	N
DSS2014	23	57460	Inventory	N	N
DSS2014	24	57462	Inventory	N	N
DSS2014	5	54588	Inventory	N	N
DSS2014	25	57463	Inventory	N	N

- Navigate to the Inventory Results.
- Enter the Physical Inventory ID and click the Search button to see a list display.
- Click one of the links to see detailed information.

Inventory Processing

Results | Details

Physical Inventory ID: DSS2014 DSS 2014 Physical Inventory

Asset Match Results

Asset ID: 57831

PI Match Status: Under

Scanned By:

Alerts

- [ ] Manual Review Required
- [ ] Result In Error

Results Notification

- [ ] Send Email
- [ ] Send Worklist

Description:

User ID:

Message:

Description:

Save | Return to Search | Previous in List | Next in List | Notify

Results | Details

Results | Details

Physical Inventory ID: DSS2014 DSS 2014 Physical Inventory

Asset ID: 57831

PI Scan Scope Mass Change ID

	Scanned Values	Original Values
Tag Number:		
Serial ID:		
Manufacturer:		
Model:		
Location Code:		
Department:		
Custodian:		
ID:		
Description:		

Save | Return to Search | Previous in List | Next in List | Notify

Results | Details

- This is an example of an Under. An Under is an asset that was not found during the scanning process.
- Unders can be reconciled by loading an additional scan file.

Inventory Processing

Results | Details

Physical Inventory ID: DSS2014 DSS 2014 Physical Inventory

Asset Match Results

Asset ID: 57830

PI Match Status: Inventory

Scanned By:

Alerts

- [ ] Manual Review Required
- [ ] Result In Error

Results Notification

- [ ] Send Email
- [ ] Send Worklist

Description:

User ID:

Message:

Description:

Save | Return to Search | Previous in List | Next in List | Notify

Results | Details

Results | Details

Physical Inventory ID: DSS2014 DSS 2014 Physical Inventory

Asset ID: 57830

PI Scan Scope Mass Change ID

	Scanned Values	Original Values
Tag Number:	57830	57830
Serial ID:	0745BE2F44	0745BE2F44
Manufacturer:		
Model:	XTA2540R01AE1	XTA2540R01AE1
Location Code:	ADSS043403	ADSS043403
Department:	DSS60465	DSS60465
Custodian:	Hayes,Terrence J	Hayes,Terrence J
ID:	501637	501637
Description:	Sun 2540 Disk Array / Cab 179	Sun 2540 Disk Array / Cab 179

Save | Return to Search | Previous in List | Next in List | Notify

Results | Details

- This is an example of an inventoried asset.

Inventory Processing

Results | Details

Physical Inventory ID: DSS2014 DSS 2014 Physical Inventory

Asset Match Results

Asset ID: 50000

PI Match Status: Over

Scanned By:

Alerts

- [ ] Manual Review Required
- [ ] Result In Error

Results Notification

- [ ] Send Email
- [ ] Send Worklist

Description:

User ID:

Message:

Description:

Save | Return to Search | Previous in List | Next in List | Notify

Results | Details

Results | Details

Physical Inventory ID: DSS2014 DSS 2014 Physical Inventory

Asset ID: 50000

PI Scan Scope Mass Change ID

	Scanned Values	Original Values
Tag Number:	50000	
Serial ID:	123456	
Manufacturer:		
Model:		
Location Code:	ADSS043403	
Department:		
Custodian:		
ID:		
Description:	Computer	

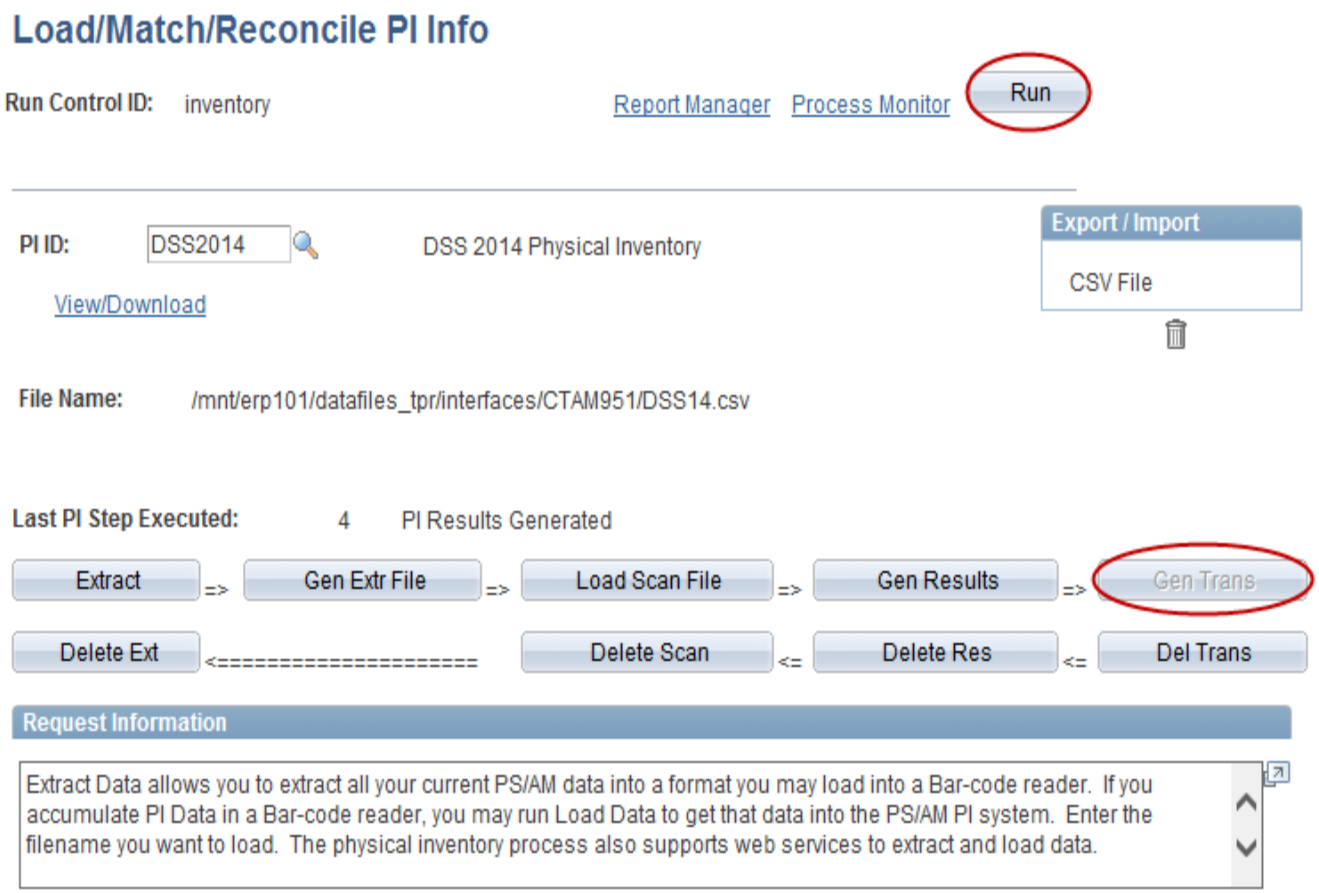
Save | Return to Search | Previous in List | Next in List | Notify

Results | Details

- This is an example of an Over. This is a new asset that was added while scanning.
- Assets that are “over” can be added by the system as physical assets when the inventory has been loaded.

Inventory Processing

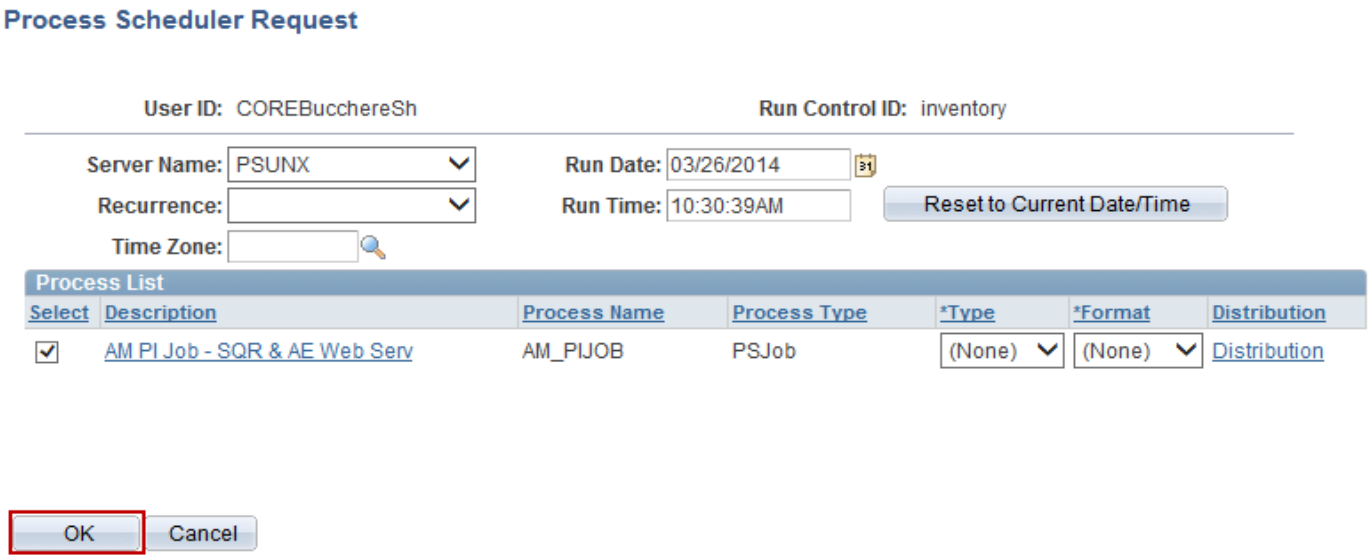
Asset Management> Physical Inventory> Load/Match/Reconcile PI Info

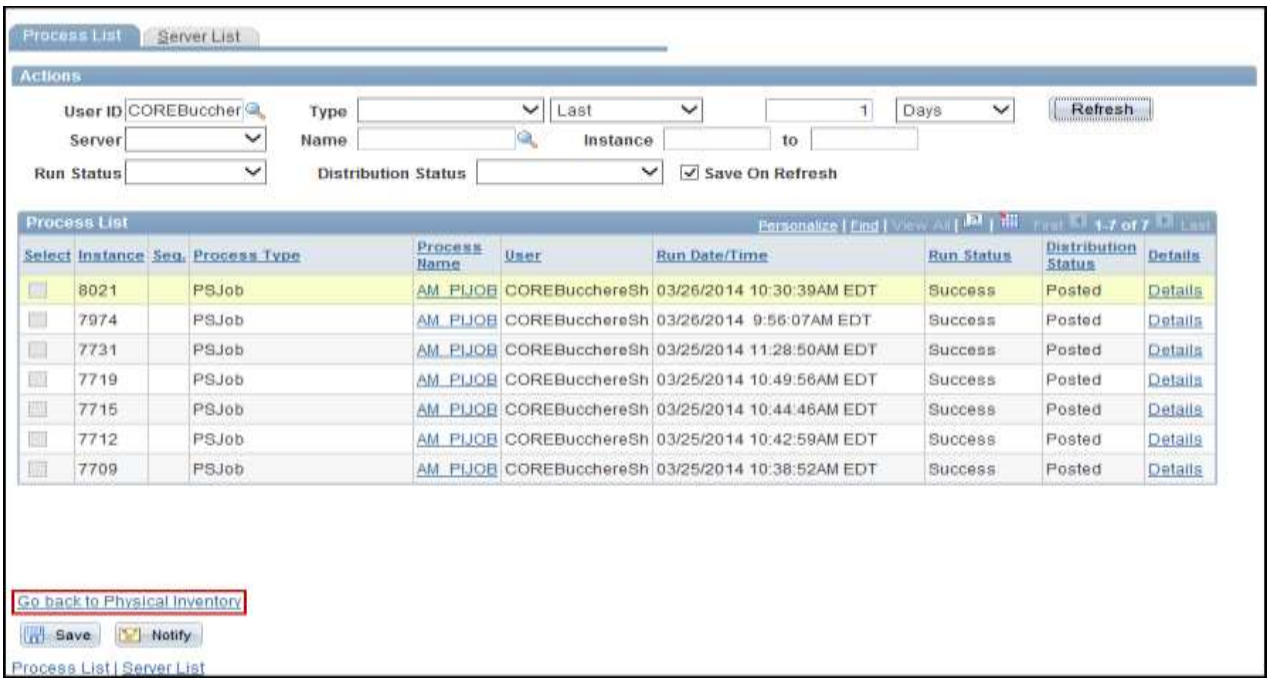


- Returning to the Load/Match/Reconcile PI Info page, the last step is to generate the transactions to be ready for posting in Core-CT.

- Click the Gen Trans button. Click the Run button.

Inventory Processing

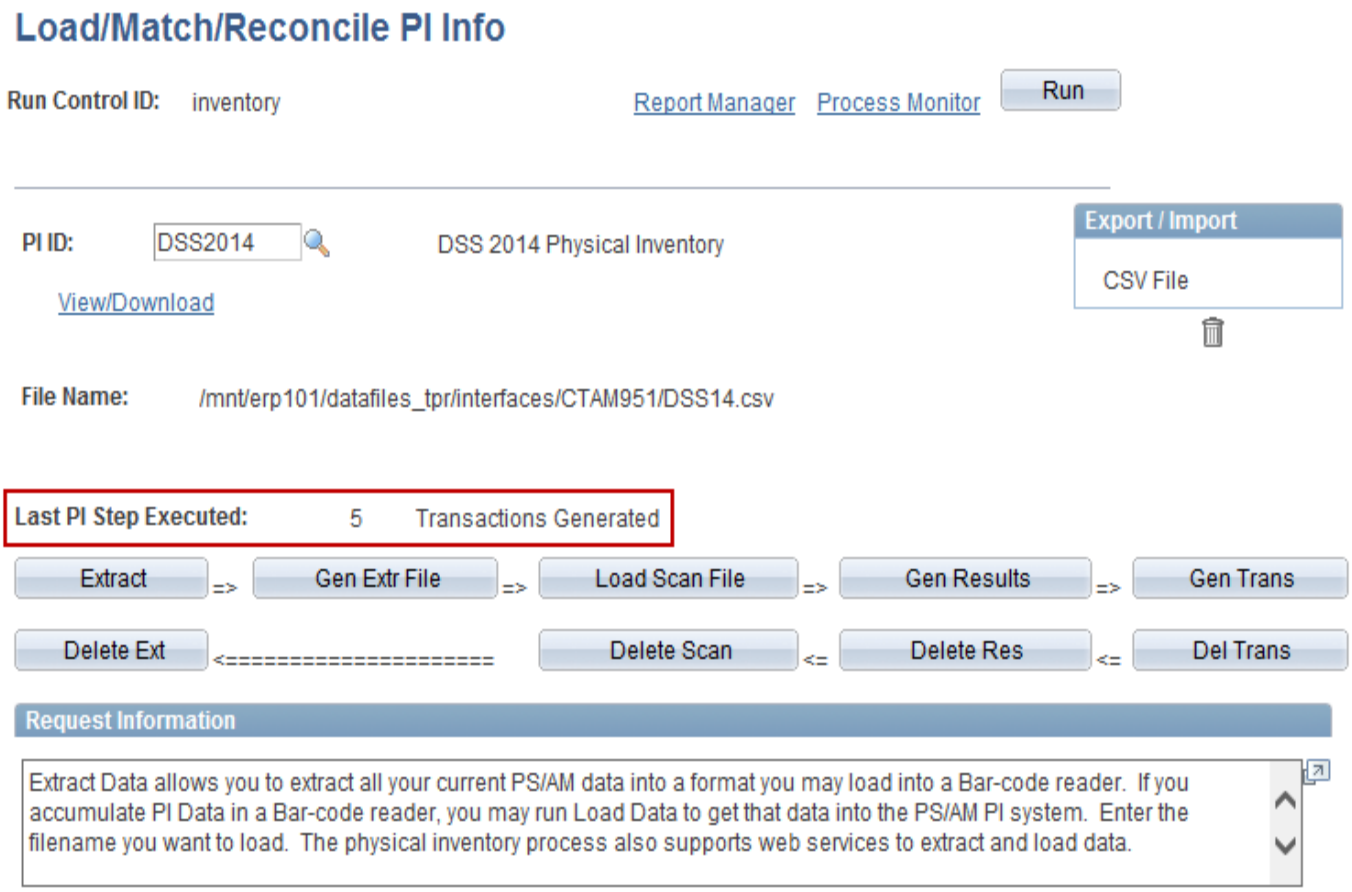




- Click the OK button on the next screen to run the process.

- Click the Go back to Physical Inventory link once the Run Status displays Success and the Distribution Status displays Posted.

Inventory Processing



- Last PI Step Executed will display 5 Transactions Generated. This generates pending physical inventory transactions that are ready to be loaded in Transaction Loader.

- The final step (#6) is to run the Transaction Loader process.

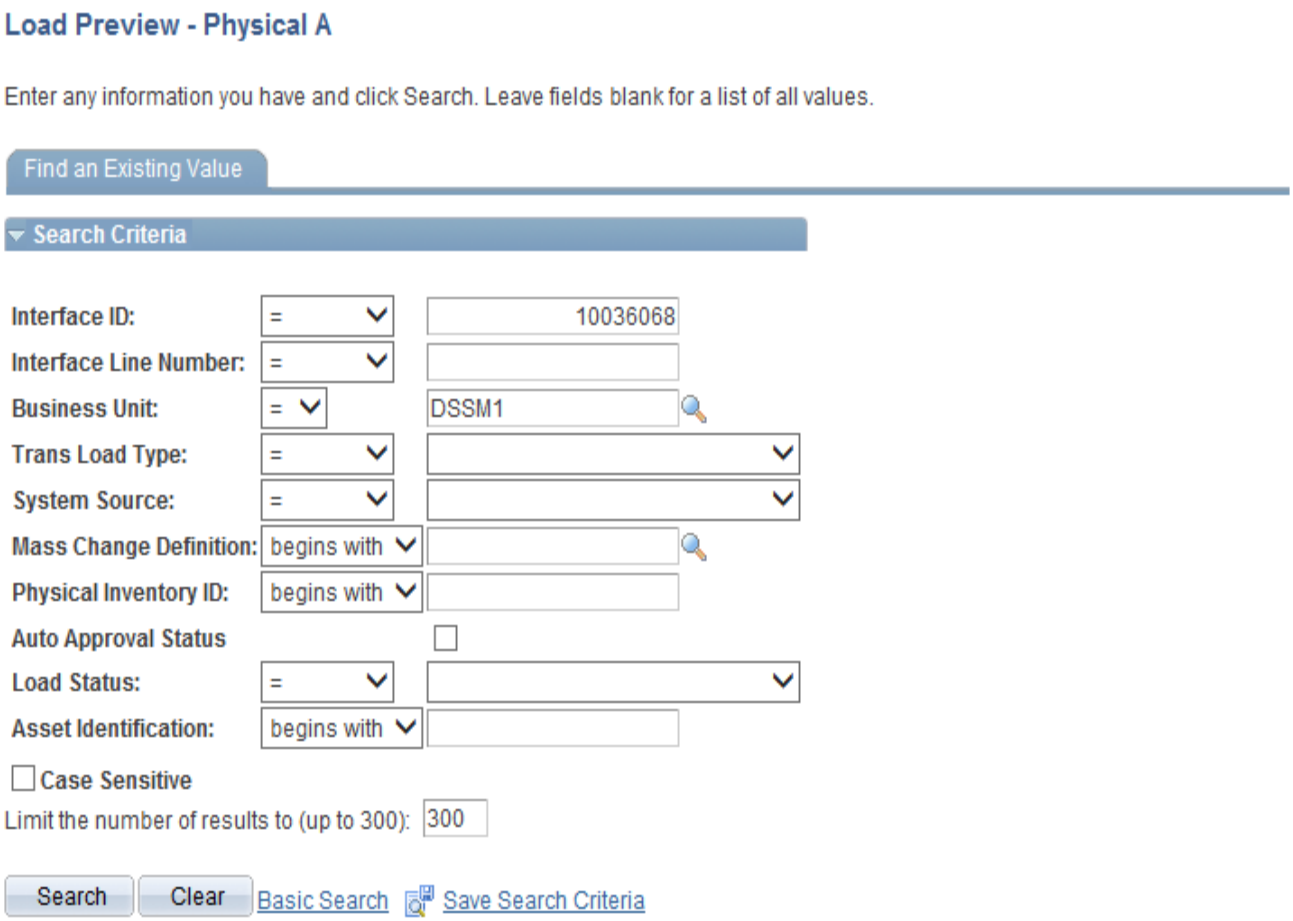
PI Scanner Software Upgrade

Agenda

6. Transaction Loader

Transaction Load Preview

Asset Management> Send/Receive Information> Approve Physical Information> Review-A



- The transactions have to be posted in Core-CT. To verify the data prior to posting, navigate to the Physical A staging table.

- Enter the Interface ID and click the Search button.

Transaction Load Preview

Search Results

View All — First 1-31 of 31 Last

Interface ID	Interface Line Number	Business Unit	Trans Load Type	System Source	Mass Change Definition	Physical Inventory ID	Auto Approval Status	Load Status	Asset Identification	Date/Time Stamp
10036068	1	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	00259	03/26/2014 9:57:52AM
10036068	2	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	00260	03/26/2014 9:57:52AM
10036068	3	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54302	03/26/2014 9:57:52AM
10036068	4	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54310	03/26/2014 9:57:52AM
10036068	5	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54588	03/26/2014 9:57:52AM
10036068	6	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54590	03/26/2014 9:57:52AM
10036068	7	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54591	03/26/2014 9:57:52AM
10036068	8	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54593	03/26/2014 9:57:52AM
10036068	9	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54594	03/26/2014 9:57:52AM
10036068	10	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54595	03/26/2014 9:57:52AM
10036068	11	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54596	03/26/2014 9:57:52AM
10036068	12	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54597	03/26/2014 9:57:52AM
10036068	13	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54598	03/26/2014 9:57:52AM
10036068	14	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54600	03/26/2014 9:57:52AM
10036068	15	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54621	03/26/2014 9:57:52AM
10036068	16	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54855	03/26/2014 9:57:52AM
10036068	17	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54857	03/26/2014 9:57:52AM
10036068	18	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	57455	03/26/2014 9:57:52AM
10036068	19	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	57456	03/26/2014 9:57:52AM
10036068	20	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	57457	03/26/2014 9:57:52AM
10036068	21	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	57458	03/26/2014 9:57:52AM
10036068	22	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	57459	03/26/2014 9:57:52AM
10036068	23	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	57460	03/26/2014 9:57:52AM
10036068	24	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	57462	03/26/2014 9:57:52AM
10036068	25	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	57463	03/26/2014 9:57:52AM
10036068	26	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	57464	03/26/2014 9:57:52AM
10036068	27	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	57505	03/26/2014 9:57:52AM
10036068	28	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	57828	03/26/2014 9:57:52AM
10036068	29	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	57829	03/26/2014 9:57:52AM
10036068	30	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	57830	03/26/2014 9:57:52AM
10036068	31	DSSM1	Phys Add	AM Batch	PI5 - Physical Asset Adds	DSS2014	Y	Pending	50000	03/26/2014 9:57:52AM

- A list of the data will display showing the load status. Every asset will have an Inventory History Insert record.
- Assets that are changing location will have an Asset Location Change record.
- New assets will have a Physical Add record.
- Assets that have information updates (i.e. serial number change), will have an Asset Update record.

Transaction Load Preview

Review-A

Interface ID: 10036068 Line Num: 1

PI ID: MC Defn ID: PI7 - Inventory History Insert

Physical A Information Find | View All First 1 of 1 Last

☑ Auto Approval Status

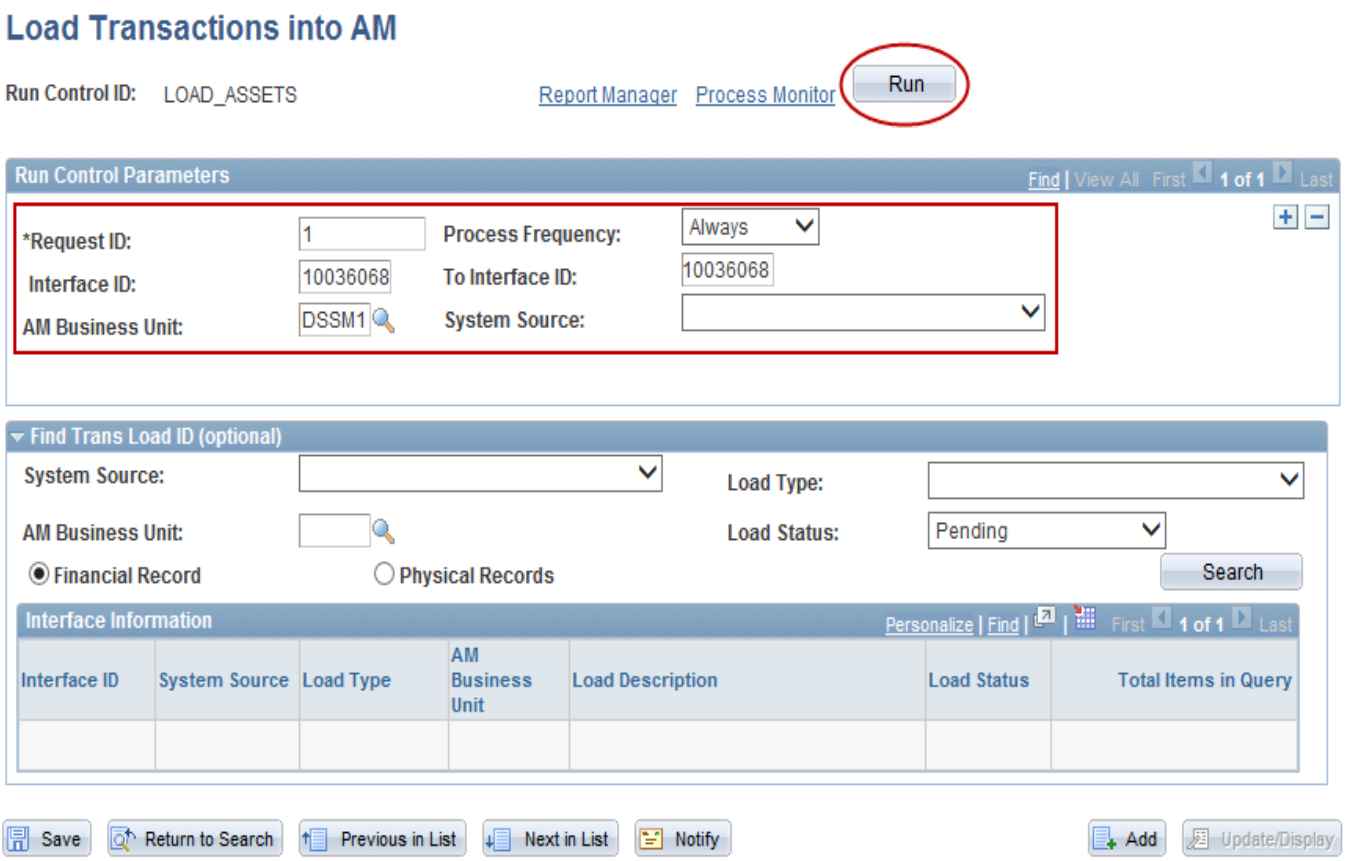
Unit:	DSSM1	Load Type:	Inventory History Insert
Asset ID:	00259	Load Status:	Pending
Description:		System Source:	AM Batch
Short Desc:		Profile ID:	
Tag Number:		Threshold ID:	
Serial ID:		Location:	
Voucher ID:		Area ID:	
Invoice:		Empl ID:	
Invoice Date:		Custodian:	
PO No.:		Parent ID:	
Receipt No:		Project:	
Item ID:		Quantity:	
☐ Linear Asset		Amount:	
Detailed Description:		VAT Inv:	

Save | Return to Search | Previous in List | Next in List | Notify

- This is a screen shot of a transaction record. Notice that the Load Status is still Pending.

Load Transactions

Asset Management> Send/Receive Information> Load Transactions> Load Transactions into AM

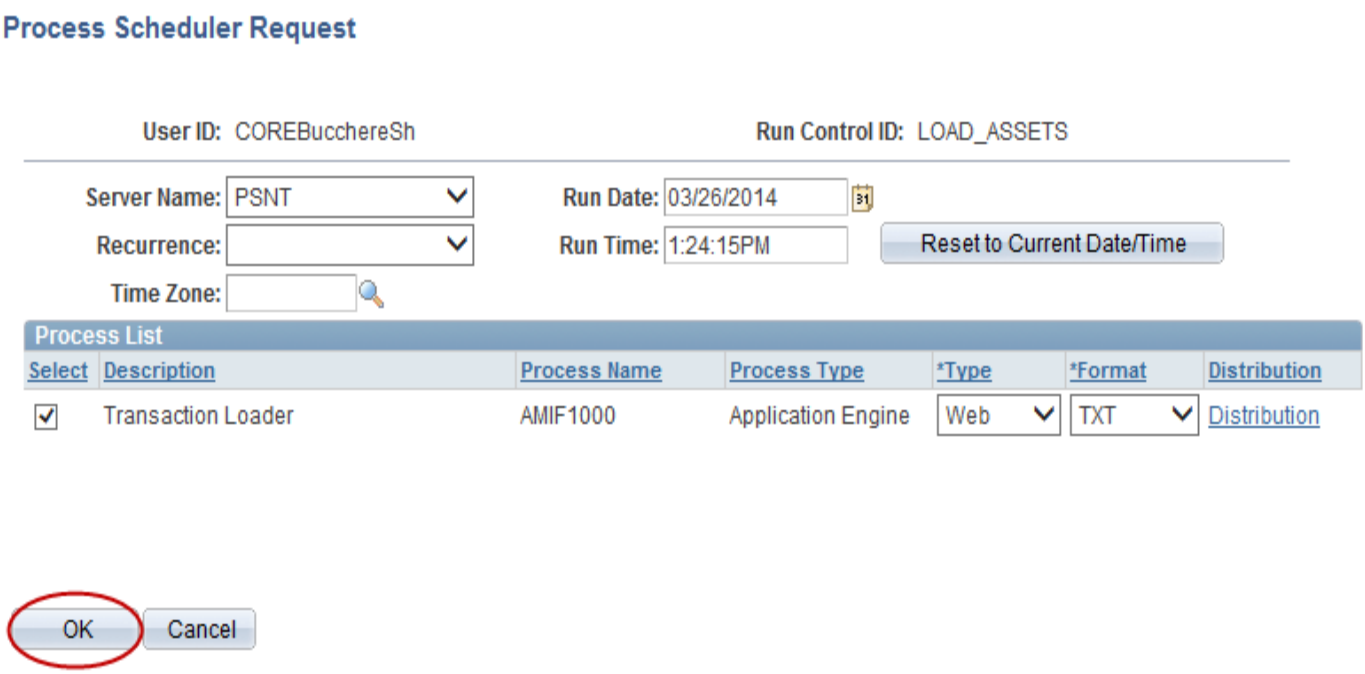


- The Transaction Loader process must be run to post the transactions in the Physical A table.

- After selecting a Run Control ID, enter the Interface ID for the Occurrence. Tab over to set the To Interface ID value to the same number.

- The Process Frequency is Always. Enter the Business Unit. Click the Save button. Click the Run button.

Load Transactions

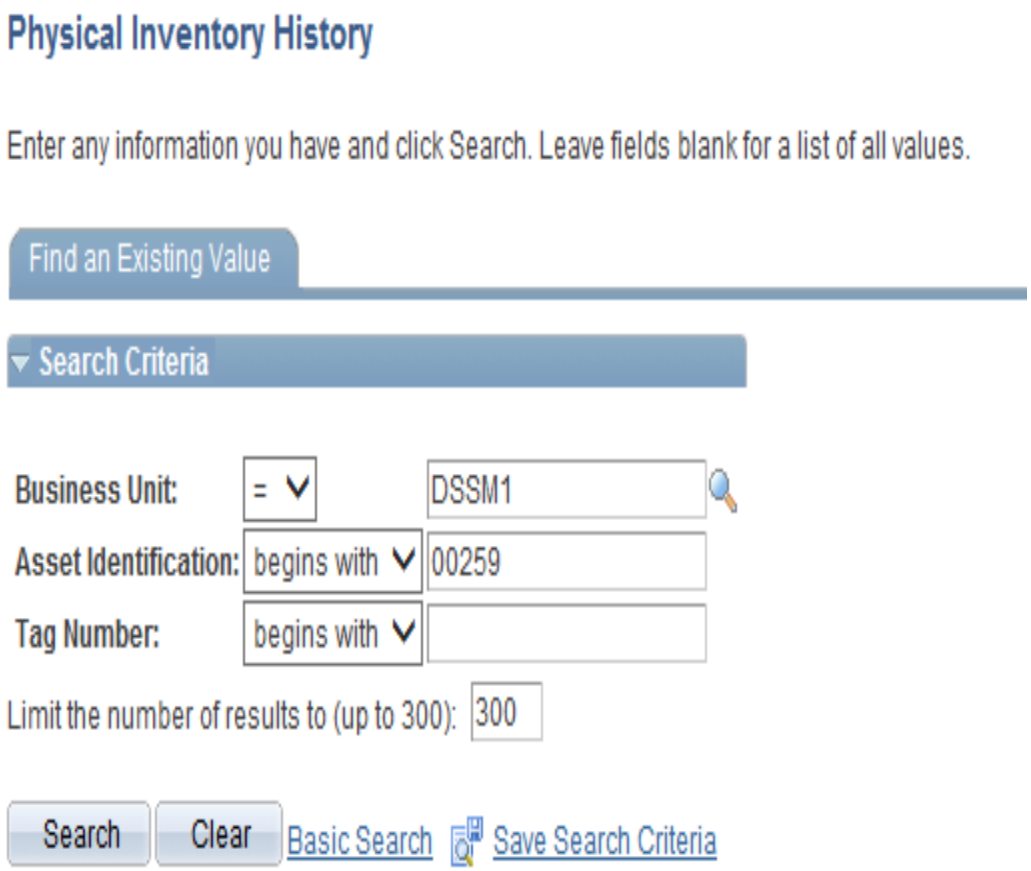


- Click the OK button to run the process.

- Once the Load process runs to Success and Posted, navigate to Review Inventory History.

Inventory Processing

Asset Management> Physical Inventory> Review Inventory History



- Enter the Business Unit and an Asset ID, press Search

Inventory Processing

Review Inventory History

Unit: DSSM1 Asset ID: 00259 SWITCH Tag: 00259 In Service

Physical Inv History by Asset Find First 1-2 of 2 Last

PI ID	Inventory Date	Performed By
DSS2013	04/01/2013	MITCHELL|PAUL
DSS2014	06/30/2014	

- The Inventory History information for the asset displays.

- At the bottom of the page the Inventory History line will display the date of the occurrence and who scanned the asset. This is the official Physical Inventory audit trail that is maintained in Core-CT.

- The Inventory Date is the Accounting Date selected when defining the PI Occurrence.

- The Popup Comment icon will display how the asset was scanned, by whom, and when.