

AM.010.017 – CONSOLIDATING ASSETS

Purpose	<ul style="list-style-type: none"> • Describe why an asset may be consolidated. • Identify when consolidating an asset is accomplished. • Consolidate an asset.
Description	<p>This topic demonstrates how to consolidate an asset. When a purchase order and its corresponding voucher with multiple lines representing a single asset are loaded into Asset Management, the multiple lines may be consolidated into a single asset with a single Asset ID.</p> <p>Consolidating an asset is done after the Payables/Purchasing Interface is run and before the Transaction Loader is run. The new asset is then loaded as a single item into the AM tables.</p> <p>The pending INTFC_PHY_A table, resulting from the Payables/Purchasing Interface, needs to be reviewed to determine which assets need to be consolidated into a single asset.</p> <p>It is possible to both unitize and consolidate AM Interface lines from the same purchase order and voucher. Whether you unitize or consolidate first depends on the specific voucher.</p>
Security Role	BOR_AM_MAINTENANCE
Assumptions	<ul style="list-style-type: none"> • Purchasing will complete a purchase order with all of the PO lines associated with the asset. This purchase order will be sourced to a voucher. (Only the relevant information from the first line of the purchase order/voucher will be loaded into Asset Management. Descriptive data associated with all other consolidated lines will be lost.) • The corresponding receiver will be moved to the Pre AM tables. • When the AM Super reviews the pending interface Physical A table, he or she will have to determine which assets need to be consolidated into a single asset.
Dependencies/	<ul style="list-style-type: none"> • The Payables/Purchasing interface has been run.

Constraints	<ul style="list-style-type: none"> Transaction Loader has not been run
Additional Information	None

Procedure

Below are step by step instructions on how to consolidate an asset.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Asset Management link.
4.	Click the Send/Receive Information link.
5.	Click the Interface Transactions link.
6.	Click the Consolidate Assets link.
7.	Click the Add a New Value tab.
8.	The Interface ID defaults to 0 (zero). The ID will be assigned by the system upon saving.
9.	Enter the Voucher ID in the Voucher ID field, then click the Search button.
10.	Click the TO Asset tab, update asset information if necessary.
11.	Scroll down to the Cost Information section, change the Quantity field to 1, and click the Save button.