

## AM.010.018 – UNITIZING ASSETS

<b>Purpose</b>	<ul style="list-style-type: none"> <li>• Describe the Unitizing an Asset process.</li> <li>• Identify when an asset can be unitized.</li> <li>• Unitize an asset.</li> </ul>
<b>Description</b>	<p>This topic demonstrates how to unitize an asset. A voucher with a single line representing multiple assets is loaded into AM. Here, the single line may be unitized into individual assets with unique asset IDs.</p> <p>This process begins in the Payables module when the voucher is issued. The Accounts Payable user enters a Profile ID on the line that contains the multiple assets. After the Load Assets process and the Payables/Purchasing interface have been run, the line is unitized into multiple assets. Each asset is then loaded individually into the asset tables.</p> <p>It is possible to 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>
<b>Security Role</b>	<b>BOR_AM_MAINTENANCE</b>
<b>Dependencies/ Constraints</b>	<ul style="list-style-type: none"> <li>• Accounts Payable personnel must identify the assets on the voucher line and mark the item as an asset on the line Information and Charges panel.</li> <li>• Accounts Payable users will create vouchers that have individual lines representing multiple assets. (For example, an order for laptops, quantity 5, is really an order for five separate assets and each needs its own Asset ID and tag number.)</li> </ul>
<b>Additional Information</b>	None

## Procedure

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

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Asset Management</b> link.
4.	Click the <b>Send/Receive Information</b> link.
5.	Click the <b>Interface Transactions</b> link.
6.	Click the <b>Unitize Assets</b> link.
7.	Enter your institution's Business Unit in the <b>Unit</b> field.
8.	Enter the Voucher ID in the <b>Voucher ID</b> field, then click the <b>Search</b> button.
9.	Click the <b>EZ Unitize</b> button, then enter the quantity in the <b>Quantity</b> field.
10.	Click the <b>Look up Profile ID</b> (Alt + 5) button, click an entry in the <b>Asset Profile ID</b> column, then enter a description in the <b>Description</b> field.
11.	Review the data shown, make any desired changes, then click the <b>Save</b> button.