

AM.010.018 – UNITIZING ASSETS

Purpose	<ul style="list-style-type: none"> Describe the Unitizing an Asset process. Identify when an asset can be unitized. Unitize an asset.
Description	<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>
Security Role	BOR_AM_MAINTENANCE
Dependencies/ Constraints	<ul style="list-style-type: none"> 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. 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.)
Additional Information	None

Procedure

Below are step by step instructions on how to unitize 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 Unitize Assets link.
7.	Enter your institution's Business Unit in the Unit field.
8.	Enter the Voucher ID in the Voucher ID field, then click the Search button.
9.	Click the EZ Unitize button, then enter the quantity in the Quantity field.
10.	Click the Look up Profile ID (Alt + 5) button, click an entry in the Asset Profile ID column, then enter a description in the Description field.
11.	Review the data shown, make any desired changes, then click the Save button.