This job aid describes how to consolidate multiple line assets on a purchase order into a single asset with unique asset ID, prior to loading into the asset management module. This takes place after the run control to load assets into the Interface Table, but before the run control to load assets to the asset management tables.

**Navigation:** Asset Management → Send/Receive Information → Load Transactions → Consolidate Assets

**Step 1: Add a New Value**
- Interface ID will auto-populate

![Load - Consolidate Assets](image)

**Step 2: On FROM Assets tab, Search for purchase order(s) to be consolidated**
- Select a Field Name for search
- Enter a value for that field
- Click Search

![Search for purchase orders](image)

Select a Field Name and enter a value for search, ex. Purchase Order or Voucher ID.
**Step 3: Select line to be consolidated**
- Select the radio button for the row to use as defaults for consolidated asset

![Image of the Asset Consolidation interface with search criteria for Purchase Order and values](image1)

**Step 4: On TO Asset tab, review and update fields as needed**

![Image of the TO Asset tab with additional information for consolidated asset](image2)

**Step 5: Click Save**
Remember: The asset consolidation should take place after the run control to load assets into the Interface Table, but before the run control to load assets to the asset management tables.

The original rows in the interface table will have their load status changed to 'CON' for consolidated, and a new row will be created in the interface tables with a load status of 'NEW'. Then when the transaction loader process is run an asset will be created from the ‘NEW’ row.

It is recommended that the rows in the Interface tables are reviewed prior to loading to the asset management tables.