This job aid describes how to break out multiple-quantity assets on a purchase order into individual assets with unique asset IDs, 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 → Unitize Assets

**Step 1: Locate Asset to unitize**
- Search for Voucher ID
- Note Interface ID number in search results for later cross reference (below)
- Click EZ Unitize

**Step 3: Unitize asset**
- In Proportional Unitization Defaults, enter quantity, Profile ID and description
  - Enter quantity equal to number of individual assets to be divided into
  - Cost is automatically divided equally across all newly created assets
• Click OK
• Click Save

**Step 2:** Execute run control to load asset transactions into Asset Management (see training guide *Asset Review in Pre-AM Status*)

**Step 3:** Retrieve assets IDs for review

- **Navigation:** Asset Management → Send/Receive Information → Approve Financial Information → Review
- Search for Interface ID number (from above)
- Note asset IDs

- Review asset basic information by asset ID in Search for an Asset page (see training guide *Asset Tracking*)
- Run depreciation calculation and accounting entries run control process (see training guide *Asset Run Controls and Asset Review*)

**NEED HELP?** Contact the Help Desk at 847-491-HELP (4357) or email consultant@northwestern.edu