

EQUIPMENT

ASSETS – CONVERT STOCK TO ASSET

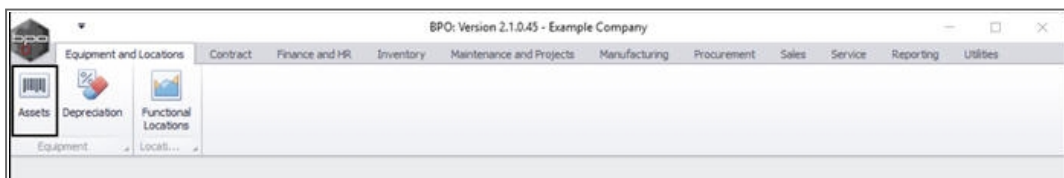
Stock v Asset: An asset is any serialised, non-stock item.

Convert Stock to Asset will set the stock item to an asset. This means that the item will be creating a revenue, for example, a machine for rental purposes.

Convert Asset to Stock will set the serialised item to a stock item. This means that the item will be sold without a rental or service agreement, for example, a machine for sales purposes.

If your company configuration is set up with an **Asset Warehouse** then the item will automatically be transferred there when the stock is converted. If your company does not have an Asset Warehouse set up then a **receiving warehouse** and **bin** must be selected.

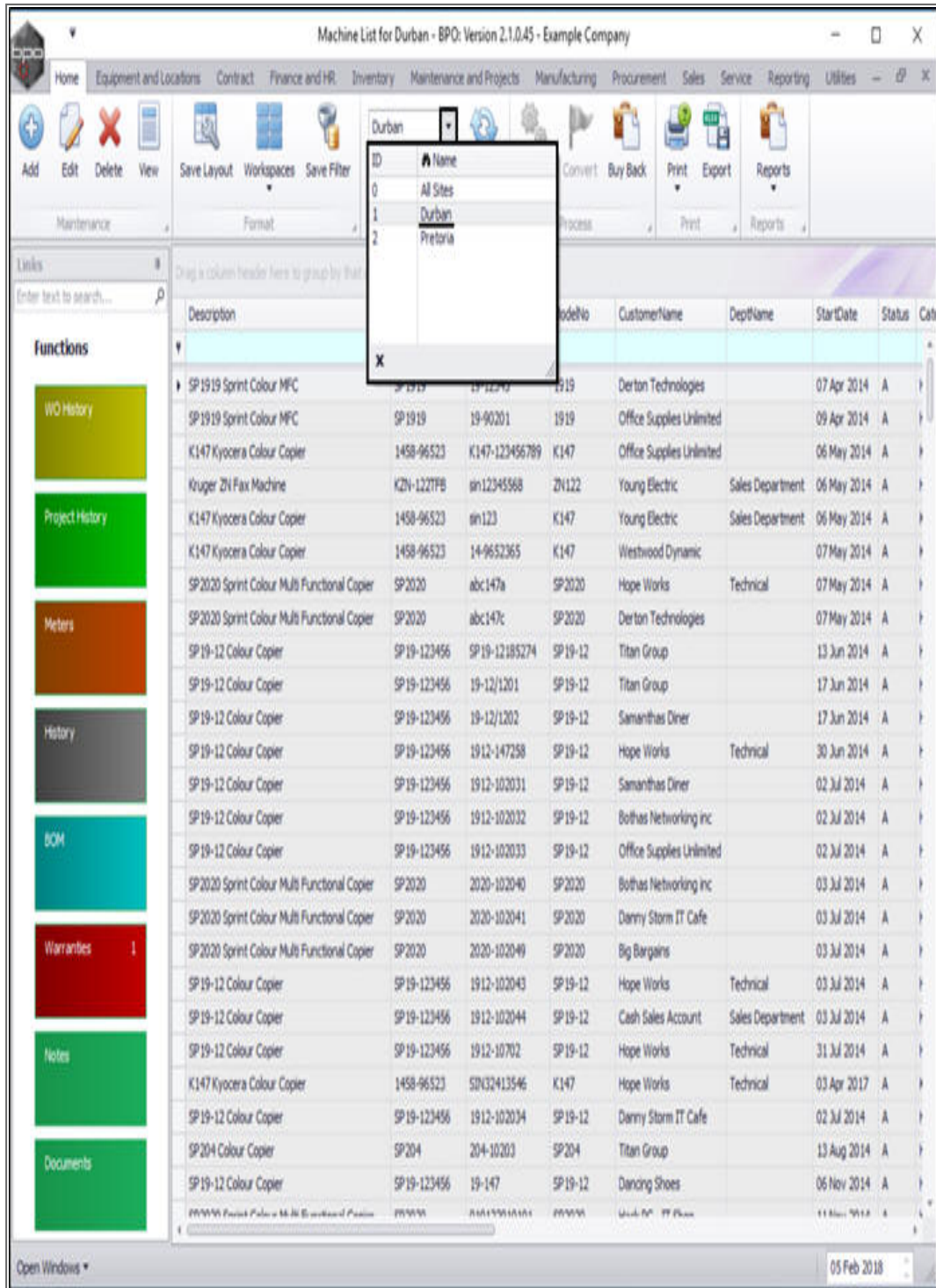
Ribbon Access: *Equipment and Locations > Assets*



The **Machine Listing for []** screen will be displayed.

SELECT THE SITE AND STATUS

- Select the **site**.
 - In this image **Durban** has been selected.



Machine List for Durban - BPO: Version 2.1.0.45 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Save Filter

Durban

Convert Buy Back Print Export Reports

Process Print Reports

Links

Enter text to search...

Drag a column header here to group by that

Description

ModelNo CustomerName DeptName StartDate Status Category

SP 19 19 Sprint Colour MFC SP 19 19 19-12-2014 19 19 Derton Technologies 07 Apr 2014 A

SP 19 19 Sprint Colour MFC SP 19 19 19-09-201 19 19 Office Supplies Unlimited 09 Apr 2014 A

K147 Kyocera Colour Copier 1458-96523 K147-123456789 K147 Office Supplies Unlimited 06 May 2014 A

Kruger ZH Fax Machine K2H-1227FB sin1234568 ZH122 Young Electric Sales Department 06 May 2014 A

K147 Kyocera Colour Copier 1458-96523 sin123 K147 Young Electric Sales Department 06 May 2014 A

K147 Kyocera Colour Copier 1458-96523 14-9652365 K147 Westwood Dynamic 07 May 2014 A

SP 2020 Sprint Colour Multi Functional Copier SP 2020 abc147a SP 2020 Hope Works Technical 07 May 2014 A

SP 2020 Sprint Colour Multi Functional Copier SP 2020 abc147c SP 2020 Derton Technologies 07 May 2014 A

SP 19-12 Colour Copier SP 19-123456 SP 19-12185274 SP 19-12 Titan Group 13 Jun 2014 A

SP 19-12 Colour Copier SP 19-123456 19-12/1201 SP 19-12 Titan Group 17 Jun 2014 A

SP 19-12 Colour Copier SP 19-123456 19-12/1202 SP 19-12 Samanthas Diner 17 Jun 2014 A

SP 19-12 Colour Copier SP 19-123456 1912-147258 SP 19-12 Hope Works Technical 30 Jun 2014 A

SP 19-12 Colour Copier SP 19-123456 1912-102031 SP 19-12 Samanthas Diner 02 Jul 2014 A

SP 19-12 Colour Copier SP 19-123456 1912-102032 SP 19-12 Bothas Networking inc 02 Jul 2014 A

SP 19-12 Colour Copier SP 19-123456 1912-102033 SP 19-12 Office Supplies Unlimited 02 Jul 2014 A

SP 2020 Sprint Colour Multi Functional Copier SP 2020 2020-102040 SP 2020 Bothas Networking inc 03 Jul 2014 A

SP 2020 Sprint Colour Multi Functional Copier SP 2020 2020-102041 SP 2020 Danny Storm IT Cafe 03 Jul 2014 A

SP 2020 Sprint Colour Multi Functional Copier SP 2020 2020-102049 SP 2020 Big Bargains 03 Jul 2014 A

SP 19-12 Colour Copier SP 19-123456 1912-102043 SP 19-12 Hope Works Technical 03 Jul 2014 A

SP 19-12 Colour Copier SP 19-123456 1912-102044 SP 19-12 Cash Sales Account Sales Department 03 Jul 2014 A

SP 19-12 Colour Copier SP 19-123456 1912-10702 SP 19-12 Hope Works Technical 31 Jul 2014 A

K147 Kyocera Colour Copier 1458-96523 SIN32413546 K147 Hope Works Technical 03 Apr 2017 A

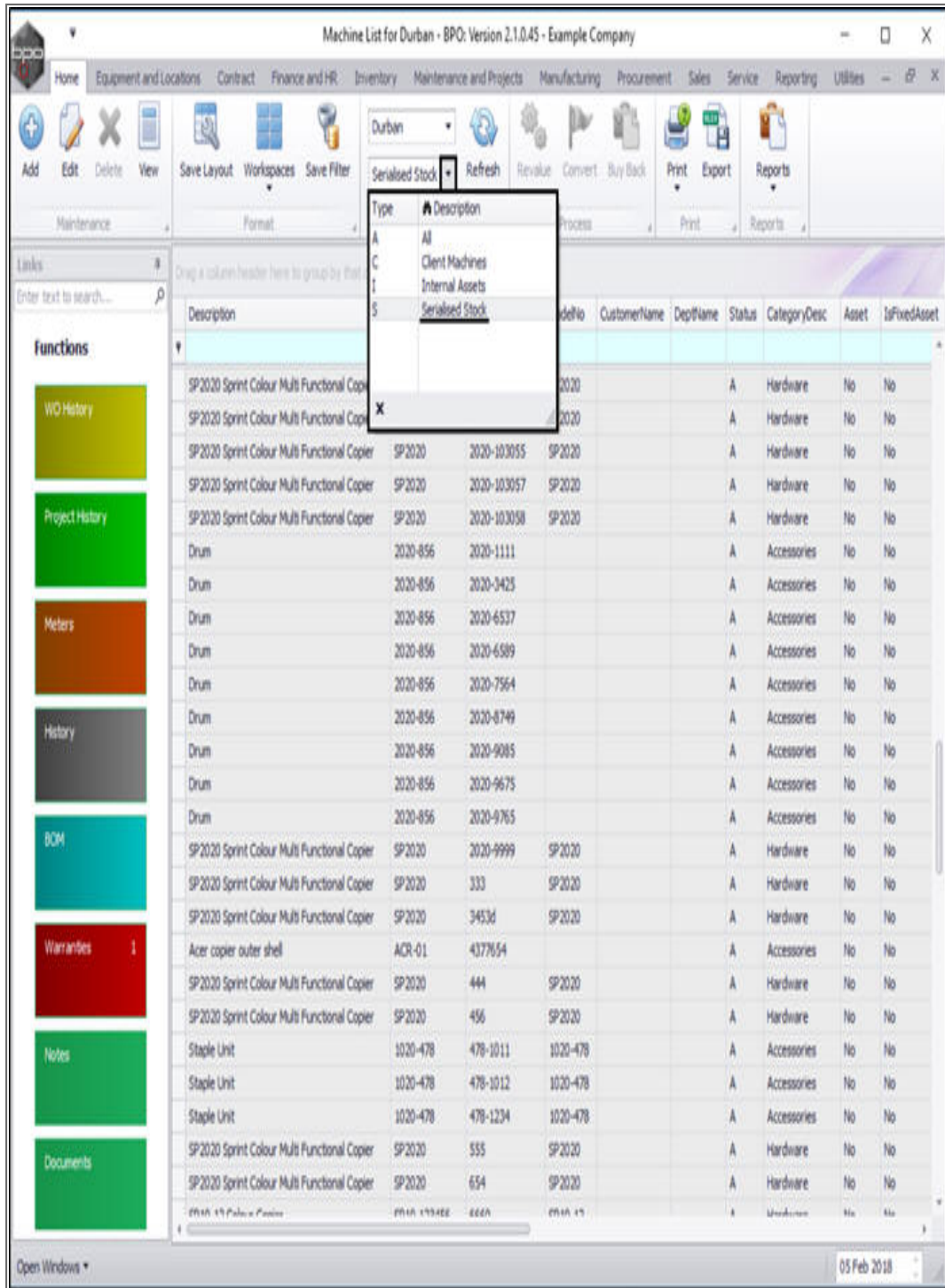
SP 19-12 Colour Copier SP 19-123456 1912-102034 SP 19-12 Danny Storm IT Cafe 02 Jul 2014 A

SP 204 Colour Copier SP 204 204-10203 SP 204 Titan Group 13 Aug 2014 A

SP 19-12 Colour Copier SP 19-123456 19-147 SP 19-12 Dancing Shoes 06 Nov 2014 A

Open Windows 05 Feb 2018

- Select the **status**.
 - This must be set to **Serialised Stock**.



SELECT ASSET TO BE CONVERTED

Either,

- Select the **row** of the **serialised item** that you wish to convert from stock to an asset.

Important Note: The selected serialised item must be in the **stock warehouse** and not *attached to a work order* or *linked to a contract*. You will not be able to convert it if it is attached to a work order or linked to a contract.

- Click on **Convert**.

Machine List for Durban - BPO: Version 2.1.0.45 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Save Filter Durban Serialised Stock Refresh Revalue **Convert** Buy Back Print Export Reports

Links Enter text to search...

Functions

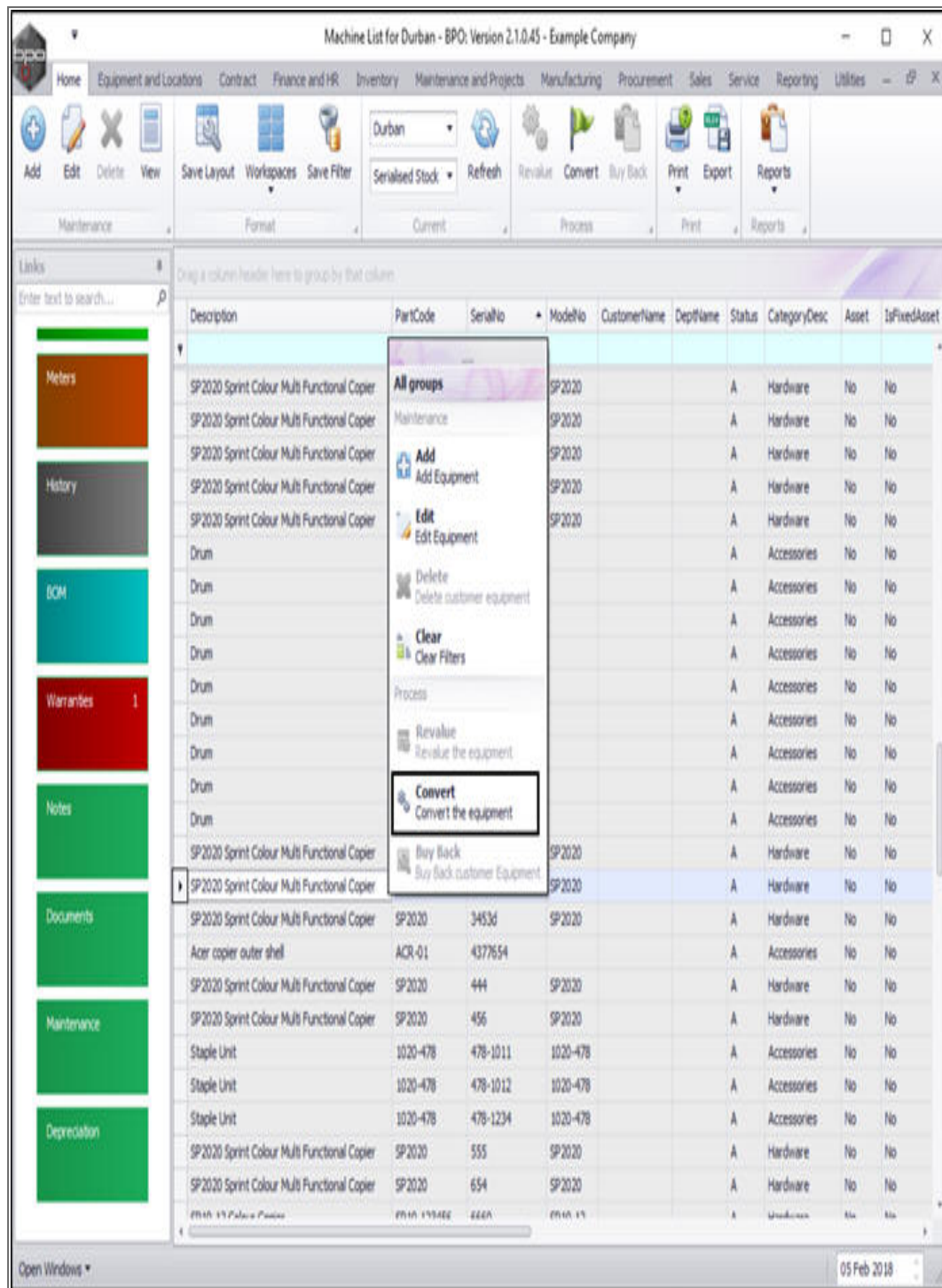
- WO History
- Project History
- Meters
- History
- BOM
- Warranties
- Notes
- Documents

Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc	Asset	IsFixedAsset
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102047	SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103054	SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103055	SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103057	SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103058	SP2020			A	Hardware	No	No
Drum	2020-856	2020-1111				A	Accessories	No	No
Drum	2020-856	2020-3425				A	Accessories	No	No
Drum	2020-856	2020-6537				A	Accessories	No	No
Drum	2020-856	2020-6589				A	Accessories	No	No
Drum	2020-856	2020-7564				A	Accessories	No	No
Drum	2020-856	2020-8749				A	Accessories	No	No
Drum	2020-856	2020-9085				A	Accessories	No	No
Drum	2020-856	2020-9675				A	Accessories	No	No
Drum	2020-856	2020-9765				A	Accessories	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9999	SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	333	SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	3453d	SP2020			A	Hardware	No	No
Acer copier outer shell	ACR-01	4377654				A	Accessories	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	444	SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	456	SP2020			A	Hardware	No	No
Staple Unit	1020-478	478-1011	1020-478			A	Accessories	No	No
Staple Unit	1020-478	478-1012	1020-478			A	Accessories	No	No
Staple Unit	1020-478	478-1234	1020-478			A	Accessories	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	555	SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	654	SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	654	SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	654	SP2020			A	Hardware	No	No

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Or,

- **Right click** anywhere in the **row** of the **serialised item** that you wish to convert from stock to an asset.
- A **Maintenance** menu will pop up.
- Click on the **Convert - Convert the equipment** option.



Machine List for Durban - BPO: Version 2.1.0.45 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Save Filter Durban Serialised Stock Refresh Revalue Convert Buy Back Print Export Reports

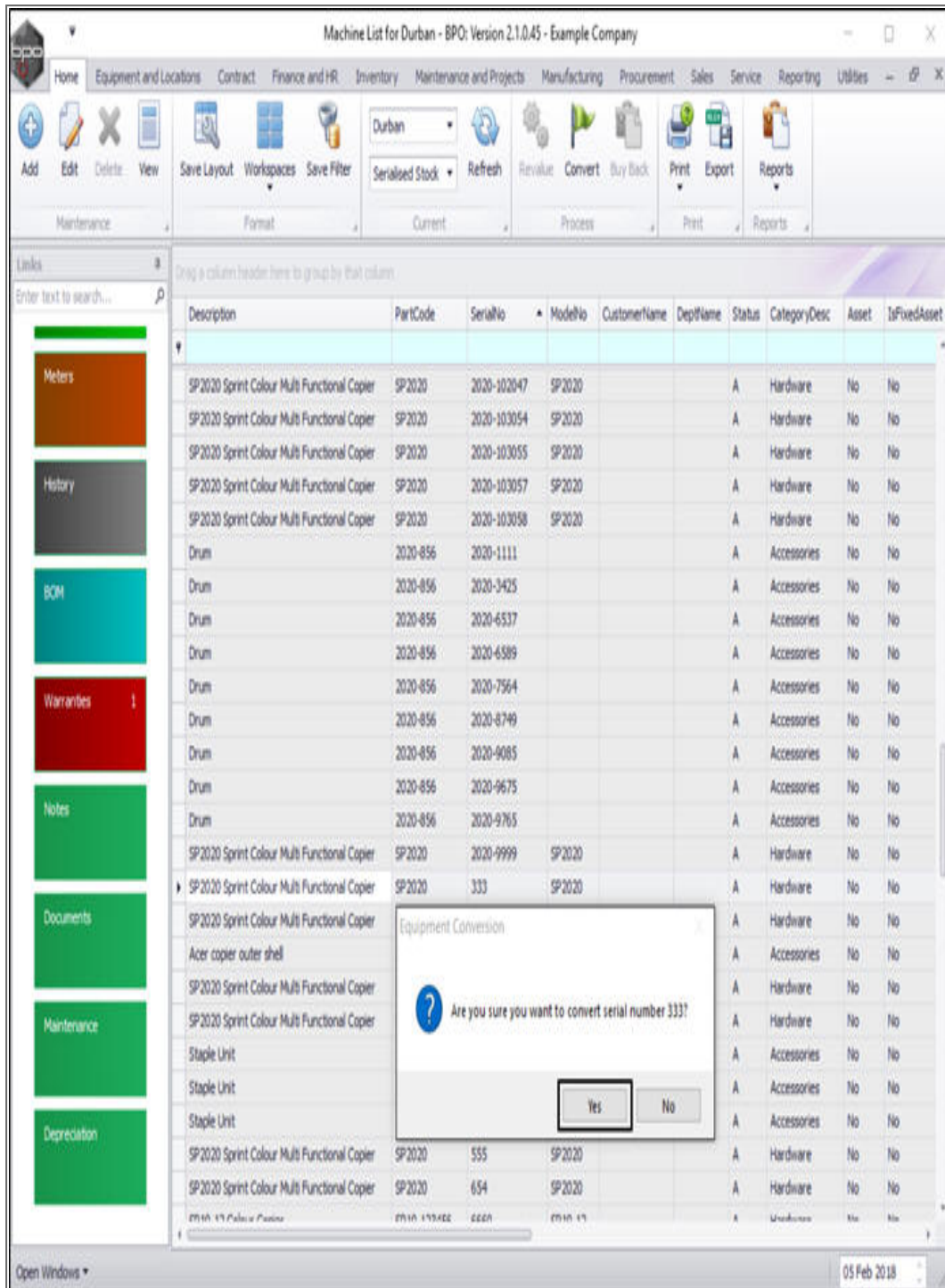
Links Enter text to search...

Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc	Asset	IsFixedAsset
SP2020 Sprint Colour Multi Functional Copier			SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier			SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier			SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier			SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier			SP2020			A	Hardware	No	No
Drum						A	Accessories	No	No
Drum						A	Accessories	No	No
Drum						A	Accessories	No	No
Drum						A	Accessories	No	No
Drum						A	Accessories	No	No
Drum						A	Accessories	No	No
Drum						A	Accessories	No	No
Drum						A	Accessories	No	No
Drum						A	Accessories	No	No
SP2020 Sprint Colour Multi Functional Copier			SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier			SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	3453d	SP2020			A	Hardware	No	No
Acer copier outer shell	ACR-01	4377654				A	Accessories	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	444	SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	456	SP2020			A	Hardware	No	No
Staple Unit	1020-478	478-1011	1020-478			A	Accessories	No	No
Staple Unit	1020-478	478-1012	1020-478			A	Accessories	No	No
Staple Unit	1020-478	478-1234	1020-478			A	Accessories	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	555	SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	654	SP2020			A	Hardware	No	No
PRIN 15 Pulse Printer	PRIN 1544EE	666A	PRIN 15			A	Hardware	No	No

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- An **Equipment Conversion** message box will appear with the following prompt:

- Are you sure you want to convert serial number []?
- Click on **Yes**.



Machine List for Durban - BPO: Version 2.1.0.45 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Save Filter Durban Serialised Stock Refresh Revalue Convert Buy Back Print Export Reports

Links

Enter text to search...

Drag a column header here to group by that column

Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc	Asset	IsFixedAsset
SP 2020 Sprint Colour Multi Functional Copier	SP 2020	2020-102047	SP 2020			A	Hardware	No	No
SP 2020 Sprint Colour Multi Functional Copier	SP 2020	2020-103054	SP 2020			A	Hardware	No	No
SP 2020 Sprint Colour Multi Functional Copier	SP 2020	2020-103055	SP 2020			A	Hardware	No	No
SP 2020 Sprint Colour Multi Functional Copier	SP 2020	2020-103057	SP 2020			A	Hardware	No	No
SP 2020 Sprint Colour Multi Functional Copier	SP 2020	2020-103058	SP 2020			A	Hardware	No	No
Drum	2020-856	2020-1111				A	Accessories	No	No
Drum	2020-856	2020-3425				A	Accessories	No	No
Drum	2020-856	2020-6537				A	Accessories	No	No
Drum	2020-856	2020-6589				A	Accessories	No	No
Drum	2020-856	2020-7564				A	Accessories	No	No
Drum	2020-856	2020-8749				A	Accessories	No	No
Drum	2020-856	2020-9085				A	Accessories	No	No
Drum	2020-856	2020-9675				A	Accessories	No	No
Drum	2020-856	2020-9765				A	Accessories	No	No
SP 2020 Sprint Colour Multi Functional Copier	SP 2020	2020-9999	SP 2020			A	Hardware	No	No
SP 2020 Sprint Colour Multi Functional Copier	SP 2020	333	SP 2020			A	Hardware	No	No
SP 2020 Sprint Colour Multi Functional Copier	SP 2020					A	Hardware	No	No
Acer copier outer shell						A	Accessories	No	No
SP 2020 Sprint Colour Multi Functional Copier	SP 2020					A	Hardware	No	No
SP 2020 Sprint Colour Multi Functional Copier	SP 2020					A	Hardware	No	No
Staple Unit						A	Accessories	No	No
Staple Unit						A	Accessories	No	No
Staple Unit						A	Accessories	No	No
SP 2020 Sprint Colour Multi Functional Copier	SP 2020	555	SP 2020			A	Hardware	No	No
SP 2020 Sprint Colour Multi Functional Copier	SP 2020	654	SP 2020			A	Hardware	No	No
SP 2020 Sprint Colour Multi Functional Copier	SP 2020					A	Hardware	No	No

Equipment Conversion

Are you sure you want to convert serial number 333?

Yes No

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ASSET TRANSACTION DETAILS

A *Transfer Information for serial no. []* screen will pop up.

- **Transaction Date:** This will populate with the current date. You can either type in or click on the drop-down arrow and use the calendar function to select an alternative date if required.
- **Transfer Notes:** Type in a reason for this item transfer.

Machine List for Durban - BPO: Version 2.1.0.45 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Save Filter Durban Serialised Stock Refresh Revalue Convert Buy Back Print Export Reports

Maintenance Format Current Process Print Reports

Links
Enter text to search...

Meters
History
BOM
Warranties
Notes
Documents
Maintenance
Depreciation

Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc	Asset	IsFixedAsset
SP 2020 Sprint Colour Multi Functional Copier								No	No
SP 2020 Sprint Colour Multi Functional Copier								No	No
SP 2020 Sprint Colour Multi Functional Copier								No	No
SP 2020 Sprint Colour Multi Functional Copier								No	No
SP 2020 Sprint Colour Multi Functional Copier								No	No
Drum								No	No
Drum								No	No
Drum								No	No
Drum								No	No
Drum								No	No
Drum								No	No
Drum								No	No
Drum								No	No
Drum								No	No
SP 2020 Sprint Colour Multi Functional Copier								No	No
SP 2020 Sprint Colour Multi Functional Copier	SP 2020	333	SP 2020			A	Hardware	No	No
SP 2020 Sprint Colour Multi Functional Copier	SP 2020	3453d	SP 2020			A	Hardware	No	No
Acer copier outer shell	ACR-01	4377654				A	Accessories	No	No
SP 2020 Sprint Colour Multi Functional Copier	SP 2020	444	SP 2020			A	Hardware	No	No
SP 2020 Sprint Colour Multi Functional Copier	SP 2020	456	SP 2020			A	Hardware	No	No
Staple Unit	1020-478	478-1011	1020-478			A	Accessories	No	No
Staple Unit	1020-478	478-1012	1020-478			A	Accessories	No	No
Staple Unit	1020-478	478-1234	1020-478			A	Accessories	No	No
SP 2020 Sprint Colour Multi Functional Copier	SP 2020	555	SP 2020			A	Hardware	No	No
SP 2020 Sprint Colour Multi Functional Copier	SP 2020	654	SP 2020			A	Hardware	No	No
SP 2020 Sprint Colour Multi Functional Copier	SP 2020	654	SP 2020			A	Hardware	No	No
SP 2020 Sprint Colour Multi Functional Copier	SP 2020	654	SP 2020			A	Hardware	No	No

Transaction Date: 05 Feb 2018

Transfer Notes

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SAVE ASSET CONVERSION

- When you have finished adding the transfer date and note information, click on **Save**.

Machine List for Durban - BPO: Version 2.1.0.45 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Save Filter Durban Serialised Stock Refresh Revalue Convert Buy Back Print Export Reports

Maintenance Format Current Process Print Reports

Links

Enter text to search...

Meters

History

BOM

Warranties

Notes

Documents

Maintenance

Depreciation

Transaction Date: 06 Feb 2018

Transfer Notes: Rental Contract

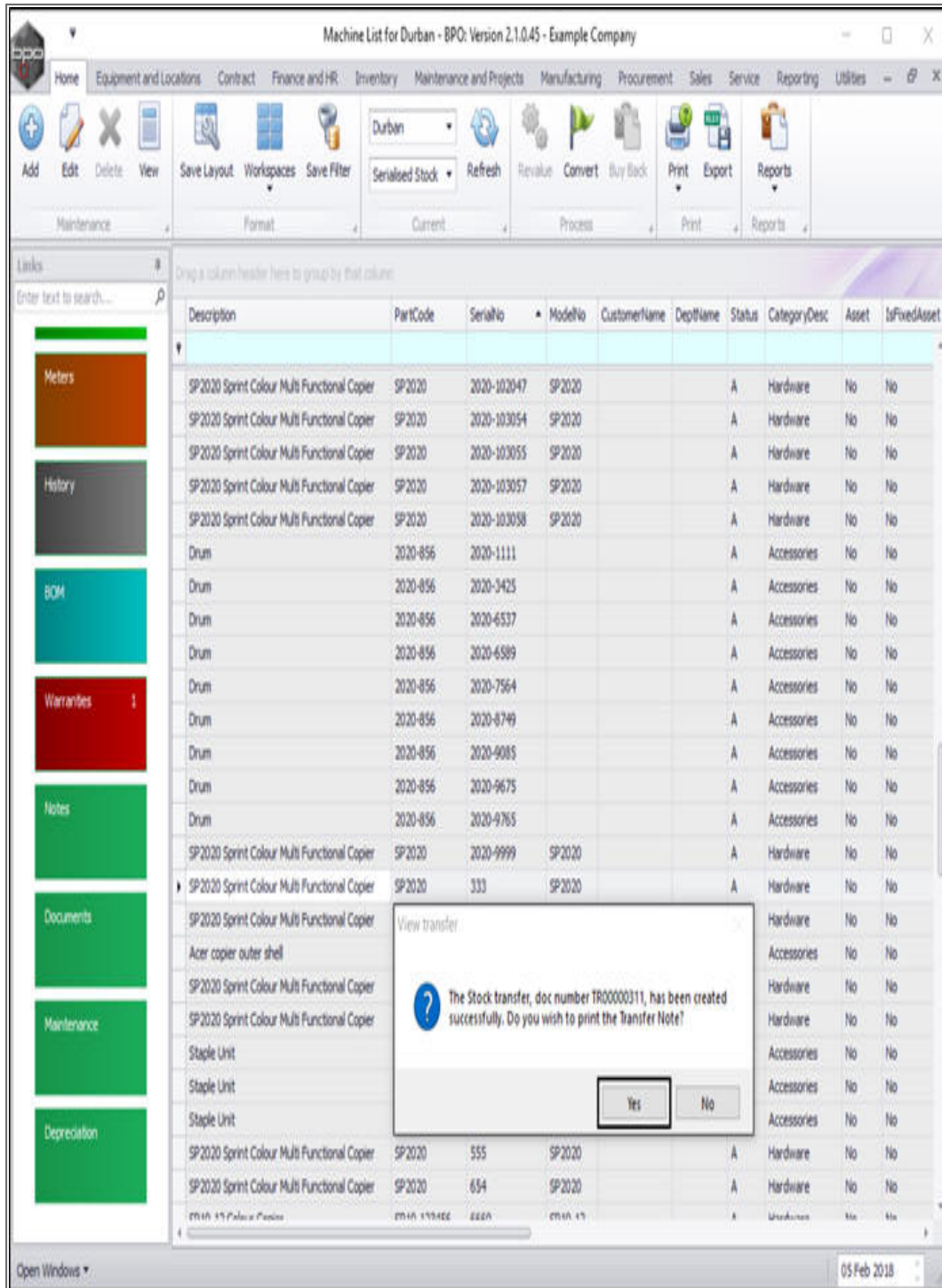
Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc	Asset	IsFixedAsset
SP 2020 Sprint Colour Multi Functional Copier								No	No
SP 2020 Sprint Colour Multi Functional Copier								No	No
SP 2020 Sprint Colour Multi Functional Copier								No	No
SP 2020 Sprint Colour Multi Functional Copier								No	No
SP 2020 Sprint Colour Multi Functional Copier								No	No
Drum								No	No
Drum								No	No
Drum								No	No
Drum								No	No
Drum								No	No
Drum								No	No
Drum								No	No
Drum								No	No
Drum								No	No
SP 2020 Sprint Colour Multi Functional Copier								No	No
SP 2020 Sprint Colour Multi Functional Copier	SP 2020	333	SP 2020			A	Hardware	No	No
SP 2020 Sprint Colour Multi Functional Copier	SP 2020	3453d	SP 2020			A	Hardware	No	No
Acer copier outer shell	ACR-01	4377654				A	Accessories	No	No
SP 2020 Sprint Colour Multi Functional Copier	SP 2020	444	SP 2020			A	Hardware	No	No
SP 2020 Sprint Colour Multi Functional Copier	SP 2020	456	SP 2020			A	Hardware	No	No
Staple Unit	1020-478	478-1011	1020-478			A	Accessories	No	No
Staple Unit	1020-478	478-1012	1020-478			A	Accessories	No	No
Staple Unit	1020-478	478-1234	1020-478			A	Accessories	No	No
SP 2020 Sprint Colour Multi Functional Copier	SP 2020	555	SP 2020			A	Hardware	No	No
SP 2020 Sprint Colour Multi Functional Copier	SP 2020	654	SP 2020			A	Hardware	No	No
SP 2020 Sprint Colour Multi Functional Copier	SP 2020	666	SP 2020			A	Hardware	No	No

Open Windows

05 Feb 2018

PRINT CONVERSION TRANSFER NOTE

- A **View Transfer** message box will appear with the following prompt:
 - *The Stock transfer, doc number [] has been created successfully. Do you wish to print the Transfer Note?*
- Click on **Yes**.
- Or, click on **No** to miss out the next manual step.



Machine List for Durban - BPO: Version 2.1.0.45 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Save Filter Durban Serialised Stock Refresh Revalue Convert Buy Back Print Export Reports

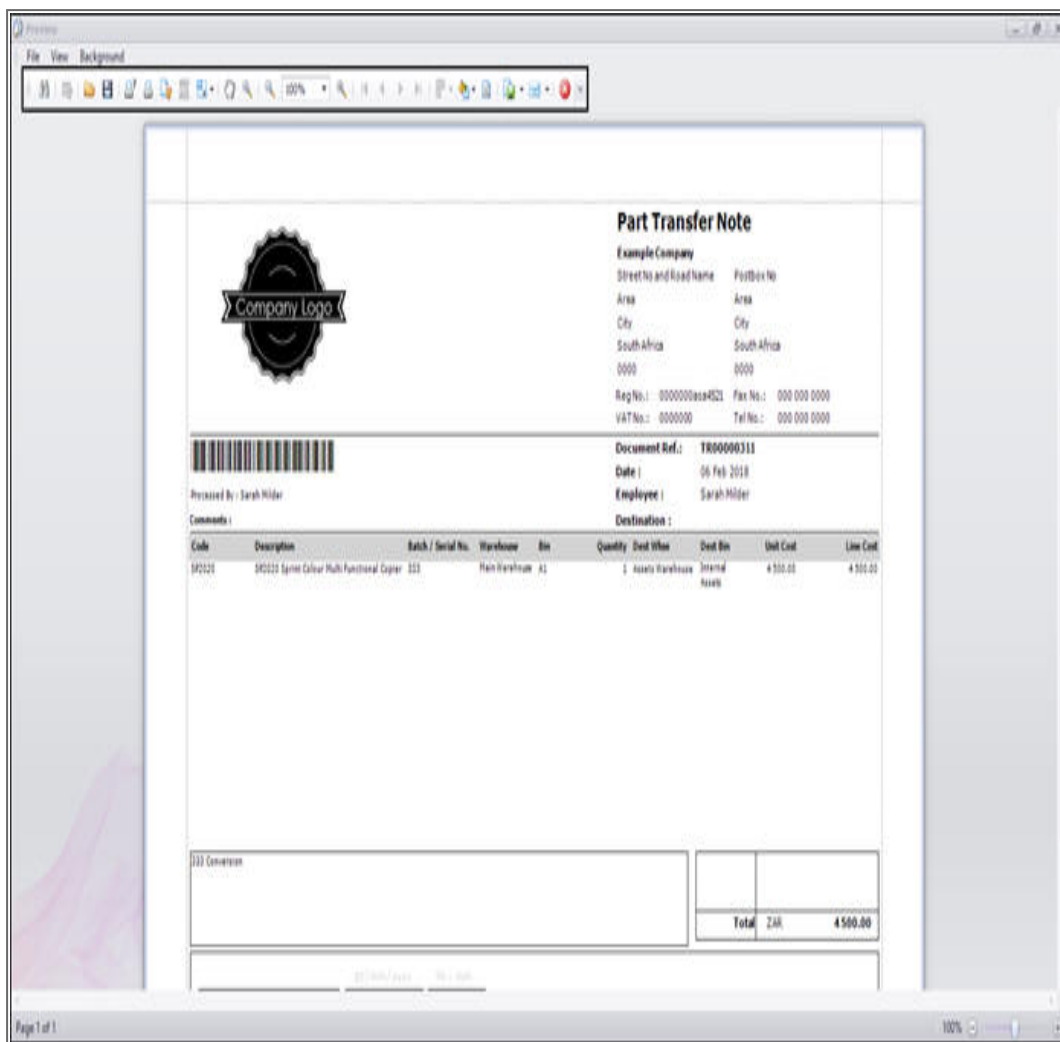
Links: Enter text to search...

Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc	Asset	IsFixedAsset
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102047	SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103054	SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103055	SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103057	SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103058	SP2020			A	Hardware	No	No
Drum	2020-856	2020-1111				A	Accessories	No	No
Drum	2020-856	2020-3425				A	Accessories	No	No
Drum	2020-856	2020-6537				A	Accessories	No	No
Drum	2020-856	2020-6589				A	Accessories	No	No
Drum	2020-856	2020-7564				A	Accessories	No	No
Drum	2020-856	2020-8749				A	Accessories	No	No
Drum	2020-856	2020-9085				A	Accessories	No	No
Drum	2020-856	2020-9675				A	Accessories	No	No
Drum	2020-856	2020-9765				A	Accessories	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9999	SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	333	SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier							Hardware	No	No
Acer copier outer shell							Accessories	No	No
SP2020 Sprint Colour Multi Functional Copier							Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier							Hardware	No	No
Staple Unit							Accessories	No	No
Staple Unit							Accessories	No	No
Staple Unit							Accessories	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	555	SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	654	SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier							Accessories	No	No

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- The **Part Transfer Note Preview** screen will be displayed.
- From here you can **Edit**, **Print**, **Email** or **Export** the document.

- **Close** the preview screen when you are finished.



Part Transfer Note

Example Company

Direct No and Road Name PostBox No
Area Area
City City
South Africa South Africa
0000 0000
Reg No.: 0000000000000000 Fax No.: 000 000 0000
VAT No.: 0000000 Tel No.: 000 000 0000

Document Ref.: 1800000311
Date: 06 Feb 2018
Employee: Sarah Miller
Destination:

Processed By: Sarah Miller
Comments:

Code	Description	Batch / Serial No.	Warehouse	Bin	Quantity	Unit Cost	Unit Bin	Unit Cost	Line Cost
SP0220	SP0220 Spring Colour Multi Functional Copier	001	Main Warehouse	A1	1	Assets Warehouse	Internal	4 500.00	4 500.00

Conversion

Total	ZAR	4 500.00
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Page 1 of 1

- You will return to the **Machine List for []** screen where the selected serialised item has now been **removed** from this screen.

Machine List for Durban - BPO: Version 2.1.0.45 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Save Filter Durban Serialised Stock Refresh Revalue Convert Buy Back Print Export Reports

Maintenance Format Current Process Print Reports

Links

Enter text to search...

Functions

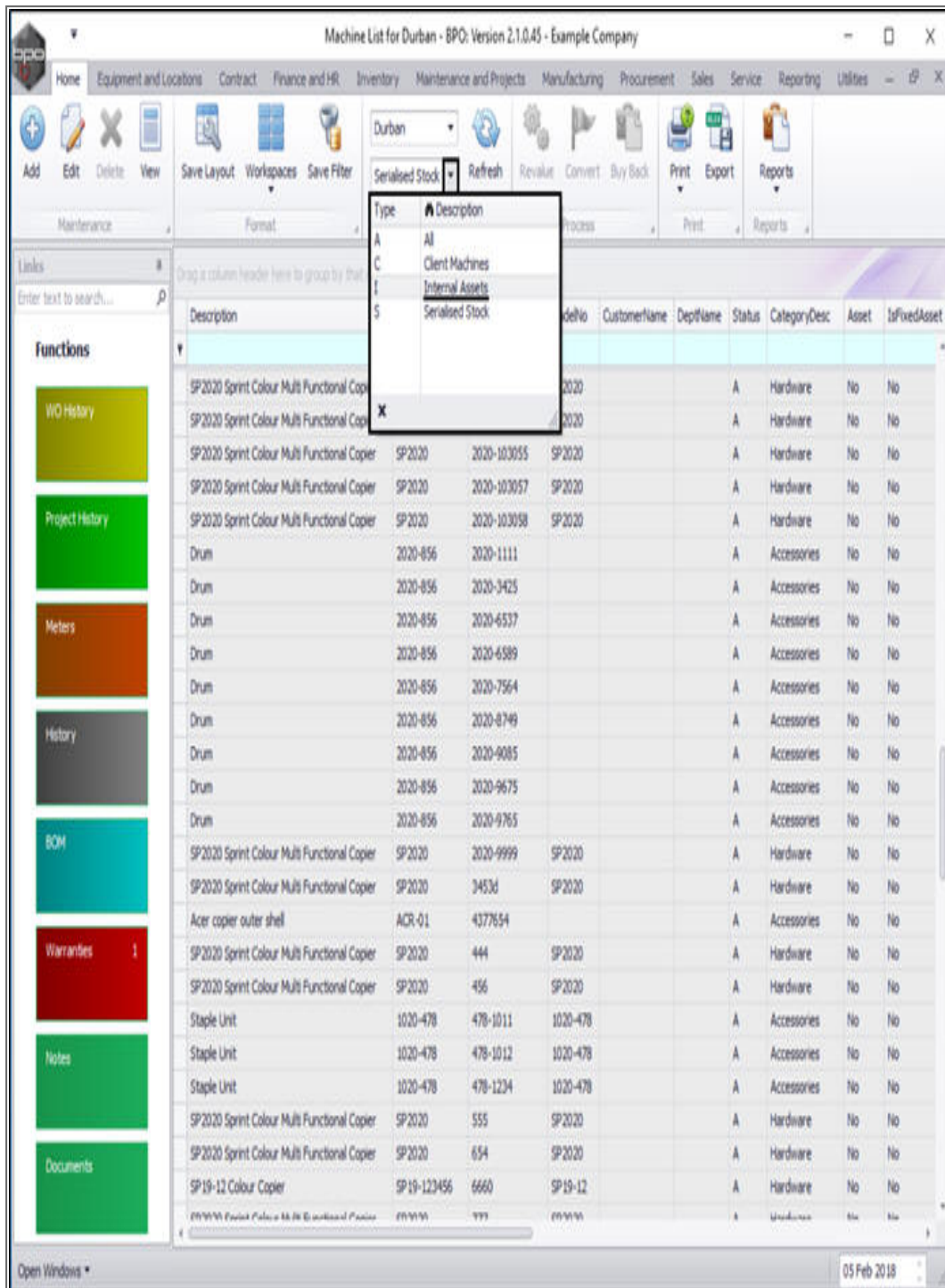
- WO History
- Project History
- Meters
- History
- BOM
- Warranties 1
- Notes
- Documents

Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc	Asset	IsFixedAsset
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102047	SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103054	SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103055	SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103057	SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103058	SP2020			A	Hardware	No	No
Drum	2020-856	2020-11111				A	Accessories	No	No
Drum	2020-856	2020-3425				A	Accessories	No	No
Drum	2020-856	2020-6537				A	Accessories	No	No
Drum	2020-856	2020-6589				A	Accessories	No	No
Drum	2020-856	2020-7564				A	Accessories	No	No
Drum	2020-856	2020-8749				A	Accessories	No	No
Drum	2020-856	2020-9085				A	Accessories	No	No
Drum	2020-856	2020-9675				A	Accessories	No	No
Drum	2020-856	2020-9765				A	Accessories	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9999	SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	3453d	SP2020			A	Hardware	No	No
Acer copier outer shell	ACR-01	4377654				A	Accessories	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	444	SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	456	SP2020			A	Hardware	No	No
Staple Unit	1020-478	478-1011	1020-478			A	Accessories	No	No
Staple Unit	1020-478	478-1012	1020-478			A	Accessories	No	No
Staple Unit	1020-478	478-1234	1020-478			A	Accessories	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	555	SP2020			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	654	SP2020			A	Hardware	No	No
SP19-12 Colour Copier	SP19-122456	6660	SP19-12			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	777	SP2020			A	Hardware	No	No

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VIEW THE CONVERTED ASSET STATUS

- Select the **Internal Assets** status.



Machine List for Durban - BPO: Version 2.1.0.45 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Save Filter

Durban

Serialised Stock Refresh Revalue Convert Buy Back Print Export Reports

Type Description

- A All
- C Client Machines
- I Internal Assets
- S Serialised Stock

ModelNo	CustomerName	DeptName	Status	CategoryDesc	Asset	IsFixedAsset
SP2020 Sprint Colour Multi Functional Copier			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier			A	Hardware	No	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103055	SP2020	A	Hardware	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103057	SP2020	A	Hardware	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103058	SP2020	A	Hardware	No
Drum	2020-856	2020-1111		A	Accessories	No
Drum	2020-856	2020-3425		A	Accessories	No
Drum	2020-856	2020-6537		A	Accessories	No
Drum	2020-856	2020-6589		A	Accessories	No
Drum	2020-856	2020-7564		A	Accessories	No
Drum	2020-856	2020-8749		A	Accessories	No
Drum	2020-856	2020-9085		A	Accessories	No
Drum	2020-856	2020-9675		A	Accessories	No
Drum	2020-856	2020-9765		A	Accessories	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9999	SP2020	A	Hardware	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	3453d	SP2020	A	Hardware	No
Acer copier outer shell	ACR-01	4377654		A	Accessories	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	444	SP2020	A	Hardware	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	456	SP2020	A	Hardware	No
Staple Unit	1020-478	478-1011	1020-478	A	Accessories	No
Staple Unit	1020-478	478-1012	1020-478	A	Accessories	No
Staple Unit	1020-478	478-1234	1020-478	A	Accessories	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	555	SP2020	A	Hardware	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	654	SP2020	A	Hardware	No
SP 19-12 Colour Copier	SP 19-123456	6660	SP 19-12	A	Hardware	No
SP 19-12 Colour Copier	SP 19-12	999	SP 19-12	A	Hardware	No

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- You can now view the transferred item in the **Machine list for []** screen where the status is set to **Internal Assets**.

Machine List for Durban - BPO: Version 2.1.0.45 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Save Filter Durban Internal Assets Refresh Revalue Convert Buy Back Print Export Reports

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Functions

- WO History
- Project History
- Meters
- History
- BOM
- Warranties
- Notes
- Documents

Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc	Asset	IsFixedAsset
Drum	2020-856	2020-4327				A	Accessories	No	Yes
Drum	2020-856	2020-4329				A	Accessories	No	Yes
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-787878	SP2020	Apple Juice Inc	Sales De...	A	Hardware	No	Yes
Drum	2020-856	2020856-1234				A	Accessories	Yes	Yes
Sprint copier	SP1818	2020-9867LU				A	Hardware	Yes	Yes
SP1919 Sprint Colour MFC	SP1919	20-857485	1919			A	Hardware	Yes	Yes
SP2020 Sprint Colour Multi Functional Copier	SP2020	321	SP2020	Hope Works	Technical	A	Hardware	No	Yes
SP2020 Sprint Colour Multi Functional Copier	SP2020	333	SP2020			A	Hardware	No	Yes
SP2020 Sprint Colour Multi Functional Copier	SP2020	76589	SP2020			A	Hardware	No	Yes
SP19-12 Colour Copier	SP19-123456	7770	SP19-12			A	Hardware	No	Yes
SP2020 Sprint Colour Multi Functional Copier	SP2020	789	SP2020			A	Hardware	No	Yes
Drum	2020-856	856-1020				A	Accessories	Yes	Yes
SP2020 Sprint Colour Multi Functional Copier	SP2020	987	SP2020	Hope Works	Technical	A	Hardware	No	Yes
Staple Unit	2020-998	998-987654				A	Accessories	No	Yes
SP19-12 Colour Copier	SP19-123456	9990	SP19-12			A	Hardware	Yes	Yes
Acer copier outer shell	ACR-01	abcd123				A	Accessories	No	Yes
SP1919 Sprint Colour MFC	SP1919	cvb123	1919			A	Hardware	No	Yes
SP2020 Sprint Colour Multi Functional Copier	SP2020	lo1234	SP2020			A	Hardware	Yes	Yes
New Machine	NMACH	NM123654				A	Hardware	No	Yes
K147 Kyocera Colour Copier	1458-96523	SDN13512345	K147			A	Kyocera Multi...	No	Yes
Test Machine	TMACH	T123				A	Hardware	No	Yes
SP2020 Sprint Colour Multi Functional Copier	SP2020	test121212	SP2020	Hope Works	Technical	A	Hardware	No	Yes
SP2020 Sprint Colour Multi Functional Copier	SP2020	test1234	SP2020	Hope Works	Technical	A	Hardware	No	Yes
Test Machine	TMACH	test987654		Samanthas Di...		A	Hardware	No	Yes
Test Machine	TMACH	tm40201				A	Hardware	No	Yes

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