

We are currently updating our site; thank you for your patience.

EQUIPMENT

ASSETS - CUSTOMER ASSET BUY BACK

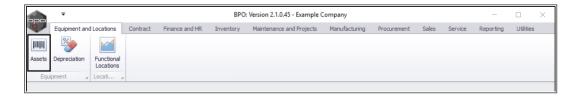
Only use this process if:

- A Stock item or an Internal Asset has been incorrectly loaded as a Customer Asset
- A Contract is ending and the customer asset is to become the company property.

Otherwise use the following process:

 Purchase to Lease - keep the contract open, but buy back one of the machines

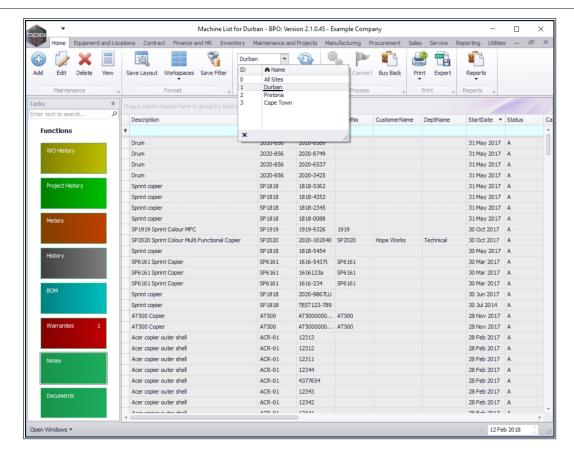
Ribbon Access: Equipment and Locations> Assets



The Machine List for [] screen will be displayed.

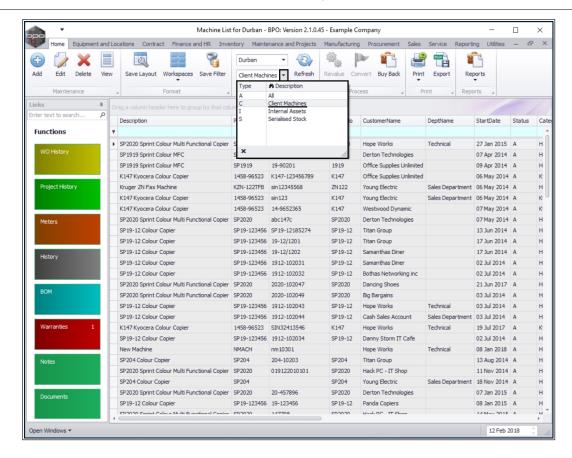
- Select the site.
 - In this image **Durban** has been selected.





- Select the status.
 - ° This should be set to Client Machines.

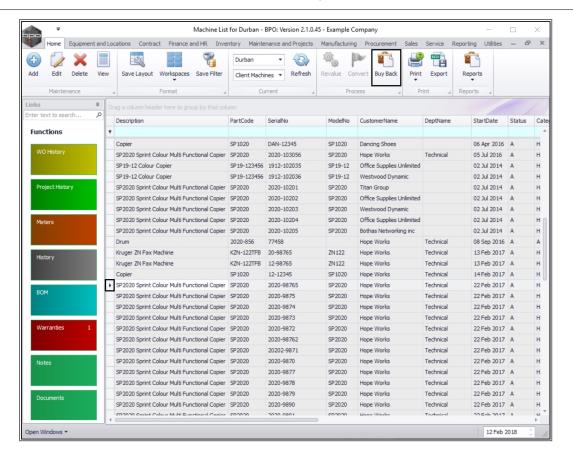




SELECT THE CUSTOMER ASSET TO BUY BACK

- Select the **row** of the customer asset that you wish to buy back.
- Click on Buy Back.





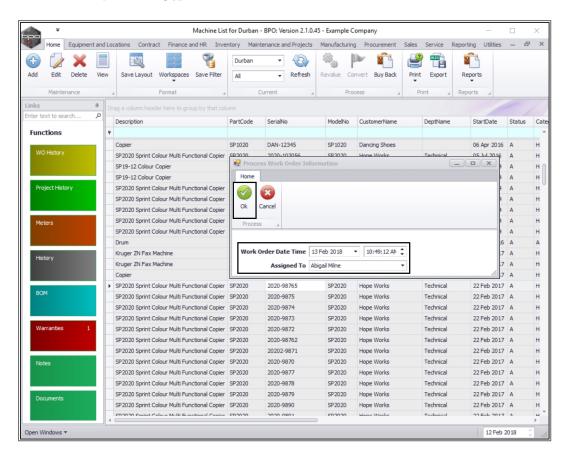
ADD WORK ORDER DETAILS

The **Process Work Order Information** screen will pop up.

- Work Order Date Time: These will be auto populated with the current date and time.
 - You can either type in or click on the drop-down arrow in the date field and use the calendar function to select an alternative date if required.
 - You can either type in or click on the arrow indicators in the time field and select an alternative time if required.



- Assigned To: This will be auto populated with the person currently logged on to the system but you can click on the drop-down arrow and select a different employee from the menu if required.
- Click on Ok.



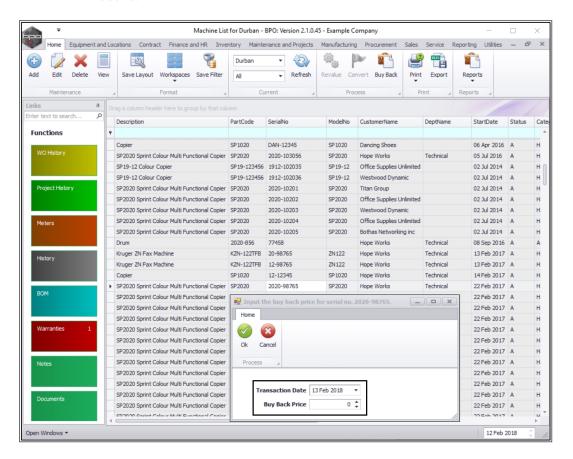
ADD BUY BACK DETAILS

The **Input the buy back price for serial no.** [] screen will pop up.

- **Transactional Date:** this will be auto populated 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.



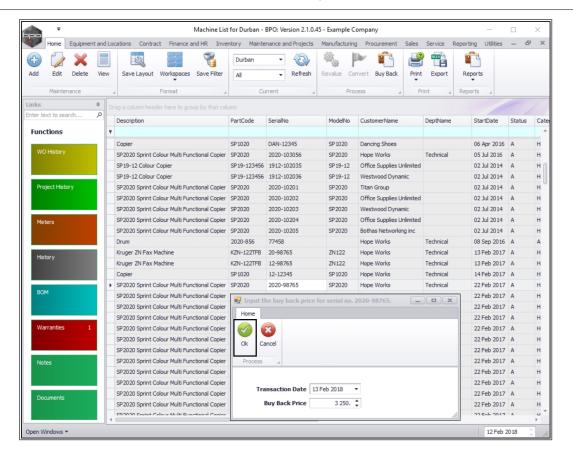
- You can either type in or use the arrow indicators to select an alternative time, if required.
- Buy Back Price: Type in the buy back price for this customer asset.



SAVE BUY BACK

• When you have selected the transaction date and typed in the buy back price, click on **Ok**.

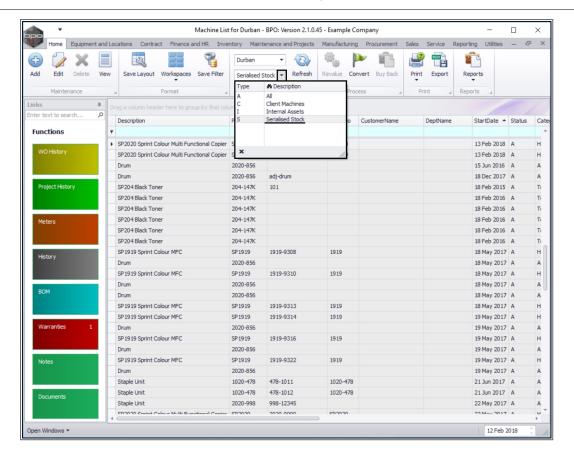




VIEW ASSET'S NEW STATUS

The item that you bought back is now displayed in the Machine
List for [] screen where the status is set to Serialised Stock.

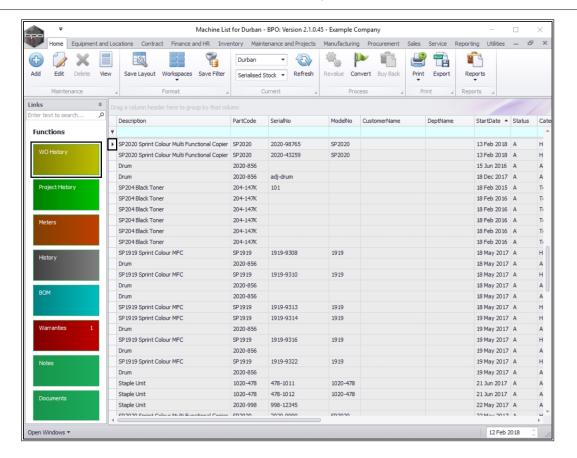




VIEW WO HISTORY BUY BACK DETAILS

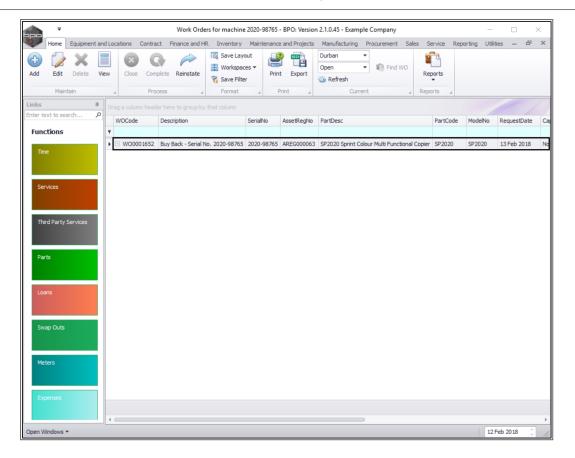
• Click on the WO History tile to view the buy back details.





- The Work Orders for machine [] screen will be displayed.
 - ° Here you can view the buy back details.





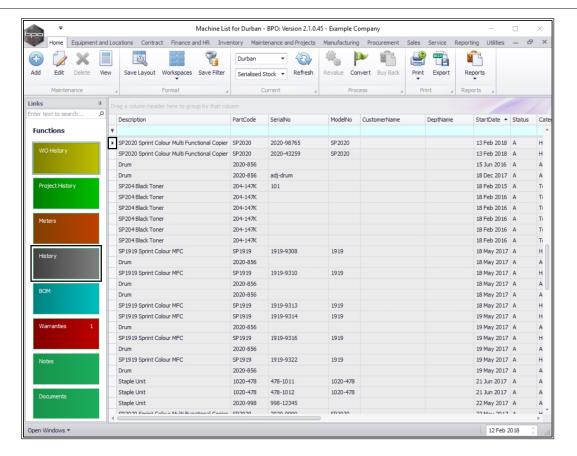
NOTE ON PROCUREMENT PROCESS

The entire **procurement process** has been completed in this example, but this is dependent on your company configuration - you may need to <u>Accept</u> the supplier invoice.

VIEW TRANSACTIONS VIA THE HISTORY TILE

- Go back to the **Machine List for** [] screen where the status is set to **Serialised Stock**.
- Select the **row** of the **item** that was bought back.
- Click on the **History** tile.



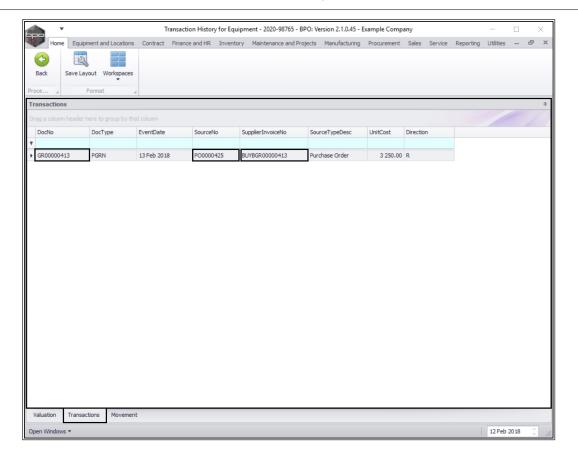


- The Transaction History for Equipment [] screen will be displayed.
- Ensure that you have clicked on the **Transactions** tab in this screen.

VIEW SYSTEM GENERATED TRANSACTIONS

- Here you can see that the system has generated:
 - A Goods Received Note (GR00000413)
 - A Purchase Order (PO0000425) and
 - A Supplier Invoice (BUYBGR00000413)

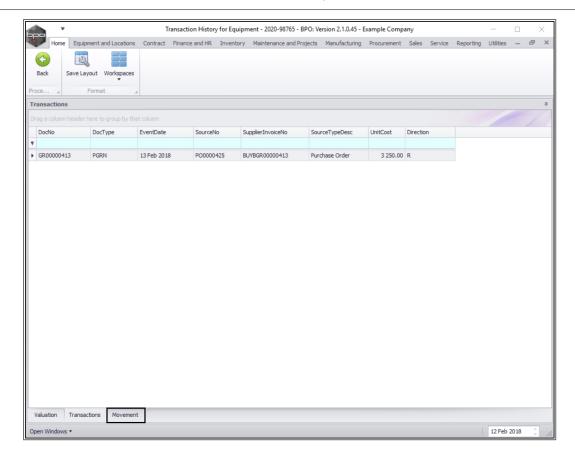




VIEW ASSET MOVEMENT

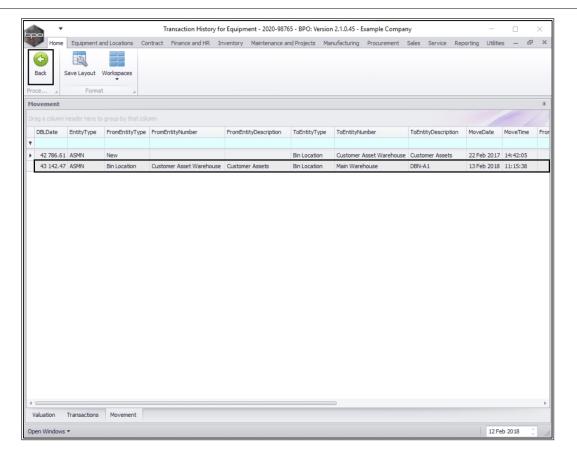
• Click on the **Movement** tab.





- Now you can view the **Movement History** for this item.
 - In this image the recent **buy back movement** has been highlighted.
- Click on **Back** to return to the **Machine List for** [] screen





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