

EQUIPMENT

ASSETS - CUSTOMER ASSET BUY BACK

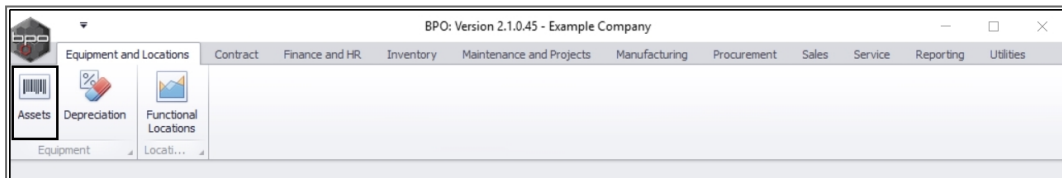
Only use this process if:

- 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:

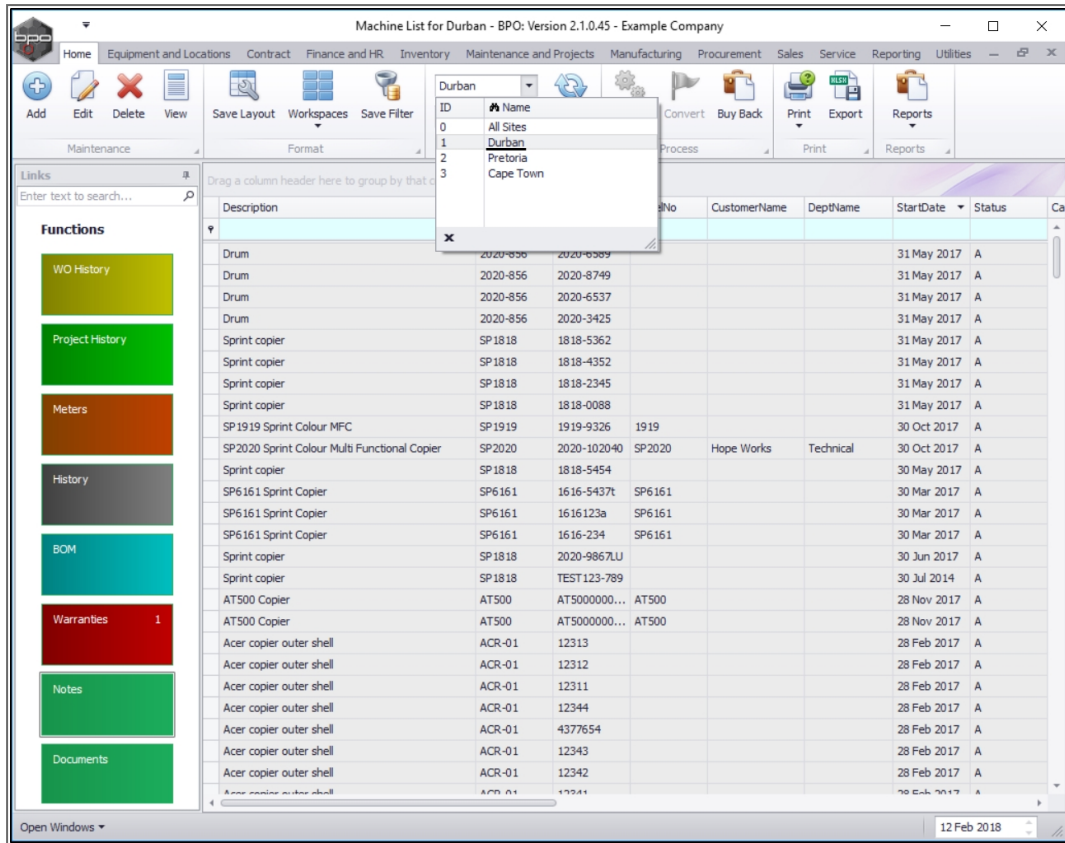
- **Purchase to Lease** - keep the contract open, but buy back one of the machines

Ribbon Access: *Equipment and Locations* > *Assets*

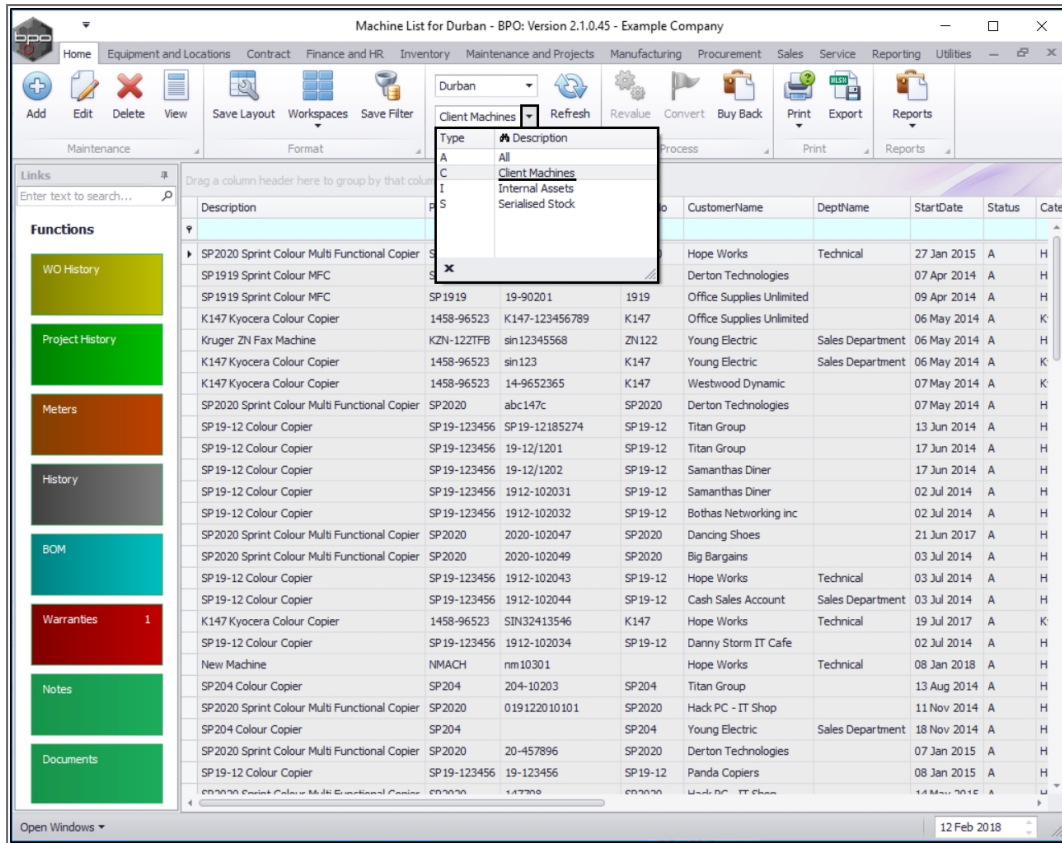


The ***Machine List for []*** screen will be displayed.

- 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**.

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 Client Machines Refresh Revalue Convert Buy Back Print Export Reports

Links Enter text to search...

Functions

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

Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	StartDate	Status	Cate
Copier	SP1020	DAN-12345	SP1020	Dancing Shoes		06 Apr 2016	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103056	SP2020	Hope Works	Technical	05 Jul 2016	A	H
SP19-12 Colour Copier	SP19-123456	1912-102035	SP19-12	Office Supplies Unlimited		02 Jul 2014	A	H
SP19-12 Colour Copier	SP19-123456	1912-102036	SP19-12	Westwood Dynamic		02 Jul 2014	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-10201	SP2020	Titan Group		02 Jul 2014	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-10202	SP2020	Office Supplies Unlimited		02 Jul 2014	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-10203	SP2020	Westwood Dynamic		02 Jul 2014	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-10204	SP2020	Office Supplies Unlimited		02 Jul 2014	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-10205	SP2020	Bothas Networking inc		02 Jul 2014	A	H
Drum	2020-856	77458		Hope Works	Technical	08 Sep 2016	A	A
Kruger ZN Fax Machine	KZN-122TFB	20-98765	ZN122	Hope Works	Technical	13 Feb 2017	A	H
Kruger ZN Fax Machine	KZN-122TFB	12-98765	ZN122	Hope Works	Technical	13 Feb 2017	A	H
Copier	SP1020	12-12345	SP1020	Hope Works	Technical	14 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-98765	SP2020	Hope Works	Technical	22 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9875	SP2020	Hope Works	Technical	22 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9874	SP2020	Hope Works	Technical	22 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9873	SP2020	Hope Works	Technical	22 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9872	SP2020	Hope Works	Technical	22 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-98762	SP2020	Hope Works	Technical	22 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9871	SP2020	Hope Works	Technical	22 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9870	SP2020	Hope Works	Technical	22 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9877	SP2020	Hope Works	Technical	22 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9878	SP2020	Hope Works	Technical	22 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9890	SP2020	Hope Works	Technical	22 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9890	SP2020	Hope Works	Technical	22 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9890	SP2020	Hope Works	Technical	22 Feb 2017	A	H

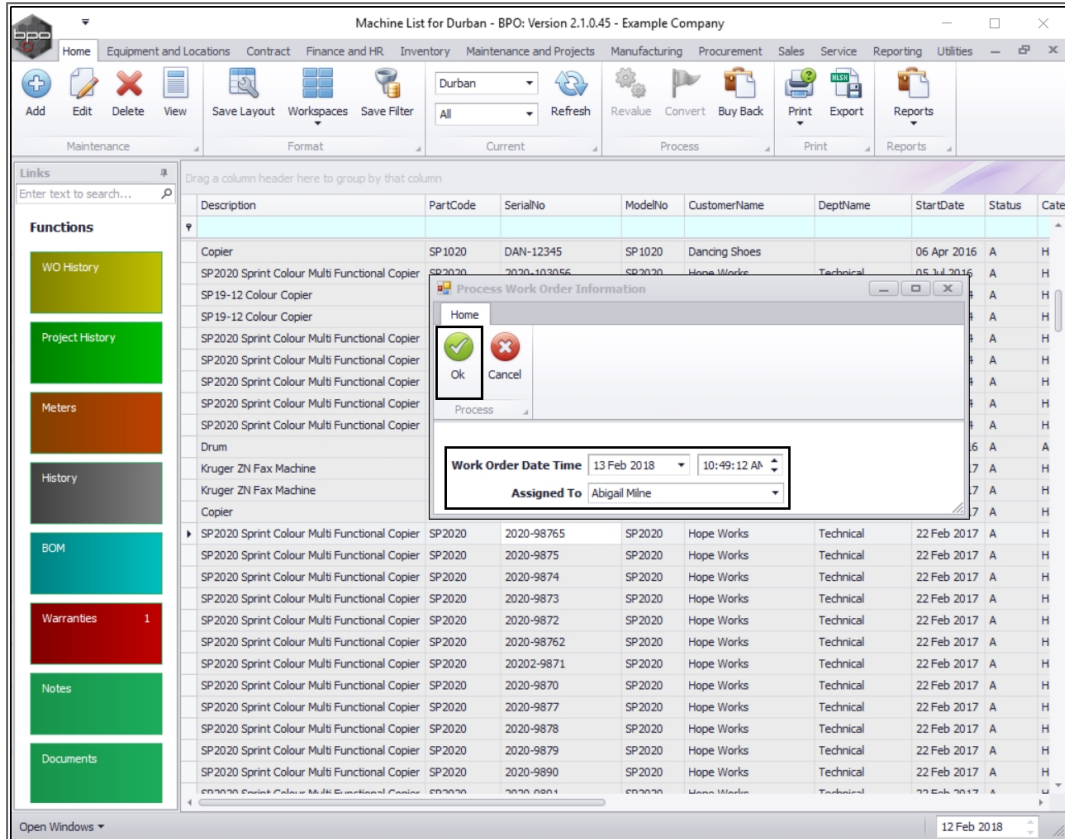
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ADD WORK ORDER DETAILS

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**.

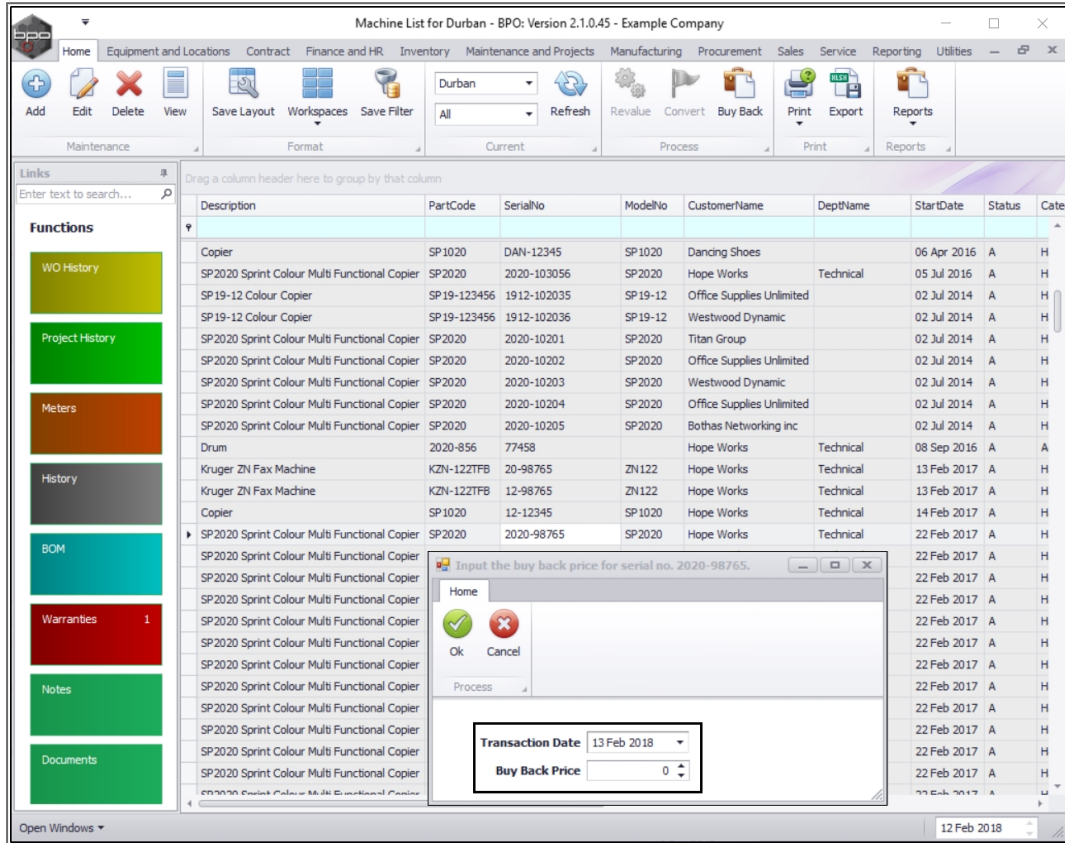


ADD BUY BACK DETAILS

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.

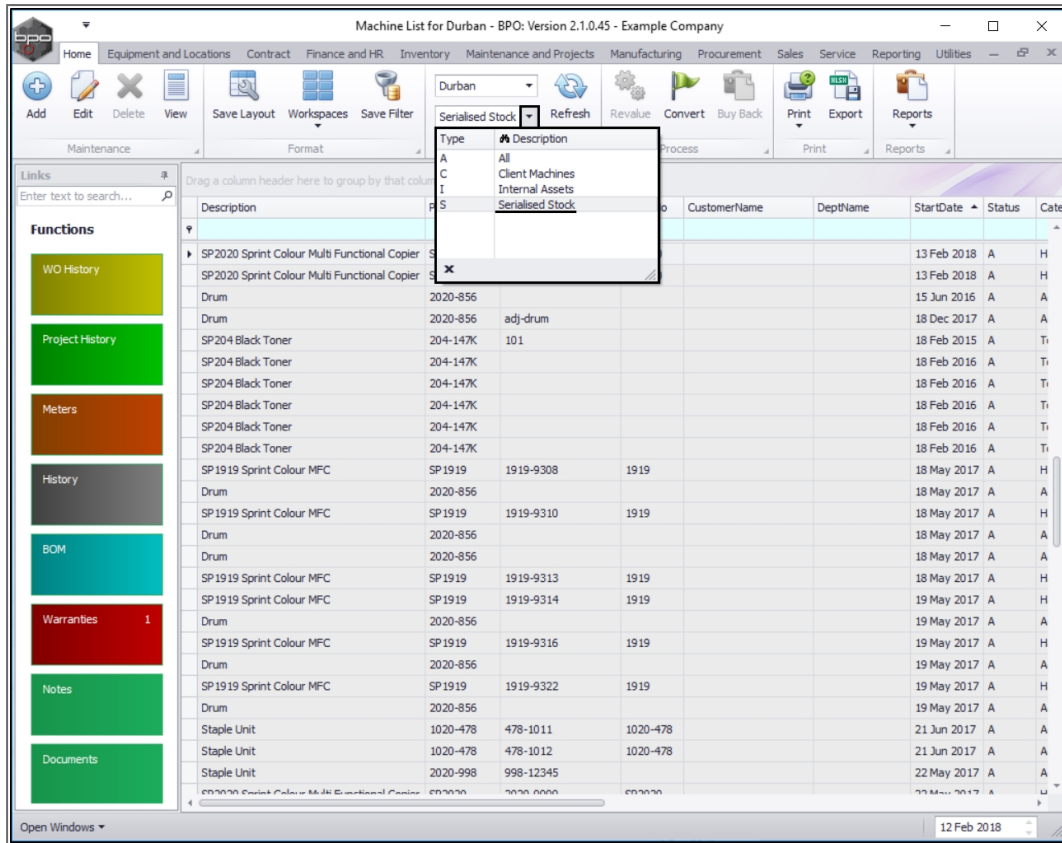


SAVE BUY BACK

- 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.

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

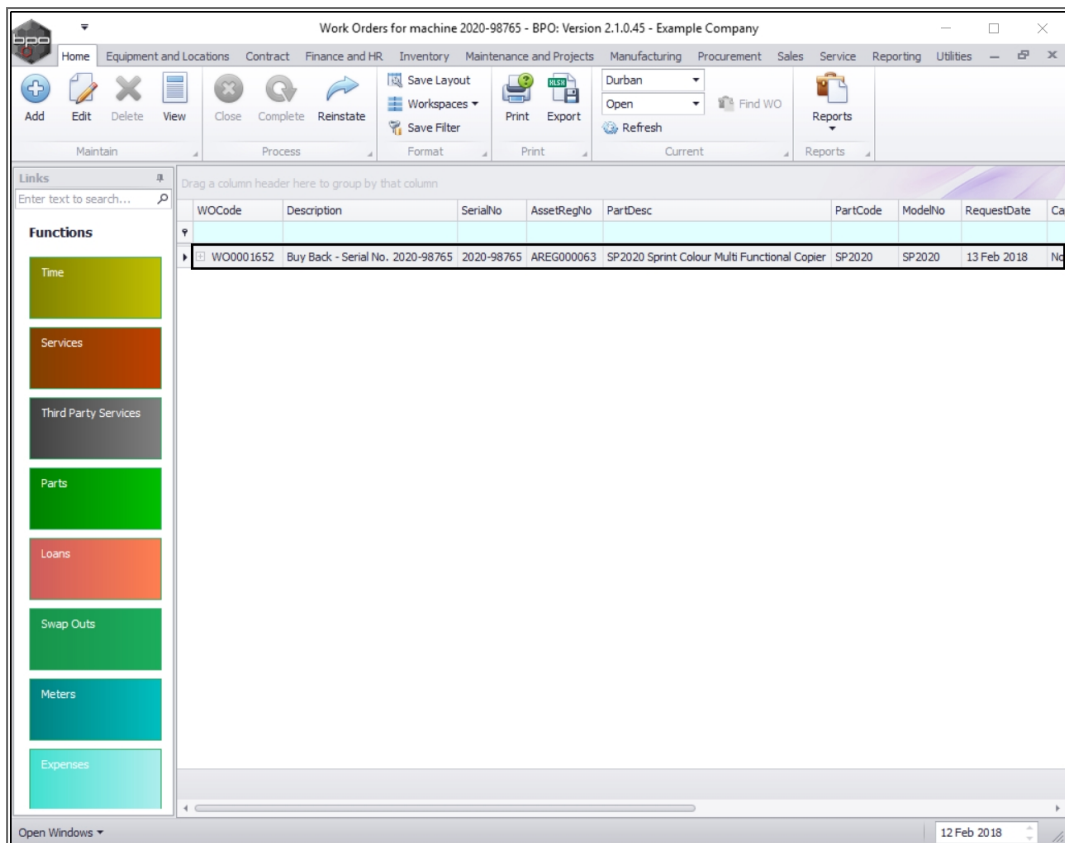
Links: Enter text to search...

Functions: WO History, Project History, Meters, History, BOM, Warranties 1, Notes, Documents

Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	StartDate	Status	Cate
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-98765	SP2020			13 Feb 2018	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43259	SP2020			13 Feb 2018	A	H
Drum	2020-856					15 Jun 2016	A	A
Drum	2020-856	adj-drum				18 Dec 2017	A	A
SP204 Black Toner	204-147K	101				18 Feb 2015	A	Tr
SP204 Black Toner	204-147K					18 Feb 2016	A	Tr
SP204 Black Toner	204-147K					18 Feb 2016	A	Tr
SP204 Black Toner	204-147K					18 Feb 2016	A	Tr
SP204 Black Toner	204-147K					18 Feb 2016	A	Tr
SP204 Black Toner	204-147K					18 Feb 2016	A	Tr
SP1919 Sprint Colour MFC	SP1919	1919-9308	1919			18 May 2017	A	H
Drum	2020-856					18 May 2017	A	A
SP1919 Sprint Colour MFC	SP1919	1919-9310	1919			18 May 2017	A	H
Drum	2020-856					18 May 2017	A	A
Drum	2020-856					18 May 2017	A	A
SP1919 Sprint Colour MFC	SP1919	1919-9313	1919			18 May 2017	A	H
SP1919 Sprint Colour MFC	SP1919	1919-9314	1919			19 May 2017	A	H
Drum	2020-856					19 May 2017	A	A
SP1919 Sprint Colour MFC	SP1919	1919-9316	1919			19 May 2017	A	H
Drum	2020-856					19 May 2017	A	A
SP1919 Sprint Colour MFC	SP1919	1919-9322	1919			19 May 2017	A	H
Drum	2020-856					19 May 2017	A	A
Staple Unit	1020-478	478-1011	1020-478			21 Jun 2017	A	A
Staple Unit	1020-478	478-1012	1020-478			21 Jun 2017	A	A
Staple Unit	2020-998	998-12345				22 May 2017	A	A
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-98765	SP2020			13 Feb 2018	A	H

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- 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 [Accept](#) 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.

Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	StartDate	Status	Category
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-98765	SP2020			13 Feb 2018	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43259	SP2020			13 Feb 2018	A	H
Drum	2020-856					15 Jun 2016	A	A
Drum	2020-856	adj-drum				18 Dec 2017	A	A
SP204 Black Toner	204-147K	101				18 Feb 2015	A	Ti
SP204 Black Toner	204-147K					18 Feb 2016	A	Ti
SP204 Black Toner	204-147K					18 Feb 2016	A	Ti
SP204 Black Toner	204-147K					18 Feb 2016	A	Ti
SP204 Black Toner	204-147K					18 Feb 2016	A	Ti
SP204 Black Toner	204-147K					18 Feb 2016	A	Ti
SP1919 Sprint Colour MFC	SP1919	1919-9308	1919			18 May 2017	A	H
Drum	2020-856					18 May 2017	A	A
SP1919 Sprint Colour MFC	SP1919	1919-9310	1919			18 May 2017	A	H
Drum	2020-856					18 May 2017	A	A
Drum	2020-856					18 May 2017	A	A
SP1919 Sprint Colour MFC	SP1919	1919-9313	1919			18 May 2017	A	H
SP1919 Sprint Colour MFC	SP1919	1919-9314	1919			19 May 2017	A	H
Drum	2020-856					19 May 2017	A	A
SP1919 Sprint Colour MFC	SP1919	1919-9316	1919			19 May 2017	A	H
Drum	2020-856					19 May 2017	A	A
SP1919 Sprint Colour MFC	SP1919	1919-9322	1919			19 May 2017	A	H
Drum	2020-856					19 May 2017	A	A
Staple Unit	1020-478	478-1011	1020-478			21 Jun 2017	A	A
Staple Unit	1020-478	478-1012	1020-478			21 Jun 2017	A	A
Staple Unit	2020-998	998-12345				22 May 2017	A	A

- 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)

Transaction History for Equipment - 2020-98765 - 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

Back | Save Layout | Workspaces

Proce... | Format

Transactions

Drag a column header here to group by that column

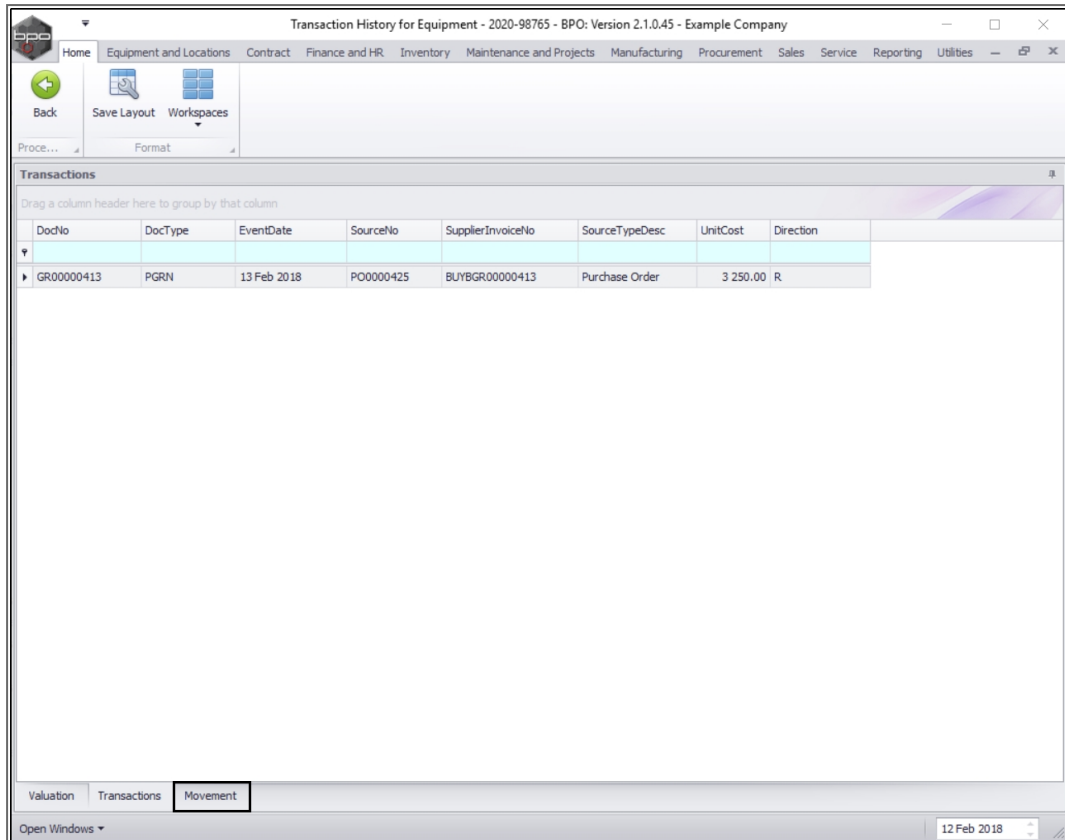
DocNo	DocType	EventDate	SourceNo	SupplierInvoiceNo	SourceTypeDesc	UnitCost	Direction
GR00000413	PGRN	13 Feb 2018	PO0000425	BUYBGR00000413	Purchase Order	3 250.00	R

Valuation | Transactions | Movement

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VIEW ASSET MOVEMENT

- Click on the *Movement* tab.



DocNo	DocType	EventDate	SourceNo	SupplierInvoiceNo	SourceTypeDesc	UnitCost	Direction
GR00000413	PGRN	13 Feb 2018	PO0000425	BUYBGR00000413	Purchase Order	3 250.00	R

- 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

Transaction History for Equipment - 2020-98765 - 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

Back Save Layout Workspaces

Process... Format

Movement

Drag a column header here to group by that column

DBLDate	EntityType	FromEntityType	FromEntityNumber	FromEntityDescription	ToEntityType	ToEntityNumber	ToEntityDescription	MoveDate	MoveTime	From
42 786.61	ASMN	New			Bin Location	Customer Asset Warehouse	Customer Assets	22 Feb 2017	14:42:05	
43 142.47	ASMN	Bin Location	Customer Asset Warehouse	Customer Assets	Bin Location	Main Warehouse	DBN-A1	13 Feb 2018	11:15:38	

Valuation Transactions Movement

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