

EQUIPMENT

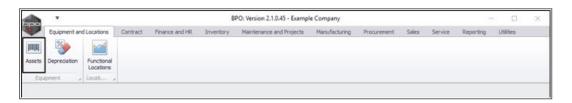
ASSETS - CONVERT ASSET TO STOCK

Stock v **Asset**: A stock item is a serialised item in store ready to be sold. It can be <u>converted into an Asset.</u>

<u>Convert Stock to Asset</u> 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.

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.



Home Equipment and	Locations Contract Finance and HR. Invent	www.Maintenaw	ix and Projects M	or dark eine	Procurement Sales 1	Service Reporting	Utities	- 0	X
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Functions				*****					
	+ SP 1919 Sprint Colour MFC		1912.00	919	Derton Technologies		07 Apr 2014	A	5
WO History	SP 1919 Sprint Colour MFC	SP1919	19-90201	1919	Office Supples Unlimited		09 Apr 2014		1
	K147 Kyocera Colour Copier	1458-96523	K147-123456789	K147	Office Supples Unlimited		06 May 2014		,
	Kruger ZN Fax Machine	K2N-1227FB	sin12345568	ZN122	Young Electric	Sales Department	06 May 2014		
Project History	K147 Kyocera Colour Copier	1458-96523	sin123	K147	Young Electric	Sales Department	06 May 2014		,
	K147 Kyocera Colour Copier	1458-96523	14-9652365	K147	Westwood Dynamic		07 May 2014	A	,
	SP2020 Sprint Colour Multi Functional Copier	SP2020	abc147a	SP2020	Hope Works	Technical	07 May 2014		1
Meters	SP2020 Sprint Colour Multi Functional Copier	SP 2020	abc147c	SP 2020	Derton Technologies		07 May 2014	A	1
	SP19-12 Colour Copier	SP19-123456	SP19-12185274	\$919-12	Titan Group		13 Jun 2014	A	1
	SP19-12 Colour Copier	SP19-123456	19-12/1201	SP19-12	Titan Group		17 Jun 2014	A	1
Meters	SP 19-12 Colour Copier	SP19-123456	19-12/1202	SP 19-12	Samanthas Diner		17 Jun 2014	A	1
Hatory	SP 19-12 Colour Copier	5P19-123456	1912-147258	SP19-12	Hope Works	Technical	30 Jun 2014	A	ł
	SP 19-12 Colour Copier	SP19-123456	1912-102031	5919-12	Samanthas Diner		02.3.1 2014	A	1
144455	SP19-12 Colour Copier	SP19-123456	1912-102032	SP19-12	Bothas Networking inc		02 34 2014	A	1
BOM	SP 19-12 Colour Copier	SP19-123456	1912-102033	\$919-12	Office Supples Unlimited		02 34 2014	A	1
	SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-102040	SP 2020	Bothas Networking inc		03 Jul 2014	A	1
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102041	SP 2020	Danny Storm IT Cafe		03 Jul 2014	A	1
Warranties 1	SP2020 Sprint Colour Multi Functional Copier	5P2020	2020-102049	592020	Big Bargains		03 34 2014	A	1
	SP19-12 Colour Copier	5919-123456	1912-102043	5919-12	Hope Works	Technical	03 34 2014	A	1
	SP 19-12 Colour Copier	\$P19-123456	1912-102044	SP 19-12	Cash Sales Account	Sales Department	03 3/ 2014	A	1
Notes	SP 19-12 Colour Copier	SP 19-123456	1912-10702	5919-12	Hope Works	Technical	31 34 2014	A	1
	K147 Kyocera Colour Copier	1458-96523	5IN32413546	K147	Hope Works	Technical	03 Apr 2017	A	1
	SP 19-12 Colour Copier	5919-123455	1912-102034	5P19-12	Darny Storm IT Cafe		02 31 2014	A	1
Documents	SP 204 Colour Copier	5P204	204-10203	59204	Titan Group		13 Aug 2014	A	1
Part of the second s	5P 19-12 Colour Copier	5P19-123456	19-147	5P19-12	Dancing Shoes		06 Nov 2014	A	1
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- Select the *status*.
 - ° This must be set to *Internal Assets*.



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Functions	7									
	 SP2020 Sprint Colour Multi Functional Copie 			2020			A	Hardware	No	Yes
WO History	SP 1919 Sprint Colour MFC	x	_	19			A	Hardware	No	Yes
	SP1919 Sprint Colour MFC	SP1919	20-857485	1919			A	Hardware	Yes	Yes
	SP 1919 Sprint Colour MPC	SP1919	cvb123	1919			A	Hardware	No	Yes
Project History	SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-102042	5P2020	Hope Works	Technical	A	Hardware	Yes	Yes
	SP2020 Sprint Colour Multi Functional Copier	5P2020	2020-102043	SP2020			A	Hardware	No	Yes
	SP2020 Sprint Colour Multi Functional Copier	5P2020	2020-102044	5P2020			A	Hardware	Yes	Yes
Meters	SP2020 Sprint Colour Multi Functional Copie	5P 2020	2020-102045	5P2020			A	Hardware	No	Yes
	SP2020 Sprint Colour Multi Functional Copies	5P2020	2020-102046	5P2020	Derton Techn		A	Hardware	No	Yes
	SP2020 Sprint Colour Multi Functional Copies	SP 2020	2020-102048	SP2020	Hope Works	Technical	A	Hardware	Yes	Yes
History	SP19-12 Colour Copier	SP19-123456	1912-102045	SP19-12	Derton Techn		A	Hardware	No	Yes
nswy	SP 19-12 Colour Copier	SP19-123456	1912-102046	\$P19-12			A	Hardware	No	Yes
	SP 19-12 Colour Copier	5P19-123456	1912-102047	\$P19-12	Hope Works	Technical	A	Hardware	No	Yes
	Test Machine	TMACH	T123				A	Hardware	No	Yes
804	Test Machine	TMACH	test987654		Samanthas D		A	Hardware	No	Yes
	New Machine	NMACH	NM123654				A	Hardware	No	Yes
	Test Machine	TMACH	tm40201				A	Hardware	No	Yes
Warranties 1	SP 1919 Sprint Colour MFC	SP1919	19-369	1919			A	Hardware	No	Yes
The AND CONC.	SP2020 Sprint Colour Multi Functional Copies	5P2020	001912105029	5P2020			A	Hardware	Yes	Yes
	Staple Unit	2020-998	998-987654				A	Accessories	No	Yes
Notes	SP2020 Sprint Colour Multi Functional Copier	SP 2020	147111	SP 2020			A	Hardware	Yes	Yes
A BLCC	Copier	5P1020	1020-10102	SP 1020	Hope Works	Technical	A	Hardware	No	Yes
	SP2020 Sprint Colour Multi Functional Copies	SP2020	test121212	SP2020	Hope Works	Technical	A	Hardware	No	Yes
ALC: NO	SP2020 Sprint Colour Multi Functional Copier	5P2020	test1234	SP2020	Hope Works	Technical	A	Hardware	No	Yes
Documents	SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-787878	9P2020	Apple Juice Inc	Sales De	A	Hardware	No	Yes
	Di=	330 1010	-					Innerties	Vice	Yes

SELECT ASSET TO BE CONVERTED

Either

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

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IY 12	xt to sea	r¢h	ρ	Description				PartCode	SerialNo		ModelNo	CustomerName	DeptName	Status	CategoryDesc	Asset	IsFixedAss
Fur	ctions			*													
_				SP19-12 Co	olour Copier			5P19-123456	1912-102	037	SP19-12	Titan Group		A	Hardware	No	Yes
W	O Histor			Copier	2012/19/07/1			SP1020	111111		SP1020			A	Hardware	No	Yes
					int Colour Mult	Functional Co	pier	SP2020	76589		SP 2020			A	Hardware	No	Yes
				Drum				2020-856	2020856-	1234				A	Accessories	Yes	Tes
P	oject Hs	tory		SP2020 Spr	rint Colour Mult	Functional Co	pier	SP 2020	b1234		SP2020			A	Hardware	Yes	Yes
				Acer copier	outer shell			ACR-01	abcd123					A	Accessories	No	Yes
	_			5P2020 Spr	rint Colour Mult	Functional Co	pier:	SP 2020			SP2020	Young Electric	Sales De	A -	Hardware	No	Yes
М	eters			592121 Co	pier			592121						A	Hardware	No	Yes
				Sprint copie	e .			SP1818	1818-999	9				A	Hardware	Yes	Yes
				Sprint copie	er.			SP1818	1818-555	5				A	Hardware	Yes	Yes
				Sprint copie	r			SP1818	1818 444	4		Hope Works	Technical	A	Hardware	Yes	Yes
2	story			Drum				2020-856	2020-432	7				A	Accessories	No	Yes
				Drum				2020-856	2020-432	9				A	Accessories	No	Yes
				Sprint copie	a.			SP1818	1818-859	4				A	Hardware	Yes	Yes
B	DM			Sprint copie	er .			SP 18 18	1818-089	0		Hope Works	Technical	A	Hardware	No	Yes
				Sprint copie	r .			SP 1818	2020-986	7.0				A	Hardware	Yes	Yes
				592020 Spr	rint Colour Mult	Functional Co	pier	SP 2020	987		SP 2020	Hope Works	Technical	A	Hardware	No	Yes
W	arranties		1	SP2020 Spr	rint Colour Mult	Functional Co	pier	5P2020	321		SP2020	Hope Works	Technical	A	Hardware	No	Yes
				SP2020 Spr	rint Colour Mult	Functional Co	pier	SP2020	789		SP 2020			A	Hardware	No	Yes
				SP19-12 Co	olour Copier			SP19-123456	9990		SP 19-12			A	Hardware	Yes	Yes
N	otes			SP 2020 Spr	rint Colour Mult	Punctional Co	pier	SP 2020	333		5P2020			A	Hardware	No	Yes
				Sprint copie	t,			SP 1818	18-30200	f				A	Hardware	No	Yes
				K147 Kyoce	era Colour Copi	er .		1458-96523	SIN 13512	345	K147			A	Kyocera Mult	No	Yes
Ď	ocuments			• SP 19-12 Co	olour Copier			5P19-123456	7770		SP 19-12			A	Hardware	No	Yes
				Drum				2020-856						A	Accessories	No	Yes



Or

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



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iter text to search /	Description	PartCode	SeriaNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc	Asset	IsFixedAss
Functions										
Sancestine.	SP 19-12 Colour Copier	SP19-123456	1912-102	037 SP19-12	Titan Group		A	Hardware	No	Yes
WO History	Copier	\$91020	111111	SP 1020	Concerney.		A	Hardware	No	Yes
	SP2020 Sprint Colour Multi Functional Copier	592020	76589	SP2020			A	Hardware	No	Yes
	Drum	2020-856	2020856-				A	Accessories	Yes	Yes
Project History	SP2020 Sprint Colour Multi Functional Copier	\$2020	b1234	SP2020			A	Hardware	Yes	Yes
19970307631	Acer copier outer shell	ACR-01	abcd123				A	Accessories	No	Yes
	SP2020 Sprint Colour Multi Functional Copier	5P2020		SP 2020	Young Electric	Sales De	A	Hardware	No	Yes
Meters	SP2121 Copier						A	Hardware	No	Yes
And a second	Sprint copier	All groups		18			A	Hardware	Yes	Yes
	Sprint copier	Raintenance					A	Hardware	Yes	Yes
Meters	Sprint copier	Add Equip			Hope Works	Technical	A	Hardware	Yes	Yes
History	Drum	Add Equip	ment				A	Accessories	No	Yes
	Drum	Edit					A	Accessories	No	Yes
	Sprint copier	Edit Equip	sent				A	Hardware	Yes	Yes
BOM	Sprint copier	Delete	toner equip	wit 1	Hope Works	Technical	A	Hardware	No	Yes
	Sprint copier	- Gear					A	Hardware	Yes	Yes
	SP2020 Sprint Colour Multi Functional Copier	Cear Fite	rs	SP 20 20	Hope Works	Technical	A	Hardware	No	Yes
Warranties 1	SP2020 Sprint Colour Multi Functional Copier	Process		\$P2020	Hope Works	Technical	A	Hardware	No	Yes
	SP2020 Sprint Colour Multi Functional Copier	m Revalue		\$P2020			A	Hardware	No	Yes
	SP 19-12 Colour Copier		ve equipment	5P19-12			A	Hardware	Yes	Yes
Notes	SP2020 Sprint Colour Multi Functional Copier	8, Convert	(SP 2020			A	Hardware	No	Yes
	Sprint copier	Convert t		_			A	Hardware	No	Yes
	K147 Kyocera Colour Copier	Bay Back	(Lithoner Fo	K147			A	Kyocera Multi		Yes
Documents	SP 19-12 Colour Copier		annon ch	P19-12			A	Hardware	No	Yes
A Charles	Drum	2020-856					A	Accessories	No	Yes
	16									,

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



• Are you sure you want to convert serial number []?

٠	C	lick	on	Yes.
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AND MENTAL AND	SP 19-12 Colour Copier	SP19-123456	1912-102037	SP19-12	Titan Group		A	Hardware	No	Yes
WO History	Copier	SP 1020	111111	SP1020	CHENERAL C		A	Hardware	No	Yes
	SP2020 Sprint Colour Multi Functional Copie		76589	SP2020			A	Hardware	No	Yes
	Drum	2020-856	2020856-1234				A	Accessories	Yes	Yes
Project History	SP2020 Sprint Colour Multi Functional Copie	s \$P2020	lo1234	SP2020			A	Hardware	Yes	Yes
	Acer copier outer shell	ACR-01	abcd123				A	Accessories	No	Yes
	SP2020 Sprint Colour Multi Functional Copie	r 5P2020		SP2020	Young Electric	Sales De	A	Hardware	No	Yes
Meters	SP2121 Copier	\$2121					A	Hardware	No	Yes
109000	Sprint copier	SP1818	1818-9999				A	Hardware	Yes	Yes
	Sprint copier	SP1818	1818-5555				A	Hardware	Yes	Yes
History	Sprint copier	SP1818	1818-4444		Hope Works	Technical	A	Hardware	Yes	Yes
1000	Drum	2020-856	2020-4327				A	Accessories	No	Yes
	Drum	2020-856	2020-4329				A	Accessories	No	Yes
anii.	Sprint copier	SP1818	1818-8594				A	Hardware	Yes	Yes
BOM	Sprint copier	SP1818	1818-0890		Hope Works	Technical	A	Hardware	No	Yes
	Sprint copier	SP1818	2020-9867LU			_	A	Hardware	Yes	Yes
	SP2020 Sprint Colour Multi Functional Copie	A CONTRACTOR OF A DECEMPENDING OF A DECEMPENDIO OF A DECEMPENDINA OF A DECEMPENDINA OF A DECEMPENDINA	oversion			1	A	Hardware	No	Yes
Warranties 1	SP2020 Sprint Colour Multi Functional Copie	5 ····					A	Hardware	No	Yes
	SP2020 Sprint Colour Multi Functional Copie	* 🙆 AH	you sure you wa	ant to convert	serial number 7	7707	A	Hardware	No	Yes
	SP 19-12 Colour Copier						A	Hardware	Yes	Yes
Notes	SP2020 Sprint Colour Multi Functional Copie	1.		_	_		A	Hardware	No	Yes
	Sprint copier			Te	s N	0	A	Hardware	No	Yes
And and a second second	K147 Kyocera Colour Copier		1000				A	Kyocera Multi		Yes
Documents	SP 19-12 Colour Copier	SP19-123456	7770	SP19-12			A	Hardware	No	Yes
	Drum	2020-856					A	Accessories	No	Yes

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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.



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Functions	,								
	SP 19-12 Colour Copier	\$919-123456	1912-1020	17 59-19-12	Titan Group		A Hardware	No	Yes
WO History	Copier	SP 1020	111111	SP 1020			A Hardware	No	Yes
	SP2020 Sprint Colour Multi Functional Copier	SP2020	76589	5P2020			A Hardware	No	Yes
	Drum	2020-856	2020855-12	234			A Accessories	Yes	Yes
Project History	SP2020 Sprint Colour Multi Functional Copier	SP 2020	lo1234	\$92020			A Hardware	Yes	Yes
	Acer copier outer shell	ACR-01	abcd123				A Accessories	No	Yes
	SP2020 Sprint Colour Multi Functional Copier	5P2020		5P2020	Young Electric	Sales De	A Hardware	No	Yes
Meters	SP2121 Copier	-						No	Yes
and the second sec	Sprint copier	🔮 Transfer inh					- 0 X	Yes	Yes
	Sprint copier	Home					8	Yes	Yes
History	Sprint copier							Yes	Yes
usink	Drum	Ok Cancel						No	Yes
	Drum	UN CANA						No	Yes
	Sprint copier	Process 4						Yes	Yes
BOM	Sprint copier							No	Yes
	Sprint copier		in the second					Yes	Yes
	SP2020 Sprint Colour Multi Functional Copier		tion Date	6 Feb 2018 •				No	Yes
Warranties 1	5P2020 Sprint Colour Multi Functional Copier	Trans	fer Notes					No	Yes
	SP2020 Sprint Colour Multi Functional Copier							No	Yes
	SP 19-12 Colour Copier							Yes	Yes
Notes	SP2020 Sprint Colour Multi Functional Copier							No	Yes
	Sprint copier						313	No	Yes
	K147 Kyocera Colour Copier	1000000000	loom	200000			100	No	Yes
Documenta	SP19-12 Colour Copier	SP19-123456	7770	\$P19-12			A Hardware	No	Yes
Contraction of the last	Drum	2020-856					A Accessories	No	Yes
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SAVE ASSET CONVERSION

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



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Functions	1									
	SP 19-12 Colour Copier	SP19-123456	1912-1020	37 SP 19-12	Titan Group		A	Hardware	No	Tes
WO History	Copier	SP 1020	шш	SP1020			A	Hardware	No	Yes
	SP2020 Sprint Colour Multi Functional Copier	SP 2020	76589	SP2020			A	Hardware	No	Yes
	Drum	2020-856	2020856-1	234			A	Accessories	Yes	Yes
Project History	5P2020 Sprint Colour Multi Functional Copier	SP 2020	b1234	SP2020			A	Hardware	Yes	Yes
	Acer copier outer shell	ACR-01	abcd123				A	Accessories	No	Yes
	SP2020 Sprint Colour Multi Functional Copier	SP2020		5P2020	Young Electric	Sales De	A	Hardware	No	Yes
Meters	SP2121 Copier					-	12	V CONTROL	No	Yes
	Sprint copier	Transfer into		serial no. 7770.			12	- <u>n</u> x	Yes	Yes
	Sprint copier	Home							Yes	Yes
74444	Sprint copier								Yes	Yes
History	Dun	•••							No	Yes
	Drum	Ok Cancel							No	Yes
	Sprint copier	Process							Yes	Yes
BOM	Sprint copier		-			_	-		No	Yes
	Sprint copier								Yes	Yes
	SP2020 Sprint Colour Multi Functional Copier	Transact	tion Date	06 Feb 2018 •					No	Yes
Warranties 1	SP2020 Sprint Colour Multi Functional Copier	Trans	fer Notes	Second hand sale				*	No	Tes
Carlos de Carlos	SP2020 Sprint Colour Multi Functional Copier								No	Yes
	SP19-12 Colour Copier								Yes	Yes
The beau	SP2020 Sprint Colour Multi Functional Copier								No	Yes
Notes	Sprint copier							*	No	Yes
	K147 Kyocera Colour Copier							k	No	Yes
	SP19-12 Colour Copier	5919-123456	7770	SP19-12			A	Hardware	No	Yes
Documents	Drum	2020-856		(1	Accessories	No	Yes
								Annal and	-	



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** to view the report.

Or,

- Click on *No* to miss out the next step n this manual.
- In this example, **Yes** has been selected.



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runcuono	Parto 13 Colore Control	2010 133422	1013 103033	SP19-12	The free			Hardware	No.	Vac
WO History	SP19-12 Colour Copier	SP19-123456	1912-102037		Titan Group		A		No	Yes
	Copier (2000) Carlos Colour Multi Exectional Contact	591020 592020	111111 76589	SP1020 SP2020			A	Hardware	No	Yes
	SP2020 Sprint Colour Multi Functional Copier Drum	2020-856	2020856-1234	54 2020			A	Hardware Accessories	No Yes	Yes
Project History	5P2020 Sprint Colour Multi Functional Copier		b1234	5P2020			n. 1	Hardware	Yes	Yes
eropect many	Acer copier outer shell	ACR-01	abcd123	500			-	Accessories	No	Yes
	SP2020 Sprint Colour Multi Functional Copier		divines.	SP2020	Young Electric	Cales De		Hardware	No	Yes
in the second	SP2121 Copier	\$2121		5 2020	roung becan	Soca Derri	-	Hardware	No	Yes
Meters	Sprint copier	591818	1818-9999				-	Hardware	Yes	Yes
	Sprint copier	\$91818	1818-5555				-	Hardware	Yes	Yes
	Sprint copier	SP 1818	1818-4444		Hope Works	Technical	A	Hardware	Yes	Yes
History	Drum	2020-856	2020-4327		Tope mana	reutica	-	Accessories	No	Yes
	Dum	2020-856	2020-4329					Accessories	No	Yes
	Sprint copier	\$91818	1818-8594				4	Hardware	Yes	Yes
BOM	Sprint copier	591818	1818-0890		Hope Works	Technical	A	Hardware	No	Yes
	Sprint copier	SP1818	2020-9867LU		144.114		Å	Hardware	Yes	Yes
	SP 2020 Sprint Colour Multi Functional Copier					Inical	A	Hardware	No	Yes
Warranties 1	SP2020 Sprint Colour Multi Functional Copier					mical	A	Hardware	No	Yes
STRATIGE 31	SP2020 Sprint Colour Multi Functional Copier		at brander day a	under her			A	Hardware	No	Yes
	SP 19-12 Colour Copier	1116 344	ick transfer, doc n fully. Do you wist				A	Hardware	Yes	Yes
Notes :	SP2020 Sprint Colour Multi Functional Copier						A	Hardware	No	Yes
A MARKA	Sprint copier		1	1000 C	-		A	Hardware	No	Yes
	K147 Kyocera Colour Copier			Yei	No	-	A	Kyocera Multi		Yes
Contract of	• SP 19-12 Colour Copier	SP19-123456	7770	SP19-12			A	Hardware	No	Yes
Documents	Drum	2020-856					A	Accessories	No	Yes

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



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

	Company Logo (Part Trans Example Company Street to and Road Area City South Africa Coo Reg Tein: 0000000 VATING: 0000000	Name Portlo Area Oty South 8000 ass4521 Fax No	Africa	
	Descaled By: Sand Hilder Commands:			Document Ref.: Date (Employee) Destination :	1800000314 06 Feb 2018 Sarah Mider		
	Cole Description (F11-12456 (F11-12 Color Capter	Hardoos Ason Ranhaut	Be Internal Auros	Quality Set What	Cost In 41	Unit Cost Sol. 20	Line Cost
1	17712 Canadalaa	 			Total		500.00

• You will return to the *Machine List for []* screen where the selected internal asset has now been *removed* from this screen.



Mome Equipment and L	ocations Contract Pinance and HR Inves	ntory Maintenan	ce and Projects	Manufactura	ng Procuremer	nt Sales	Service	Reporting	Utities	- 19
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	Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc	Asset	IsFixedAss
Functions										
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103059	592020			A .	Hardware	No	Yes
WO History	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103060	SP2020	Panda Copiers		A	Hardware	No	Yes
	SP 19-12 Colour Copier	SP 19-123456	1912-102037	\$P19-12	Titan Group		A	Hardware	No	Yes
	Copier	SP 1020	111111	SP1020			A	Hardware	No	Yes
Project History	59/20/20 Sprint Colour Multi Functional Copier	59/2020	76589	SP 2020			À.	Hardware	NO	Yes
Conservation and an	Drum	2020-856	2020856-1234				A	Accessories	Yes	Yes
	SP2020 Sprint Colour Multi Functional Copier	SP2020	101234	5P2020			A	Hardware	Yes	Yes
Meters	Acer copier outer shell	ACR-01	abcd123				A	Accessories	No	Yes
A DESCRIPTION OF	SP2020 Sprint Colour Multi Functional Copier	SP2020		5P2020	Young Electric	Sales De	A	Hardware	No	Yes
	SP2121 Copier	SP2121					A	Hardware	No	Yes
100000	Sprint copier	SP1818	1818-9999				A	Hardware	Yes	Yes
History	Sprint copier	SP 18 18	1818-5555				A	Hardware	Yes	Yes
	Sprint copier	SP1818	1818-4444		Hope Works	Technical	A	Hardware	Yes	Yes
	Drum	2020-856	2020-4327				A	Accessories	No	Yes
DOM	Drum	2020-856	2020-4329				A	Accessories	No	Yes
	Sprint copier	\$91818	1818-8594				A	Hardware	Yes	Yes
	Sprint copier	SP 1818	1818-0890		Hope Works	Technical	A	Hardware	No	Yes
Warranties 1	Sprint copier	SP 18 18	2020-9867LU				A	Hardware	Yes	Yes
10000000000000000000000000000000000000	SP2020 Sprint Colour Multi Functional Copier	SP2020	987	SP 2020	Hope Works	Technical	A	Hardware	No	Yes
	SP2020 Sprint Colour Multi Functional Copier	SP2020	321	5P2020	Hope Works	Technical	A	Hardware	No	Yes
Notes	SP2020 Sprint Colour Multi Functional Copier	592020	789	SP2020			A	Hardware	No	Yes
	SP 19-12 Colour Copier	SP19-123456		\$919-12			A	Hardware	Yes	Yes
	Sprint copier	SP 1818	18-30200				A	Hardware	No	Yes
ALC: NO	K147 Kyocera Colour Copier	1458-96523	SIN13512345	K147			A	Kyocera Multi	No	Yes
Documents	Drum	2020-856					A	Accessories	No	Yes
	1999/99 Payint Palaca Midt Econtineed Passive	101010	111	(01020				Underen	84e	Vac



VIEW THE CONVERTED ASSET STATUS

Home Equipment and	Locations Contract Pinance and HR In	ventory M	faintenance an	(Projects M	lerufacturi	ng Procuremer	it Sales	Service	Reporting	Utites	- 19
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r text to search 🖇		I S	Internal Asset Serialised Stoc		deNo	CustomerName	Danifilana	Carbo	Palance Dear	Arrist.	IsFixedAss
functions	vescription		AN MERCY CON		OGINO	customentane	Depovarie	5080.6	CategoryDesc	Asset	SPIKEGASS
Functions					DATE:	1		<u>.</u>	August .		
WO History	SP2020 Sprint Colour Multi Functional Cop	x			2020	Panda Copiers		A	Hardware	No	Yes
An and a state of the	SP19-12 Colour Copier				19-12	Titan Group		A	Hardware	No	Yes
	Copier	SP 102		ш	\$91020			A	Hardware	No	Yes
Addition	SP2020 Sprint Colour Multi Functional Cop				\$92020			A	Hardware	No	Yes
Project History	Drum	2020-		0855-1234				A	Accessories	Yes	Yes
	SP2020 Sprint Colour Multi Functional Cop	er 9203	10 lo1	234	SP2020			A	Hardware	Yes	Yes
	Acer copier outer shell	ACR)1 abr	d123				A	Accessories	No	Yes
Meters	5P2020 Sprint Colour Multi Functional Cop	e 920	10		SP2020	Young Electric	Sales De	A	Hardware	No	Yes
	SP2121 Copier	\$21	21					A	Hardware	No	Yes
	Sprint copier	SP 18	18 18	18-9999				A l	Hardware	Yes	Yes
History	Sprint copier	SP 18	18 18	18-5555				A	Hardware	Yes	Yes
	Sprint copier	\$P18	18 18	18-4444		Hope Works	Technical	A	Hardware	Yes	Yes
	Drum	2020-	856 20.	10-4327				A	Accessories	No	Yes
	Drum	2020-	856 20	10-4329				A	Accessories	No	Yes
BOM	Sprint copier	9P18	18 18	18-8594				A	Hardware	Yes	Yes
	Sprint copier	9918	18 18	18-0890		Hope Works	Technical	A	Hardware	No	Yes
	Sprint copier	SP 18	18 20.	10-9867LU				A	Hardware	Yes	Yes
Warranties 1	SP2020 Sprint Colour Multi Functional Cop	er 9203	10 98		SP2020	Hope Works	Technical	A	Hardware	No	Yes
and the second	SP2020 Sprint Colour Multi Functional Cop	e 920	10 32		SP2020	Hope Works	Technical	A	Hardware	No	Yes
	SP2020 Sprint Colour Multi Functional Cop	e 9203	10 78		SP2020			A	Hardware	No	Yes
Notes	SP19-12 Colour Copier	SP 19-	123455 99	10	SP 19-12			A	Hardware	Yes	Yes
	Sprint copier	5P18	18 18	30200				A	Hardware	No	Yes
	K147 Kyocera Colour Copier	1458-	96523 SØ	13512345	K147			A .	Kyocera Mult	No	Yes
Documents	Drum	2020-	856					A	Accessories	No	Yes
A Description	SP2020 Sprint Colour Multi Functional Cop	e 9203	10 33		SP 2020			A	Hardware	No	Yes
	T.										

• Select the *Serialised Stock* status.

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• You can now view the transferred item in the *Machine list for* [] screen where the status is set to *Serialised Stock*.

Hone Equipment and		for Durban - 8P				t Calae	Tartira	Reporting	Utites	- 8
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Maintenance	4 Format 4	Current	4	Process	4	Print	4 8	eporta a		
nka A										
ter text to search	D Description	PartCode	SeriaNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc	Asset	IsFixedAss
Functions	*									
	Staple Unit	2020-998	dr4321				A	Accessories	No	No
WO History	Acer copier outer shell	ACR-01	ac1234				A	Accessories	No	No
	Acer copier outer shell	ACR-01	ac2314				A	Accessories	No	No
	Acer copier outer shell	ACR-01	ac4356				A	Accessories	No	No
Project History	Acer copier outer shell	ACR-01	zc2416				A	Accessories	No	No
	Sprint copier	SP1818	1818-6589				A	Hardware	No	No
	Drum	2020-856	2020-7564				A	Accessories	No	No
Meters	Drum	2020-856	2020-9085				A	Accessories	No	No
	Drum	2020-856	2020-9675				A	Accessories	No	No
	Drum	2020-856	2020-0093				A	Accessories	No	No
History	Drum	2020-856	2020-9765				A	Accessories	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
	Sprint copier	SP1818	1818-1111				A	Hardware	No	No
BOM	Sprint copier	SP1818	1818-2222				A	Hardware	No	No
	Drum	2020-856	2020-1111				A	Accessories	No	No
	Drum	2020-856	888				A	Accessories	NO	No
Warranties 1	SP2020 Sprint Colour Multi Functional Copier	5P2020	654	SP2020			A	Hardware	No	No
	SP2020 Sprint Colour Multi Functional Copier	SP2020	456	SP2020			A	Hardware	No	No
	SP2020 Sprint Colour Multi Functional Copier	SP2020	444	SP2020			A	Hardware	No	No
Notes	SP2020 Sprint Colour Multi Functional Copier	SP 2020	555	SP2020			A	Hardware	No	No
	SP2020 Sprint Colour Multi Functional Copier	SP2020	777	\$P2020			A	Hardware	No	No
	SP 19-12 Colour Copier	5P19-123456	8880	SP19-12			A	Hardware	No	No
Documents	 SP 19-12 Colour Copier 	SP19-123456	7770	SP19-12			A	Hardware	No	No
	SP 19-12 Colour Copier	5P19-123456	6660	\$P19-12			A	Hardware	No	No
	10									

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