

EQUIPMENT

ASSETS - DELETE CUSTOMER ASSET

The **Delete** button in the Asset Listing screen (**Machine List for** [customer name] screen) allows you to inactive a <u>Customer Asset</u>. Use this option when the client no longer uses your services and you don't need to see the asset or its history.

It is not possible to delete Serialised Stock or Internal Assets this way. If one of these types of items needs to be removed (e.g. the item needs to be written off), then the following processing will need to be done.

- Serialised Stock: Adjust the item out of stock.
- Internal Asset: <u>Convert to Stock</u>, then <u>Adjust the item out of</u> <u>stock.</u>

ASSET LISTING SCREEN

Ribbon Select Equipment and Locations > Assets



• The Machine Listing screen will be displayed.



۰ ه	Auchine List for kinzbalr Hatbin – Nuclius Service: Version 2023.11.0.10 - All Things Example Company																	×			
۵	Home	Equ	ipment / Locations Co	intract	Finance / HR	Inventory	Maintenance / Project	s Manu	Ifacturing	P	rocurement	Sales	Service	Repo	ing Utili	ties			-	8	×
	S-V			T	Kun Zulu-Natal	2	6.30		្រភ	1											
		0			KW0200-N0001 -	U															
Add	Edit Deleb	e vie	sw Save Layout Workspaces	Save Filter	All *	Refresh	Revolue Convert Buy Back	Print Export	t Report	ts											
	Maintenance		Format		Current		Process	Print	Report	ts											^
Lint		Dra	g a column header here to group	by that colum	n																Q
LIN	(S ÷		Description	PartCor	a SarialNo	ModelNo	Customerilamo	Deptilarma	StartDate	Ctabur	CategoryDeer	IrDundarnat	ParantTuna	Arrest Ura	di ifa JirEinanco	d PaymentTy	Supplicatio	EnanceTu	PaymentDay		
Enter te	xt to search 🖌	•	•Dr	alle	allr.	+Br	•IIr	affr	-	elle	entregory beac	•Dr	elle.	-Br -	affe	affr	•Br	•Br	-		
Func	tions	÷	Sprint Multi Eurotional Conier	4300	A300-38296751	4300	Gardening Perhold Outsourring	Sales	04 Oct 2	4	Retail - Offi	No	CTRT	No	0.00	-61		-6-	- ,		
		11	Sprint Multi Functional Conier	A500T	A500T-81227702	ASOUT	Gardening Perhold Outsourring	Sales	04 Oct 2	A.	Retail - Offi	No	CTRT	No	0 No						
wo			Sprint Multi Functional Copier	A9653	A965J-02554423	A965J	Gardening Pechold Outsourcing	Sales	04 Oct 2	A	Retail - Offi	No	CTRT	No	0 No					1	
			Sprint Multi Functional Copier	A990	A990-79910907	A990	Gardening Pechold Outsourcing	Sales	04 Oct 2	A	Retail - Offi	No	CTRT	No	0 No				1	1	
Bro	Set History	1	Sprint Multi Functional Copier	AV5588	AV5588-99487269	AV5588	Gardening Pechold Outsourcing	Sales	04 Oct 2	A	Retail - Offi	No	CTRT	No	0 No				1	1	
			Sprint Multi Functional Copier	8P1470	8P1470-58075119	BP1470	Gardening Pechold Outsourcing	Sales	04 Oct 2	A	Retail - Offi	No	CTRT	No	0 No				1	1	
			Sprint Multi Functional Copier	8Z9352	829352-84039403	BZ9352	Gardening Pechold Outsourcing	Sales	04 Oct 2	A	Retail - Offi	No	CTRT	No	0 No				1	1	
Mei			Sprint Multi Functional Copier	C9800	C9800-84555546	C9800	Gardening Pechold Outsourcing	Sales	04 Oct 2	A	Retail - Offi	No	CTRT	No	0 No				1	4	
			Sprint Multi Functional Copier	CD7T52	CD7T52-98637847	CD7T52	Gardening Pechold Outsourcing	Sales	04 Oct 2	A	Retail - Offi	No	CTRT	No	0 No				1	4	
			Sprint Multi Functional Copier	CT3690	CT3690-83617863	CT3690	Gardening Pechold Outsourcing	Sales	04 Oct 2	A	Retail - Offi	No	CTRT	No	0 No				1	i	
His			Sprint Multi Functional Copier	DD8Y29	DD8Y29-61955854	D08Y29	Gardening Pechold Outsourcing	Sales	04 Oct 2	A	Retail - Offi	No	CTRT	No	0 No				1	6	
			Sprint Multi Functional Copier	DR6547	DR6547-91142229	DR6547	Gardening Pechold Outsourcing	Sales	04 Oct 2	A	Retail - Offi	No	CTRT	No	0 No				1	i	
BO			Sprint Multi Functional Copier	DS4JF6	00 DS4JF600-1718631	3 DS4JF6	Gardening Pechold Outsourcing	Sales	04 Oct 2	A	Retail - Offi	No	CTRT	No	0 No				1	4	
			Sprint Multi Functional Copier	EA3V86	6 EA3V866-56846448	EA3V866	Gardening Pechold Outsourcing	Sales	04 Oct 2	A	Retail - Offi	No	CTRT	No	0 No				1	i	
			Sprint Multi Functional Copier	EC7536	EC7536-69835409	EC7536	Gardening Pechold Outsourcing	Sales	04 Oct 2	A	Retail - Offi	No	CTRT	No	0 No				1	i	
Wa			Sprint Multi Functional Copier	EE0258	EE0258-91209854	EE0258	Gardening Pechold Outsourcing	Sales	04 Oct 2	A	Retail - Offi	No	CTRT	No	0 No				1	i	
			Sprint Multi Functional Copier	EV1P55	9 EV1P559-90097518	EV1P559	Gardening Pechold Outsourcing	Sales	04 Oct 2	A	Retail - Offi	No	CTRT	No	0 No				1	4	
			Sprint Multi Functional Copier	F9314	F9314-84354603	F9314	Gardening Pechold Outsourcing	Sales	04 Oct 2	A	Retail - Offi	No	CTRT	No	0 No				1		
Not			Sprint Multi Functional Copier	F88528	F88528-77522811	FB8528	Gardening Pechold Outsourcing	Sales	04 Oct 2	A	Retail - Offi	No	CTRT	No	0 No				1		
			Sprint Multi Functional Copier	FW8520	PW8520-80142055	FW8520	Gardening Pechold Outsourcing	Sales	04 Oct 2	A	Retail - Offi	No	CTRT	No	0 No				1		
Dor	uments		Sprint Multi Functional Copier	GL6547	GL6547-65971345	GL6547	Gardening Pechold Outsourcing	Sales	04 Oct 2	A	Retail - Offi	No	CTRT	No	0 No				1	4	
			Sprint Multi Functional Copier	GN4564	GN4564-37265793	GN4564	Gardening Pechold Outsourcing	Sales	04 Oct 2	A	Retail - Offi	No	CTRT	No	0 No				1	4	
			Sprint Multi Functional Copier	H14TSF	H14TSP-11445157	H14TSP	Gardening Pechold Outsourcing	Sales	04 Oct 2	A	Retail - Offi	No	CTRT	No	0 No				1		
Mai			Sprint Multi Functional Copier	HV1591	HV1591-10708704	HV1591	Gardening Pechold Outsourcing	Sales	04 Oct 2	A	Retail - Offi	No	CTRT	No	0 No				1		
			Sprint Multi Functional Copier	IF9685	IF9685-39952956	IF9685	Gardening Pechold Outsourcing	Sales	04 Oct 2	A	Retail - Offi	No	CTRT	No	0 No				1	1	
			Sprint Multi Functional Copier	JQ7537	JQ7537-49188181	JQ7537	Gardening Pechold Outsourcing	Sales	04 Oct 2	A	Retail - Offi	No	CTRT	No	0 No				1	1	
Dep			Sprint Multi Functional Copier	K3500	K3500-09716569	K3500	Gardening Pechold Outsourcing	Sales	04 Oct 2	A	Retail - Offi	No	CTRT	No	0 No				1	1	
			Sprint Multi Functional Copier	KP0323	KP0323-40271894	KP0323	Gardening Pechold Outsourcing	Sales	04 Oct 2	A	Retail - Offi	No	CTRT	No	0 No				1	4	Ŧ
Open W	Andows ~														User : Bianca	19 Apr 202	4 Version :	2023.11.0.10	All Things E	xample Co	mpany

Select the Site

Your employee user record should be linked to a default site. In this case, the site will auto populate with this default, otherwise the site must be manually selected.

Another site can be selected, if required, and if you have the security rights to access the site.

If **All Sites** displays here, then you do not have a default site configured on your user record, and need to select the required site.

- By default, this screen will open with the Type filter set to 'All', listing <u>all</u> of the assets on the system (Customer Assets, Internal Assets and Serialised Stock Items).
- You can click on the **drop-down arrow** in the **Type** field and select an alternative Type, (such as Client Machines), if required.





- Select the **row** of the **asset** you wish to **delete**.
- Click on **Delete**.

۰ -																			
Home	Equip	oment / Locations	Contract	Finance / H	R Inventory	Mainter	ance / Pro	ojects M	lanufacturin	g Proc	curement	Sales	s Service	Reporting	g Utilitie:	5		- [ø ×
Add Edit Delete	O View	Save Layout Workspa	ces Save Filter	KwaZulu-Nata Ali	- C (j	Contraction Back	Print Export	Reports										
Maintenance		Format		Curr	ent	Process		Print	Reports										^
Links	F 1	Drag a column header here	to group by that o	olumn															Q
	7	Description		PartCode	SerialNo	ModelNo	Customer	lame		DeptName	StartDate	Status	CategoryDesc	IsFixedAsset	ParentType	Asset	UsefulLife	IsFinanced	PaymentTy
	-1-	T s⊡c		ø∐c	a∏c	∎∏c	#∐c			n∐c	-	#∐c	a∏c	∎C .	*[]c	×∐c	-	#[]c	#∐c ^
Functions	- 1	Sprint Multi Functional O	Copier	SP 500	SP500-1234567890	SP 500	Gardening Pechold Outsr		rcing	Sales	22 Apr 2024	A	Retail - Office	No	WHSE	No	(No	
	Ì	Sprint Multi Functional C	Copier	SP2020	MHRA-CUST-MACH	SP2020	MHRA Burl	nill CC		Sales	10 Jan 2024	A	Retail - Office	No	WHSE	No	(No	
WO History		Sprint Multi Functional O	Copier	YY3721	YY3721-43044128	YY3721	Painter Bu	rghall Solutions		Sales	04 Oct 2023	A	Retail - Office	No	CTRT	No	(No No	
		Sprint Multi Functional (Cooler	YB4006	YB4005-84798794	YB4006	Painter Bu	rahall Solutions		Sales	04 Oct 2023	A	Retail - Office	No	CTRT	No	(No	

- A **Delete Machine** message box will appear with the following prompt:
 - Are you sure you want to inactivate this machine, code [serial number]?
- Click on Yes.

Home Eq	uior	ment / Locations Contract	Finance / F	IR Inventory	Mainter	nance / Prot	ects M	anufacturin	1 Pro	curement	Sales	Service	Reportin	a Utilitie	5	u		Ø X
Add Edit Delete Vie		Save Layout Workspaces Save Filter	KwaZulu-Nata	Refresh		Buy Back P	int Export	Reports	, 110				reportin	g otati				
Maintenance		Format	Cun	rent	Process		Print	Reports										
Links #		ag a column header here to group by that	column															\$
		Description	PartCode	SerialNo	ModelNo	CustomerNa	ne		DeptName	StartDate	Status	CategoryDesc	IsFixedAsset	ParentType	Asset	UsefulLife	IsFinanced	Payment
THE VEAL OF BEGI CHAIN	T	n∏c	∎∐c	n∏c	a∏c	n∏c			#[]c	-	∎∐c	*[]c	∎∏c	n[]c	#∐c	-	n[]c	∎∏c
Functions		Sprint Multi Functional Copier	SP 500	SP500-1234567890	SP 500	Gardening Pr	echold Outsou	rcing	Sales	22 Apr 2024	A	Retail - Office	No	WHSE	No		No	
	÷	Sprint Multi Functional Copier	SP2020	MHRA-CUST-MACH	SP2020	MHRA Burhil	CC		Sales	10 Jan 2024	A	Retail - Office	No	WHSE	No		0 No	
WO History		Sprint Multi Functional Copier	YY3721	YY3721-43044128	YY3721	Painter Burg	hall Solutions		Sales	04 Oct 2023	A	Retail - Office	No	CTRT	No		No	
		Sprint Multi Functional Copier	YB4006	YB4006-84798794	YB4006	Painter Burg	hall Solutions		Sales	04 Oct 2023	Α	Retail - Office	No	CTRT	No		0 No	
		Sprint Multi Functional Copier	00(99140	XX99140-96245408	XX99140	Painter Burg	hall Solutions		Sales	04 Oct 2023	A	Retail - Office	No	CTRT	No		No No	
Project History		Sprint Multi Functional Copier	WD0047	WD0047-22349496	WD0047	Painter Burg	hall Solutions		Sales	04 Oct 2023	Α	Retail - Office	No	CTRT	No		0 No	
		Sprint Multi Functional Copier UV3619 UV3619-40510573				Delete Machine X 2023 A Retail - Office No CTRT							CTRT	No		0 No		
		Sprint Multi Functional Copier	TTS550	TTS550-40366306					202		A	Retail - Office	No	CTRT	No		0 No	
Meters		Sprint Multi Functional Copier	TN1595	N1595 TN1595-94975186		2023 A Retail - Office No CTRT						No		0 No				
		Sprint Multi Functional Copier	SP500	SP500-81458416		MHRA-CUST-	MACH?	maximate trinj	20		A	Retail - Office	No	CTRT	No		No	
		Sprint Multi Functional Copier	SP2020	SP2020-67564664						2023	A	Retail - Office	No	CTRT	No		0 No	
History		Sprint Multi Functional Copier	SL3917	SL3917-42862186						2023	A	Retail - Office	No	CTRT	No		No	
THO UK Y		Sprint Multi Functional Copier	RD2085	RD2085-71436162				res	NO	2023	A	Retall - Office No	No	CTRT	No		0 No	
		Sprint Multi Functional Copier	QH2648	QH2648-30673615	QH2648	Painter Burg	hall Solutions		Sales	04 Oct 2023	A	Retail - Office	No	CTRT	No		No	
		Sprint Multi Functional Copier	PX6587	PX6587-27673101	PX6587	Painter Burg	hall Solutions		Sales	04 Oct 2023	A	Retail - Office	No	CTRT	No		No No	
BOM		Sprint Multi Functional Copier	OE4185	OE4185-15580761	OE4185	Painter Burg	hall Solutions		Sales	04 Oct 2023	A	Retail - Office	No	CTRT	No		No	
		Sprint Multi Functional Copier	NS0845	NS0845-04295543	NS0845	Painter Burg	hall Solutions		Sales	04 Oct 2023	A	Retail - Office	No	CTRT	No		No	
		Sprint Multi Functional Copier	MY140S	MY140S-27934904	MY140S	Painter Burg	hall Solutions		Sales	04 Oct 2023	A	Retail - Office	No	CTRT	No		No	
Warranties		Sprint Multi Functional Copier	MF6000	MF6000-69417359	MF6000	Painter Burg	hall Solutions		Sales	04 Oct 2023	A	Retail - Office	No	CTRT	No) No	
		Sprint Multi Functional Copier	MD5753	MD5753-72672253	MD5753	Painter Burg	hall Solutions		Sales	04 Oct 2023	A	Retail - Office	No	CTRT	No		No	
		Sprint Multi Functional Copier	M5000P	M5000P-95831572	M5000P	Painter Burg	hall Solutions		Sales	04 Oct 2023	A	Retail - Office	No	CTRT	No		0 No	
Notes		Sprint Multi Functional Copier	LT9519	LT9519-60811004	LT9519	Painter Burg	hall Solutions		Sales	04 Oct 2023	A	Retail - Office	No	CTRT	No) No	
		Sprint Multi Functional Copier	KP0323	KP0323-38550616	KP0323	Painter Burg	hall Solutions		Sales	04 Oct 2023	A	Retail - Office	No	CTRT	No		No	
		Sprint Multi Functional Copier	K3500	K3500-81947505	K3500	Painter Burg	hall Solutions		Sales	04 Oct 2023	A	Retail - Office	No	CTRT	No) No	
Documents		Sprint Multi Functional Copier	JQ7537	JQ7537-47736779	JQ7537	Painter Burg	hall Solutions		Sales	04 Oct 2023	A	Retail - Office	No	CTRT	No		No	
		Sprint Multi Functional Copier	IF9685	IF9685-10269179	IF9685	Painter Burg	hall Solutions		Sales	04 Oct 2023	A	Retail - Office	No	CTRT	No) No	
	4																	•

The screen will **refresh**, and the item will be **removed** from the data grid.



Related Topics

- Convert Asset to Stock
- Adjust Stock Out of Store

MNU.007.036

Help v2024.5.0.7/1.0 - Pg 4 - Printed: 21/08/2024

CO3 Technologies (Pty) Ltd © Company Confidential