

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

EQUIPMENT

ASSETS - CONVERT STOCK TO ASSET

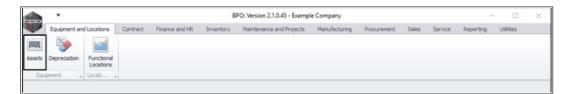
Stock v Asset: An asset is any serialised, non-stock item.

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.

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

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



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	SP2020 Sprint Colour Multi Functional Copier	5P2020	2020-103057	SP2020			Ą	Hardware	No	No
Project History	5P2020 Sprint Colour Multi Functional Copier	592020	2020-103058	SP 2020			A	Hardware	No	No
	Drum	2020-856	2020-1111				A	Accessories	No	No
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Meters	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
History	Drum	2020-856	2020-8749				A	Accessories	No	No
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Warranties 1	Acer copier outer shell	ACR-01	4377654				Ą :	Accessories	No	No
a na sha na sha sha she	SP2020 Sprint Colour Multi Functional Copier	5P2020	444	SP 2020			A	Hardware	No	No
	SP2020 Sprint Colour Multi Functional Copier	SP 2020	456	SP2020			A	Hardware	No	No
Notes	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
Documents	SP2020 Sprint Colour Multi Functional Copier	SP2020	555	SP2020			A	Hardware	No	No
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	Mith 19 Palace Passing			CD 10 17				Wardsone	Ma	644

SELECT ASSET TO BE CONVERTED

Either,

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• 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 <u>not</u> **attached to a work order** or **linked to a contract**. You will <u>not</u> be able to convert it if it is attached to a work order or linked to a contract.

• Click on **Convert**.



Home Equipment and Li	cations Contract Pinance and HR Inve	ntory Maintenan	ce and Projects	Manufacturi	ng Procuremen	t Sales S	Service Reporting	Utilities	- 0
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Functions									
WO History	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102047	SP2020			A Hardware	No	No
HO PERMY	SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-103054	SP2020		3	A Hardware	No	No
	SP2020 Sprint Colour Multi Functional Copier	\$P2020	2020-103055	SP2020			A Hardware	No	No
1989-1992 (Sec. 1997)	SP2020 Sprint Colour Multi Functional Copier	\$P2020	2020-103057	SP2020			A Hardware	No	No
Project History	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103058	SP2020			A Hardware	No	No
	Drum	2020-856	2020-1111				A Accessories	No	No
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Meters	Drum	2020-856	2020-6537				A Accessories	No	No
	Drum	2020-856	2020-6589				A Accessories	No	No
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History	Drum	2020-856	2020-9085				A Accessories	No	No
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BOM	SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-9999	SP 2020			A Hardware	No	No
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Warranties 1	Acer copier outer shell	ACR-01	4377654				A Accessories	No	No
ananger s	SP 2020 Sprint Colour Multi Functional Copier	SP2020	444	\$92020			A Hardware	No	No
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Notes	Staple Unit	1020-478	478-1011	1020-478			A Accessories	No	No
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Or,

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- **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.



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Meters	SP2020 Sprint Colour Multi Functional Copier	All groups	CRV.	SP202)		A	Hardware	No	No	
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Warranties 1	Drum	- Revalue					A	Accessories	No	No	
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	Acer copier outer shell	ACR-01	4377654				A	Accessories	No	No	
	SP2020 Sprint Colour Multi Functional Copier	SP2020	444	SP202	2		A	Hardware	No	No	
Maintenance	SP2020 Sprint Colour Multi Functional Copier	SP 2020	456	SP 202)		A	Hardware	No	No	
	Staple Unit	1020-478	478-1011	1020-4	178		A	Accessories	No	No	
	Staple Unit	1020-478	478-1012	1020-4	178		A	Accessories	No	No	
Depreciation	Staple Unit	1020-478	478-1234	1020-4	178		A	Accessories	No	No	
	SP2020 Sprint Colour Multi Functional Copier	5P2020	555	\$P202)		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.
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		Dr	um						20	0-856	2	020-653	17						A	A	ccessories	No	No			
			Drum			20	0-856	2	020-658	9						A	A	ccessories	No	No						
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	rarrariue		1	Dn	um						20	10-856	2	020-874	19						A	A	ccessories	No	No	
				Dr	um						20	10-856	2	20-908	5						A	A	ccessories	No	No	
				Dn	um						20	0-856	2	020-967	15						A	A	ccessories	No	No	
N	otes			Dr	um						20	10-856	2	020-976	δ						A	A	ccessories	No	No	
				9	2020 Spr	int Col	our Mul	ti Func	fanot:	Copier	9	1020	2	020-999	9	5P2020					A	Н	ardware	No	No	
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				Ac	er copier	outer	shel														A	A	ccessories	No	No	
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M	laintenar	œ		9	2020 Spr	int Coli	lour Mul	t Fund	tonal	Copier	Are you sure you want to convert serial number 333?					A	H	ardnare	No	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.

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SP2020 Sprint Colour Multi Functional Copie	Hone						No	No	
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Acer copier outer shell	ACR-01	4377654			Ą	Accessories	No	No	
SP2020 Sprint Colour Multi Functional Copie	r 592020	444	SP2020		A	Hardware	No	No	
Maintenance SP2020 Sprint Colour Multi Functional Copie	r 592020	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	
Depreciation SP2020 Sprint Colour Multi Functional Copie	r 592020	555	SP 2020		A	Hardware	No	No	
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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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	SP2020 Sprint Colour Multi Functional Copier							No	No
	+ SP2020 Sprint Colour Multi Functional Copier	SP2020	333	SP 2020		A	Hardware	No	No
Documents	SP2020 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
100 100 100 100 100 100 100 100 100 100	SP2020 Sprint Colour Multi Functional Copier	5P2020	444	SP2020		A	Hardware	No	No
Maintenance	SP2020 Sprint Colour Multi Functional Copier	5P2020	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
Depredation	Staple Unit	1020-478	478-1234	1020-478		A	Accessories	No	No
Crar Culture	SP2020 Sprint Colour Multi Functional Copier	SP 2020	555	SP2020		A	Hardware	No	No
	SP2020 Sprint Colour Multi Functional Copier	\$P2020	654	SP 2020		A	Hardware	No	No
	min 13 Calace Cascoa		eccn	C010 13			Wandstrees	tie	614



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.



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M	eters			9	2020 Spr	int Cole	our Mult	Funct	ional Co	per	SP2020		2020-1	0204	7	99 20 20				ł	A /	Hardware	No	No	
				92	2020 Spr	int Cole	our Mult	Funct	ional Co	per	SP2020		2020-1	0305	1	SP2020				1	A	Hardware	No	No	
	_			sp:	2020 Spr	nt Colo	our Mult	Funct	ional Co	pier	\$P2020	(2020-1	03055	5	SP 2020				1	A	Hardware	No	No	
Н	istory			92	2020 Spr	int Cold	our Mult	Funct	ional Co	per	SP 2020		2020-1	0305	1	SP 2020				1	A .	Hardware	No	No	
				92	2020 Spr	int Colo	our Mult	Funct	ional Co	per	\$P2020	į	2020-1	0305	1	SP 2020				1	4	Hardware	NO	No	
_				Dn.	m						2020-8	56	2020-	111						1	A	Accessories	No	No	
B	BOM		Dru	m						2020-8	56	2020-3	425						ł	A.	Accessories	No	No		
			Drum			2020-8	56	2020-6	537						1	A.	Accessories	No	No						
				Dru	m						2020-8	56	2020-6	589							A	Accessories	No	No	
w	larrantie		1	Dru	m						2020-8	56	2020-3	564							A	Accessories	No	No	
2			1	Dru	m						2020-8	56	2020-0	749						ģ	A	Accessories	No	No	
				Dru	m						2020-8	56	2020-4	085						1	A	Accessories	No	No	
	100.5			Dru	m						2020-8	56	2020-6	675						1	A	Accessories	No	No	
N	otes			Dn,	m						2020-8	56	2020-4	765						Į	A.	Accessories	No	No	
				92	2020 Spr	int Cold	our Mult	Funct	ional Co	per	5P2020	į.	2020-6	999	4	5P2020					Ą	Hardware	No	No	
) 92	2020 Spr	int Colo	our Mult	Funct	ional Co	pier	SP2020	1	333		1	9P2020				1	A	Hardware	No	No	
٥	ocument	1		sp:	2020 Spr	nt Colo	our Mult	Funct	ional Co	per	View1	ranstei									٦	Hardware	No	No	
				Act	er copier	outer s	shell															Accessories	No	No	
				SP.	2020 Spr	nt Cold	our Mult	Funct	ional Co	per		D TR	e Stock t	ransfe	er, doc	number	TR00000	811, has	been o	eated		Hardware	No	No	
м	laintenan	œ		\$P;	2020 Spr	nt Colo	our Mult	Funct	ional Co	pier	er The Stock transfer, doc number TR00000311, has been created successfully. Do you wish to print the Transfer Note? Hardware					Hardware	No	No							
				Sta	ple Unit																	Accessories	No	No	
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0	epreciab	01		518	ple Unit						L	_		_			_	-	-	ny .		Accessories	No	No	
				97	2020 Spr	Int Cold	our Mult	Funct	ional Co	pier	\$92020		555		- 11	SP 2020					A	Hardware	No	No	
-			-	9	20.20 Spr	Int Cold	our Mult	Funct	ional Co	per	\$2020		654			SP2020					Ą	Hardware	No	No	
				m	10 377-	harta	reine				m+6.5	19.455	£££60			CD 10 13				- 1)	•	Unreliant	No.	6in	

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

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

	Company Logo (Example Company Street No and Road Name PostBerklo Area Area Dir City South-Africa South-Africa 0000 0000 Reg No.1 000000000000000000000000000000000000
	Prynaid fyr Jansh Nidar Consendia Code Descration Batch / Secial No. Werknow Bin	Document Ref.: TR00000313 Date 1 06 Feb 2018 Employee 1 Sarah Milder Destination : Quantry Best Wise Dest Bin Unit Cost Line Cost
	97221 95223 Speet Cirker Hult Aventeed Caper 233 Hen Yenham 41	3 Autor Survivus Johand + 500.00 + 500.00
A.	133) Conversion	

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



Home Equipment and	Locations Contract Pinance and HR Invit	entory Maintenan	ce and Projects	Manufactura	ng Procuremer	t Sales	Service	Reporting	Ublides	- 0
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ks 🛛 🕴 er læst lå seardi 🖇	South resources and a horizon and									
er text to search 💡	Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc	Asset	IsFixedAss
Functions	1									
	SP2020 Sprint Colour Multi Functional Copie	r 592020	2020-102047	59 20 20			A.	Hardware	No	No
WO History	592020 Sprint Colour Multi Functional Copie	r \$P2020	2020-103054	59 20 20			A	Hardware	No	No
	SP2020 Sprint Colour Multi Functional Copie	r \$92020	2020-103055	592020			A	Hardware	No	No
	SP 2020 Sprint Colour Multi Functional Copie	r \$P2020	2020-103057	592020			A	Hardware	No	No
Project History	SP2020 Sprint Colour Multi Functional Copie	r \$P2020	2020-103058	SP 2020			A	Hardware	No	No
The opposition of the	Drum	2020-856	2020-1111				A	Accessories	No	No
	Drum	2020-855	2020-3425				A	Accessories	No	No
Meters	Drum	2020-856	2020-6537				A	Accessories	No	No
Contractor	Drum	2020-856	2020-6589				A	Accessories	No	No
	Drum	2020-856	2020-7564				A	Accessories	No	No
4322	Drum	2020-855	2020-8749				A	Accessories	No	No
History	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
BOM	SP2020 Sprint Colour Multi Functional Copie	r \$P2020	2020-9999	59 20 20			A	Hardware	No	No
-	SP 2020 Sprint Colour Multi Functional Copie	r \$92020	3453d	592020			A	Hardware	No	No
	Acer copier outer shell	ACR-01	4377654				A	Accessories	No	No
Warranties 1	SP2020 Sprint Colour Multi Functional Copie	r SP2020	444	SP2020			A	Hardware	No	No
	SP2020 Sprint Colour Multi Functional Copie	r 5P2020	456	5P2020			A	Hardware	No	No
	Staple Unit	1020-478	478-1011	1020-478			A	Accessories	No	No
Notes	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 Copie	r \$P2020	555	SP 2020			A	Hardware	No	No
Documents	SP2020 Sprint Colour Multi Functional Copie	r \$P2020	654	SP 2020			A	Hardware	No	No
Maria Carlo	SP 19-12 Colour Copier	SP19-123456	6660	SP 19-12			A	Hardware	No	No
	1910/00 Could Palace Middle Disordianal Paulo		777	1000			4	Unders	Ne	No.

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VIEW THE CONVERTED ASSET STATUS

٠	Select the	Internal Assets status.	
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Hone	Equipmer	tandio	cations Cont	tact Finan	e and HR &	ventory	Maintenan	ce and Proje	cts Mar	ulactorio	g Procureme	nt Sales	Service	Reporting	Ublites	- 19		
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nles		1				ĉ	All Client Ma	chines		0.1040415								
rter text to be	ordi	p				1	Internal											
		-1	Description			Ş	Serialse	d Stock		delNo	CustomerName	DeptName	Status	CategoryDesc	Asset	IsFixed	Ass	
Function	15		۲															
			5P2020 Sprint Colour Multi Punctional Copi									A	Hardware	No	No			
WO History			SP2020 Spr	int Colour Mult	Functional Cop	x			1	2020			A	Hardware	No	No		
			5P2020 Spr	int Colour Mult	Functional Cop	er \$92	20	2020-103	055 9	P2020			A	Hardware	No	No		
_			SP2020 Spr	int Colour Mult	Functional Cop	er 923	20	2020-103	057 9	P2020			A	Hardware	No	No		
Project	tistory		SP2020 Spr	int Colour Mult	Punctional Cop	er 92	20	2020-103	058 9	P2020			A	Hardware	No	No		
			Drum			2020	-856	2020-111	1				A	Accessories	No	No	kes	
			Drum			2020	-856	2020-342	5				A	Accessories	No	No		
Meters			Drum			2020	-856	2020-653	1				A	Accessories	No	No		
TO SECTION.			Drum			2020	-856	2020-658	9				A	Accessories	No	No		
			Drum			2020	-856	2020-756	4				A	Accessories	No	No		
History			Drum			2020	-856	2020-874	9			Accessories	No	No				
The second se			Drum			2020	-856	2020-908	5				A	Accessories	No	No		
			Drun			2020	-856	2020-967	5				A	Accessories	No	No		
Balle			Drum			2020	-856	2020-976	5					Accessories	No	No		
BOM			592020 Spr	int Colour Mult	Functional Cop	er 923	20	2020-999	9 9	P2020			A	Hardware	No	No		
			5P2020 Spr	int Colour Mult	Functional Cop	ier 92X	20	3453d	9	P2020			A	Hardware	No	No		
			Acer copier	outer shell		ACR	01	4377654					A	Accessories	No	No		
Warranti	es 1		SP 2020 Spr	int Colour Mult	Functional Cop	er 92	20	444	9	P2020			A	Hardware	No	No		
			SP2020 Spr	int Colour Mult	Punctional Cop	er 592	20	456	s	P2020			A	Hardware	No	No		
			Staple Unit			oper shouto 456 shouto A Haroware 1020-478 478-1011 1020-478 A Accessories	Accessories	No	No									
Notes			Staple Unit			1020	-478	478-1012	1	020-478			A	Accessories	No	No		
			Staple Unit			1020	-478	478-1234	1	020-478			A	Accessories	No	No		
		5P2020 5pr	int Colour Mult	Functional Cop	ier 97X	20	555	9	P2020			A	Hardware	No	No			
Documents			5P2020 Spr	int Colour Mult	Functional Cop	e 92	20	654	9	P2020			A	Hardware	No	No		
			SP19-12 Co	lour Copier		\$P15	-123456	6660	ş	P19-12			A	Hardware	No	No		
		(1111) Cor	ink Coloro M. H	E ordinard Pas			777	0	mm				Unidence	-	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.

Hone Equipment and L		for Durban - BPC bry Maintenan				it Sales	5ervice	Reporting	Utites	- 47
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e exceletora /	Description	PartCode	SeriaNo	 ModelNo 	CustomerName	DeptName	Status	CategoryDesc	Asset	IsFixedAs
Functions	9									
	Drum	2020-856	2020-4327				A	Accessories	No	Yes
WO History	Drum	2020-856	2020-4329				A	Accessories	No	Yes
	SP 2020 Sprint Colour Multi Functional Copier	SP2020	2020-787878	SP 2020	Apple Juice Inc	Sales De	A	Hardware	No	Yes
	Drum	2020-856	2020855-1234				A	Accessories	Yes	Yes
Project History	Sprint copier	\$P1818	2020-9867LU				A	Hardware	Yes	Yes
A 1990 (2000) - 2	SP1919 Sprint Colour MPC	SP1919	20-857485	1919			A	Hardware	Yes	Yes
	SP 2020 Sprint Colour Multi Functional Copier	\$P2020	321	592020	Hope Works	Technical	A	Hardware	No	Yes
Meters	+ SP 2020 Sprint Colour Multi Functional Copier	SP2020	333	SP 2020		1	A	Hardware	No	ĭes
a state of the second se	SP 2020 Sprint Colour Multi Functional Copier	SP2020	76589	\$92020		-	A	Hardware	No	Yes
	SP 19-12 Colour Copier	SP19-123456	7770	SP19-12			A	Hardware	No	Yes
No.	SP 2020 Sprint Colour Multi Functional Copier	5P2020	789	SP2020			A	Hardware	No	Yes
History	Drum	2020-856	856-1020				A	Accessories	Yes	Yes
	SP2020 Sprint Colour Multi Functional Copier	\$P2020	987	59 20 20	Hope Works	Technical	A	Hardware	No	Tes
	Staple Unit	2020-998	998-987654				A	Accessories	No	Yes
BOM	SP19-12 Colour Copier	SP 19-123456	9990	\$919-12			A	Hardware	Yes	Yes
	Acer copier outer shell	ACR-01	abcd123				A	Accessories	No	Yes
	SP1919 Sprint Colour MPC	SP 1919	cvb123	1919			A	Hardware	No	Yes
Warranties 1	59 2020 Sprint Colour Multi Functional Copier	\$P2020	b1234	92020			A	Hardware	Yes	Yes
	New Machine	NMACH	NM123654				A	Hardware	No	Yes
	K147 Kyocera Colour Copier	1458-96523	SIN13512345	K147			A	Kyocera Mult	No	Yes
Notes :	Test Machine	TMACH	T123				A	Hardware	No	Yes
1000	SP2020 Sprint Colour Multi Functional Copier	SP 2020	test121212	SP 2020	Hope Works	Technical	A	Hardware	No	Yes
	SP2020 Sprint Colour Multi Functional Copier	SP2020	test1234	592020	Hope Works	Technical	A	Hardware	No	Yes
Documents	Test Machine	TMACH	test987654		Samanthas Di		A	Hardware	No	Yes
COLUMN ST	Test Machine	TMACH	tm40201				A	Hardware	No	Yes
	- NosiWanas									

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