

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

## EQUIPMENT

### ASSETS – REVALUE A CONTRACT ASSET

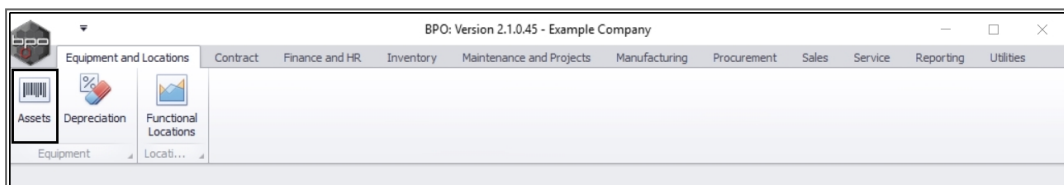
Contract assets can now be revalued whilst in the field.

This gives the user the ability to revalue the cost of the internal asset equipment and reset the 'useful life'.

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

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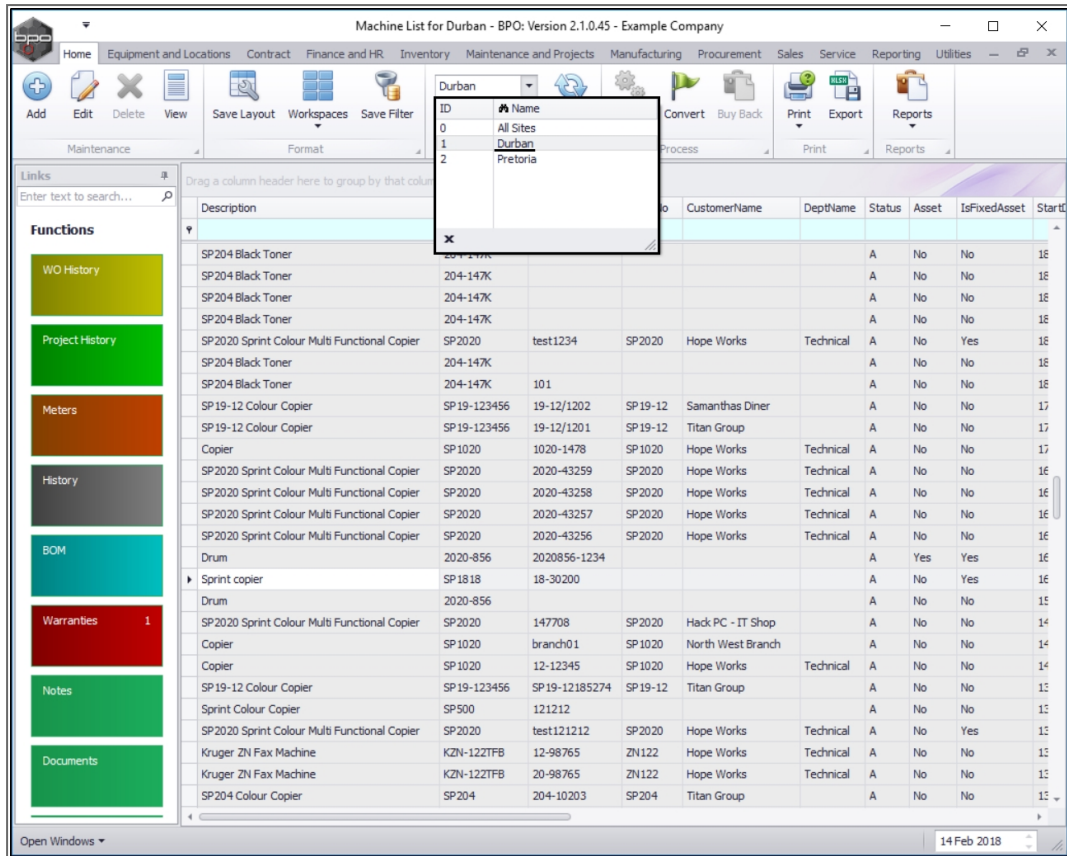


The **Machine List for []** screen will be displayed.

### SELECT THE SITE AND STATUS

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



- By default, the Asset Type or **Status** is set to view **All** serialised items.

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 All 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

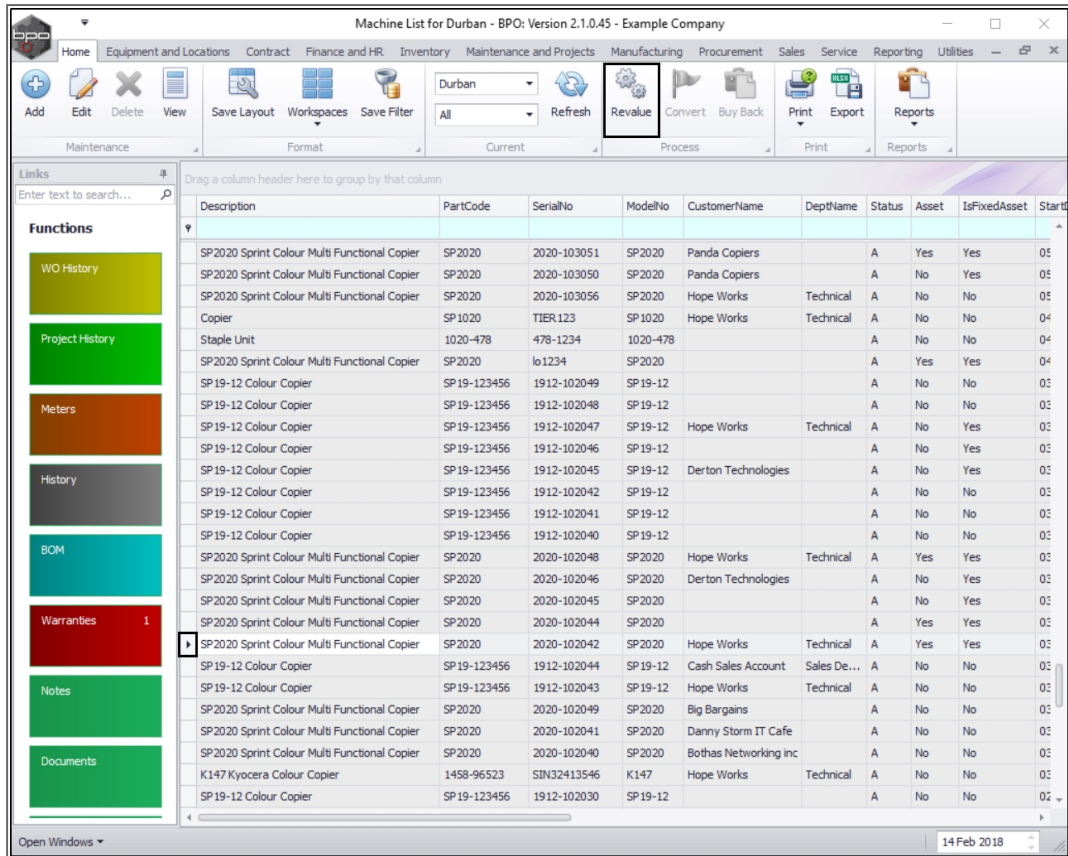
Drag a column header here to group by that column

Description	PartCode	SerialNo	ModellNo	CustomerName	DeptName	Status	Asset	IsFixedAsset	Start
SP2020 Sprint Colour Multi Functional Copier	SP2020	456	SP2020			A	No	No	05
SP2020 Sprint Colour Multi Functional Copier	SP2020	654	SP2020			A	No	No	05
Drum	2020-856	888				A	No	No	05
SP2020 Sprint Colour Multi Functional Copier	SP2020	789	SP2020			A	No	Yes	05
SP2020 Sprint Colour Multi Functional Copier	SP2020	321	SP2020	Hope Works	Technical	A	No	Yes	05
SP2020 Sprint Colour Multi Functional Copier	SP2020	987	SP2020	Hope Works	Technical	A	No	Yes	05
SP2020 Sprint Colour Multi Functional Copier	SP2020	123	SP2020	Hope Works	Technical	A	No	No	05
SP2020 Sprint Colour Multi Functional Copier	SP2020	76589	SP2020			A	No	Yes	05
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103058	SP2020			A	No	No	05
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103057	SP2020			A	No	No	05
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103060	SP2020	Panda Copiers		A	No	Yes	05
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103059	SP2020			A	No	Yes	05
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103055	SP2020			A	No	No	05
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103054	SP2020			A	No	No	05
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103053	SP2020	Hope Works	Technical	A	Yes	Yes	05
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103051	SP2020	Panda Copiers		A	Yes	Yes	05
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103050	SP2020	Panda Copiers		A	No	Yes	05
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103056	SP2020	Hope Works	Technical	A	No	No	05
Copier	SP1020	TIER 123	SP1020	Hope Works	Technical	A	No	No	04
Staple Unit	1020-478	478-1234	1020-478			A	No	No	04
SP2020 Sprint Colour Multi Functional Copier	SP2020	lo1234	SP2020			A	Yes	Yes	04
SP19-12 Colour Copier	SP19-123456	1912-102049	SP19-12			A	No	No	03
SP19-12 Colour Copier	SP19-123456	1912-102048	SP19-12			A	No	No	03
SP19-12 Colour Copier	SP19-123456	1912-102047	SP19-12	Hope Works	Technical	A	No	Yes	03
SP19-12 Colour Copier	SP19-123456	1912-102046	SP19-12			A	No	Yes	03
SP19-12 Colour Copier	SP19-123456	1912-102045	SP19-12	Derton Technologies		A	No	Yes	03

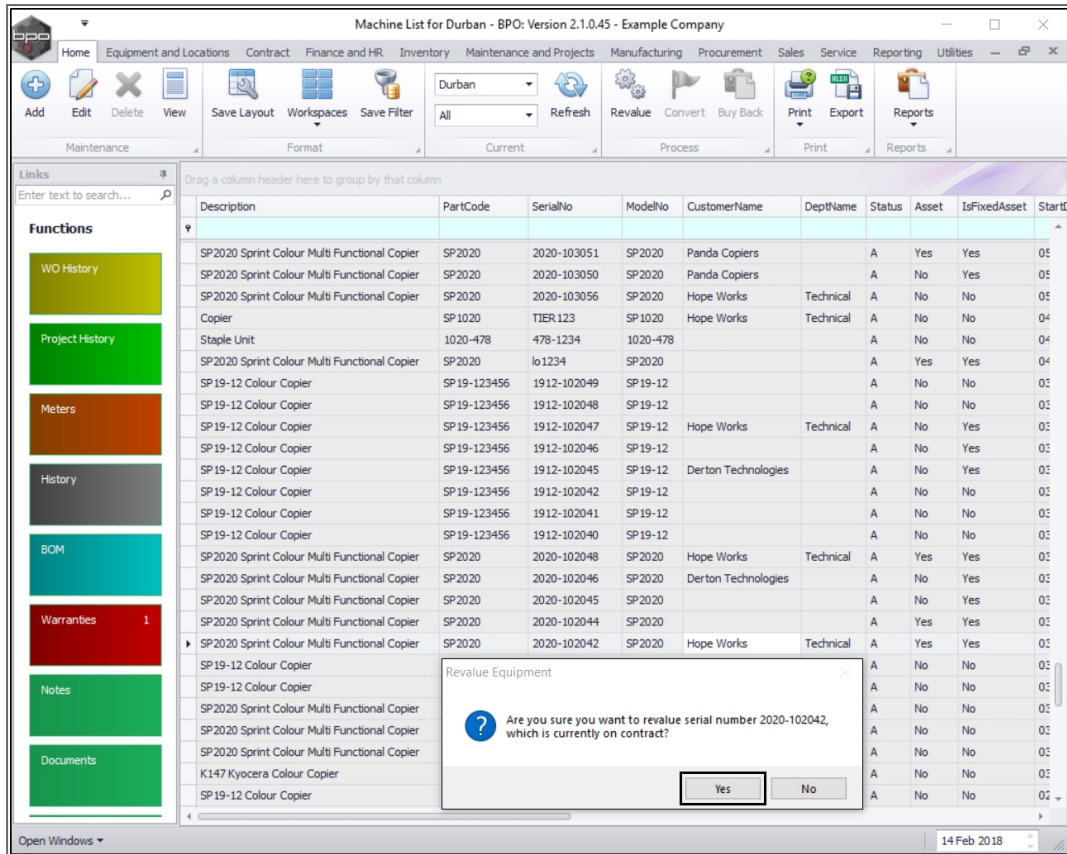
Open Windows 14 Feb 2018

## SELECT THE ASSET TO REVALUE

- Select the **row** of the **serialised contract asset** that you wish to **revalue**.
- Click on **Revalue**.



- A **Revalue Equipment** message box will pop up with the following prompt:
  - Are you sure you want to revalue serial number [], which is currently on contract?
- Click on **Yes**.

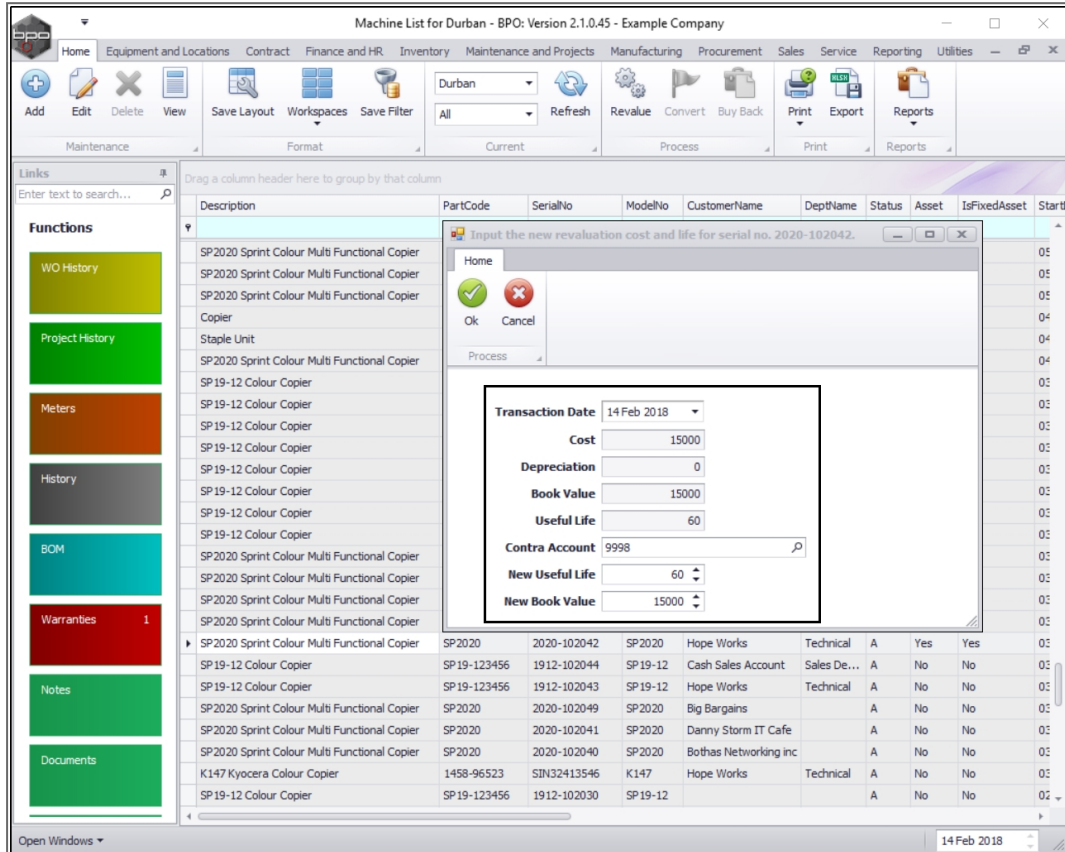


## ADD REVALUATION DETAILS

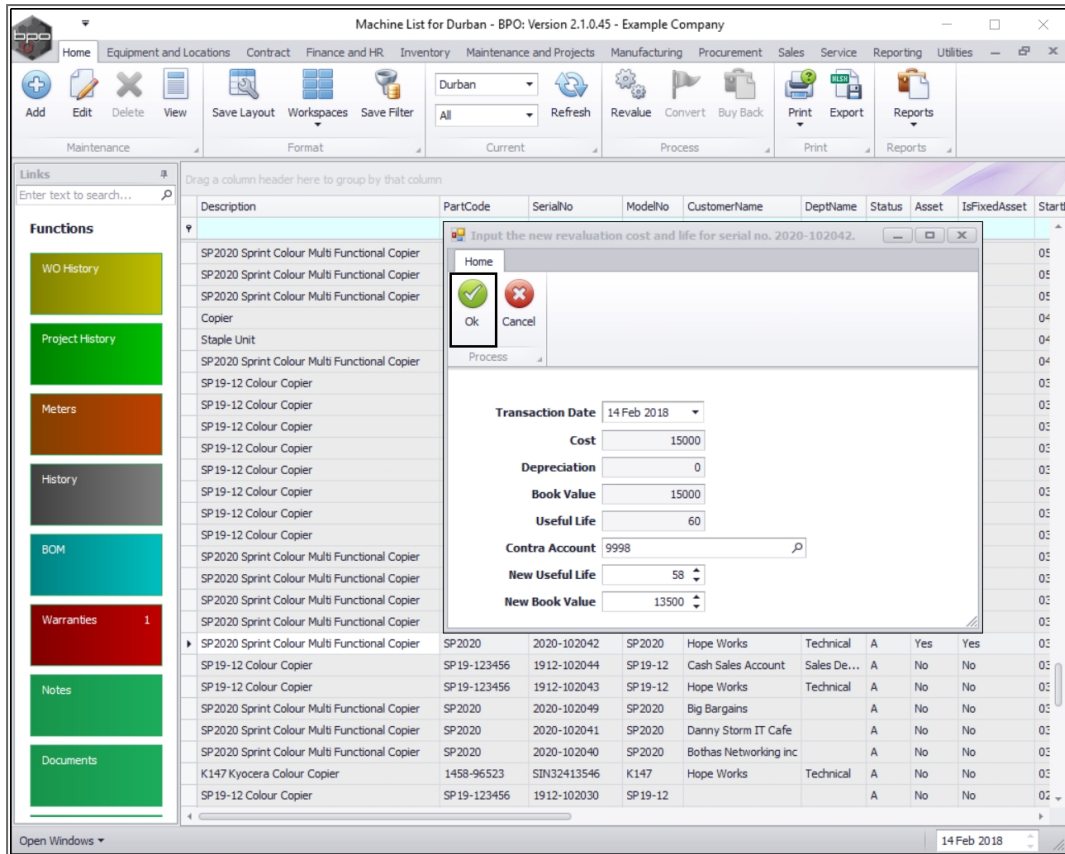
The **Input the new revaluation cost and life for serial no. []** screen will pop up.

- **Transaction Date:** This will auto 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.
- **Cost:** This field will auto populate and is un-editable.
- **Depreciation:** This field will auto populate and is un-editable.
- **Book Value:** This field will auto populate and is un-editable.
- **Useful Life:** This field will auto populate and is un-editable.
- **Contra Account:** Click on the search button and select the correct contra account number for this adjustment.

- **New Useful Life:** Either type in or use the arrow indicators to select the new useful life.
- **New Book Value:** Either type in or use the arrow indicators to select the new book value.



- When you have edited the **New Useful Life** and **New Book Value**, click on **Ok**.



## ADD WORK ORDER DETAILS

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

- **Work Order Date and Time:** This will auto populate with the current date and time.
  - Either type in or click on the drop-down arrow and use the calendar function to select an alternative date.
  - Either type in or use the arrow indicators to select an alternative time.
- **Assigned to:** This will auto populate with the person currently logged on to the system, but you can click on the drop-down arrow and select an alternative person if required.
- When you have edited the details as required, click on **Ok**.

The screenshot displays the 'Machine List for Durban - BPO: Version 2.1.0.45 - Example Company' window. The main table lists various equipment items with columns for Description, PartCode, SerialNo, ModelNo, CustomerName, DeptName, Status, Asset, IsFixedAsset, and StartDate. A 'Process Work Order Information' dialog box is overlaid on the table, showing a 'Work Order Date Time' of 14 Feb 2018 at 12:03:40 PM and assigned to Sarah Milder. The dialog also includes 'Ok' and 'Cancel' buttons.

Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	Status	Asset	IsFixedAsset	Start
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103051	SP2020	Panda Copiers		A	Yes	Yes	05
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103050	SP2020	Panda Copiers		A	No	Yes	05
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103056	SP2020	Hope Works	Technical	A	No	No	05
Copier	SP1020	TIER 123	SP 1020	Hope Works	Technical	A	No	No	04
Staple Unit	1020-478	478-1234	1020-478			A	No	No	04
SP2020 Sprint Colour Multi Functional Copier	SP2020	101234	SP2020			A	Yes	Yes	04
SP19-12 Colour Copier	SP19-123456	1912-102049	SP19-12			A	No	No	03
SP19-12 Colour Copier									03
SP19-12 Colour Copier									03
SP19-12 Colour Copier									03
SP19-12 Colour Copier									03
SP19-12 Colour Copier									03
SP19-12 Colour Copier									03
SP19-12 Colour Copier									03
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102042	SP2020	Hope Works	Technical	A	Yes	Yes	03
SP19-12 Colour Copier	SP19-123456	1912-102044	SP19-12	Cash Sales Account	Sales De...	A	No	No	03
SP19-12 Colour Copier	SP19-123456	1912-102043	SP19-12	Hope Works	Technical	A	No	No	03
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102049	SP2020	Big Bargains		A	No	No	03
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102041	SP2020	Danny Storm IT Cafe		A	No	No	03
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102040	SP2020	Bothas Networking inc		A	No	No	03
K147 Kyocera Colour Copier	1458-96523	SIN32413546	K147	Hope Works	Technical	A	No	No	03
SP19-12 Colour Copier	SP19-123456	1912-102030	SP19-12			A	No	No	02

A **work order** will be created for the transaction and the equipment will be revalued.

## VIEW THE LINKED WORK ORDER

- Ensure that the row selector is in front of the **revalued asset**.
- Click on the **WO History** tile.



Machine List for Durban - BPO: Version 2.1.0.68 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

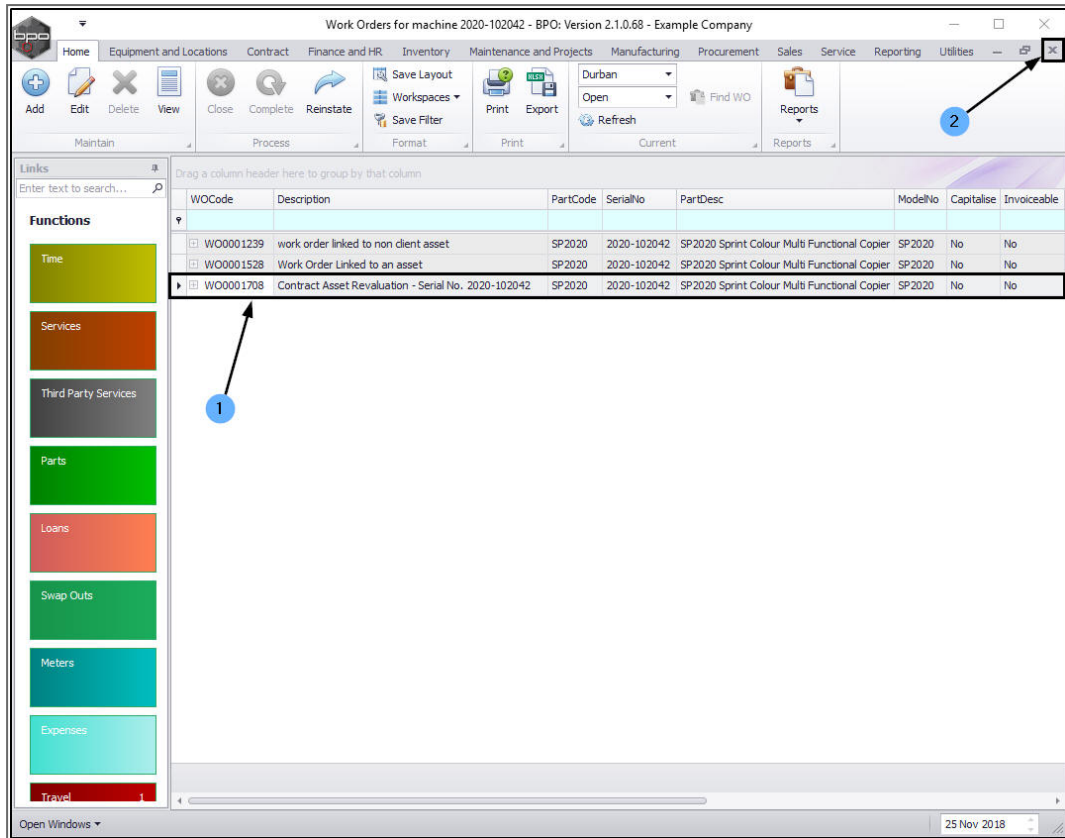
Links: Enter text to search... Drag a column header here to group by that column

Description	ParentType	PartCode	SerialNo	ModelNo	AssetRegNo	CustomerName	DeptName	StartDate
Sprint copier	SINV	SP1818	1818-0957		AREG000250	Big Bargains		01 Jun
Sprint copier	SINV	SP1818	1818-7054		AREG000251	Bothas Networ...		01 Jun
Sprint copier	SINV	SP1818	1818-6589		AREG000252	Big Bargains		01 Jun
Sprint copier	SINV	SP1818	1818-9756		AREG000253	Bothas Networ...		01 Jun
Sprint copier	SINV	SP1818	1818-8691		AREG000254	Bothas Networ...		01 Jun
Sprint copier	CTRT	SP1818	1818-1111		AREG000223	Hope Works	Technical	23 Mar
Sprint copier	CTRT	SP1818	1818-2222		AREG000224	Hope Works	Technical	23 Mar
Drum	WHSE	2020-856	2020-1111		AREG000225	Derton Technol...		23 Mar
Drum	WHSE	2020-856	2020-2222		AREG000226	Derton Technol...		23 Mar
SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-878787	SP2020	AREG000289	Bothas Networ...		01 Aug
SP2020 Sprint Colour Multi Functional Copier	WHSE	SP2020	CUSMACH001...	SP2020	AREG000291	Titan Group		03 Aug
SP204 Colour Copier	CTRT	SP204	204-989898	SP204	AREG000294	Hope Works	Technical	07 Aug
Sprint copier	WHSE	SP1818	1^8[]		AREG000296	Big Bargains		18 Aug
SP2020 Sprint Colour Multi Functional Copier	WHSE	SP2020	ADJ-TEST-1234	SP2020	AREG000304	Hope Works	Technical	18 Dec
SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	ADJ1-TEST	SP2020	AREG000305	Hope Works	Technical	18 Dec
SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	44778852211	SP2020	AREG000307	Office Suppl...		01 Feb
SP2020 Sprint Colour Multi Functional Copier	SINV	SP2020	AB999011	SP2020	AREG000343	Hope Works	Technical	09 Sep
SP1919 Sprint Colour MFC	WKOR	SP1919	20-857485	1919		Hope Works	Technical	02 Mar
SP1919 Sprint Colour MFC	WKOR	SP1919	cvb123	1919				07 Mar
SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-102040	SP2020		Hope Works	Technical	30 Oct
SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-102041	SP2020		Hope Works	Technical	17 Nov
SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-102042	SP2020		Hope Works	Technical	03 Jul
SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-102043	SP2020		Hope Works	Technical	06 Jul
SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-102044	SP2020		Hope Works	Technical	03 Jul
SP2020 Sprint Colour Multi Functional Copier	WKOR	SP2020	2020-102045	SP2020				03 Jul
SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-102046	SP2020		Derton Technol...		03 Jul
SP2020 Sprint Colour Multi Functional Copier	WKOR	SP2020	2020-102048	SP2020				03 Jul

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The **Work Orders for machine []** screen will be displayed.

- Here you can view the linked work order for this contract asset revaluation.
- **Close** the screen when you are done.



You will return to the **Machine List for []** screen.

## VIEW UPDATED USEFUL LIFE

- **Scroll right** until you can view the **Useful Life** column.

Machine List for Durban - BPO: Version 2.1.0.68 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Links: Enter text to search... Drag a column header here to group by that column

Description	ParentType	PartCode	SerialNo	ModelNo	AssetRegNo	CustomerName	DeptName	StartDate
Sprint copier	SINV	SP1818	1818-0957		AREG000250	Big Bargains		01 Jun
Sprint copier	SINV	SP1818	1818-7054		AREG000251	Bothas Networ...		01 Jun
Sprint copier	SINV	SP1818	1818-6589		AREG000252	Big Bargains		01 Jun
Sprint copier	SINV	SP1818	1818-9756		AREG000253	Bothas Networ...		01 Jun
Sprint copier	SINV	SP1818	1818-8691		AREG000254	Bothas Networ...		01 Jun
Sprint copier	CTRT	SP1818	1818-1111		AREG000223	Hope Works	Technical	23 Mar
Sprint copier	CTRT	SP1818	1818-2222		AREG000224	Hope Works	Technical	23 Mar
Drum	WHSE	2020-856	2020-1111		AREG000225	Derton Technol...		23 Mar
Drum	WHSE	2020-856	2020-2222		AREG000226	Derton Technol...		23 Mar
SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-878787	SP2020	AREG000289	Bothas Networ...		01 Aug
SP2020 Sprint Colour Multi Functional Copier	WHSE	SP2020	CUSMACH001...	SP2020	AREG000291	Titan Group		03 Aug
SP204 Colour Copier	CTRT	SP204	204-989898	SP204	AREG000294	Hope Works	Technical	07 Aug
Sprint copier	WHSE	SP1818	1^8[]		AREG000296	Big Bargains		18 Aug
SP2020 Sprint Colour Multi Functional Copier	WHSE	SP2020	ADJ-TEST-1234	SP2020	AREG000304	Hope Works	Technical	18 Dec
SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	ADJ1-TEST	SP2020	AREG000305	Hope Works	Technical	18 Dec
SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	44778852211	SP2020	AREG000307	Office Suppl...		01 Feb
SP2020 Sprint Colour Multi Functional Copier	SINV	SP2020	AB999011	SP2020	AREG000343	Hope Works	Technical	09 Sep
SP1919 Sprint Colour MFC	WKOR	SP1919	20-857485	1919		Hope Works	Technical	02 Mar
SP1919 Sprint Colour MFC	WKOR	SP1919	cvb123	1919				07 Mar
SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-102040	SP2020		Hope Works	Technical	30 Oct
SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-102041	SP2020		Hope Works	Technical	17 Nov
SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-102042	SP2020		Hope Works	Technical	03 Jul
SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-102043	SP2020		Hope Works	Technical	06 Jul
SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-102044	SP2020		Hope Works	Technical	03 Jul
SP2020 Sprint Colour Multi Functional Copier	WKOR	SP2020	2020-102045	SP2020				03 Jul
SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-102046	SP2020		Derton Technol...		03 Jul
SP2020 Sprint Colour Multi Functional Copier	WKOR	SP2020	2020-102048	SP2020				03 Jul

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- You can see that the new **Useful Life** amount has been changed according to the detail that you typed into the **Input the new revaluation cost and life for serial no. []** screen.

Machine List for Durban - BPO: Version 2.1.0.68 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Durban | All | 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
- Maintenance

ItemName	DeptName	StartDate	Status	CategoryDesc	IsFixedAsset	Asset	IsFinanced	PaymentType	UsefulLife	SupplierName	FinanceType	PaymentDay
irgains		01 Jun 2017	A	Hardware	No	No	No		60			0
is Networ...		01 Jun 2017	A	Hardware	No	No	No		60			0
irgains		01 Jun 2017	A	Hardware	No	No	No		60			0
is Networ...		01 Jun 2017	A	Hardware	No	No	No		60			0
is Networ...		01 Jun 2017	A	Hardware	No	No	No		60			0
Works	Technical	23 May 2017	A	Hardware	No	No	No		0			0
Works	Technical	23 May 2017	A	Hardware	No	No	No		0			0
n Technol...		23 May 2017	A	Accessories	No	No	No		0			0
n Technol...		23 May 2017	A	Accessories	No	No	No		0			0
is Networ...		01 Aug 2017	A	Hardware	No	No	No		60			0
Group		03 Aug 2017	A	Hardware	No	No	No		0			1
Works	Technical	07 Aug 2017	A	Hardware	No	No	No		60			0
irgains		18 Aug 2017	A	Hardware	No	No	No		0			1
Works	Technical	18 Dec 2017	A	Hardware	No	No	No		60			0
Works	Technical	18 Dec 2017	A	Hardware	No	No	No		60			0
: Supplies...		01 Feb 2018	A	Hardware	No	No	No		60			0
Works	Technical	09 Sep 2018	A	Hardware	No	No	No		60			0
Works	Technical	02 May 2017	A	Hardware	Yes	Yes	No		60			0
		07 May 2014	A	Hardware	Yes	No	No		57			0
Works	Technical	30 Oct 2017	A	Hardware	Yes	No	No		60			0
Works	Technical	17 Nov 2017	A	Hardware	Yes	No	No		60			0
Works	Technical	03 Jul 2014	A	Hardware	Yes	No	No		58			0
Works	Technical	06 Jul 2015	A	Hardware	Yes	No	No		60			0
		03 Jul 2014	A	Hardware	Yes	No	No		60			0
		03 Jul 2014	A	Hardware	Yes	No	No		60			0
n Technol...		03 Jul 2014	A	Hardware	Yes	No	No		57			0
		03 Jul 2014	A	Hardware	Yes	Yes	No		60			0

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