

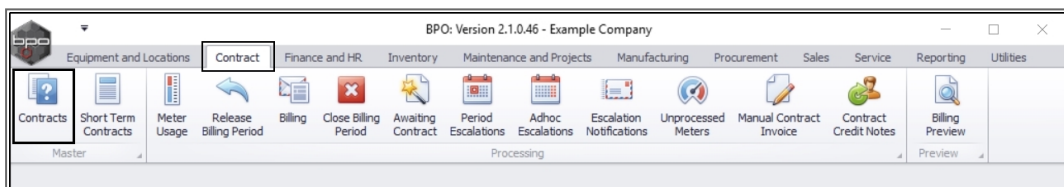
We are currently updating our site; thank you for your patience.

CONTRACT

CONTRACTS – REMOVE ITEM (INTERNAL ASSET)

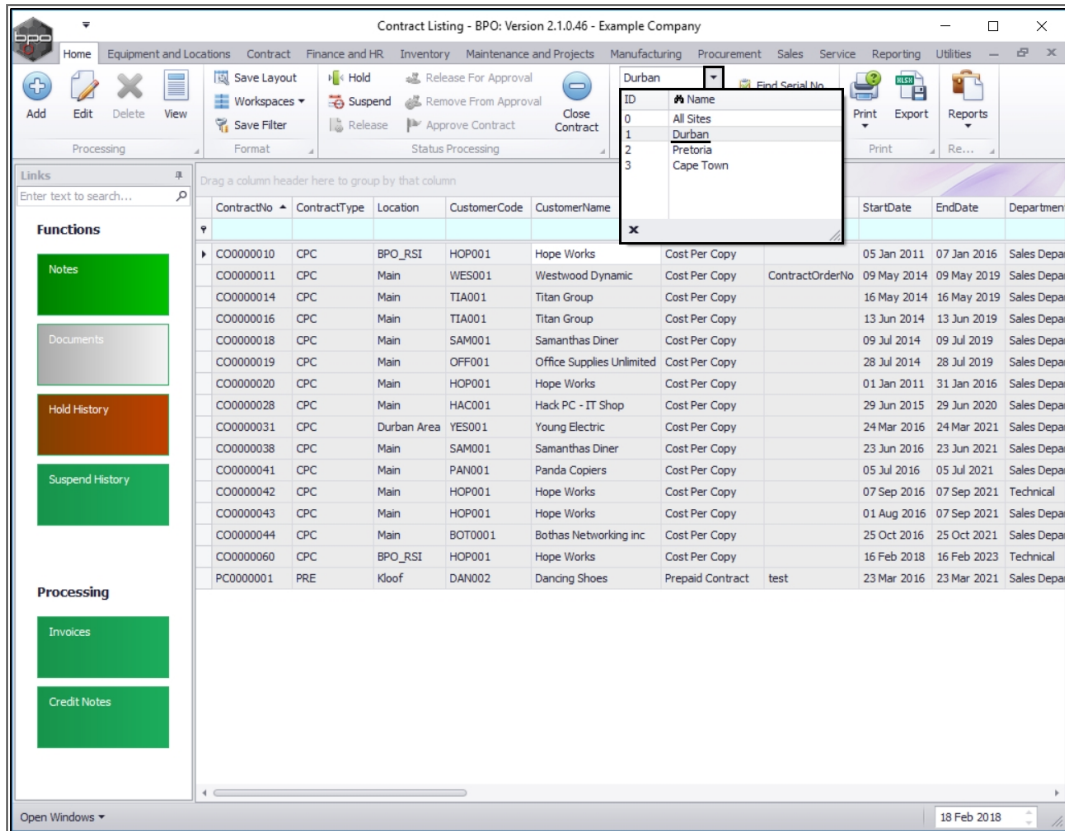
Follow the process below to remove an [Internal Asset](#) from a Contract and place the asset back into the company Asset warehouse.

Ribbon Access: Contract > Contracts



The **Contract Listing** screen will be displayed.

- Select the **Site** that you wish to work in.
 - In this example, **Durban** has been selected.



- Upon opening, this screen will default to the **Active** status, listing all the **Active** contracts for the selected site.
 - **Note:** You can **only** remove an Internal Asset **item** when the Contract is in the **Active** state.

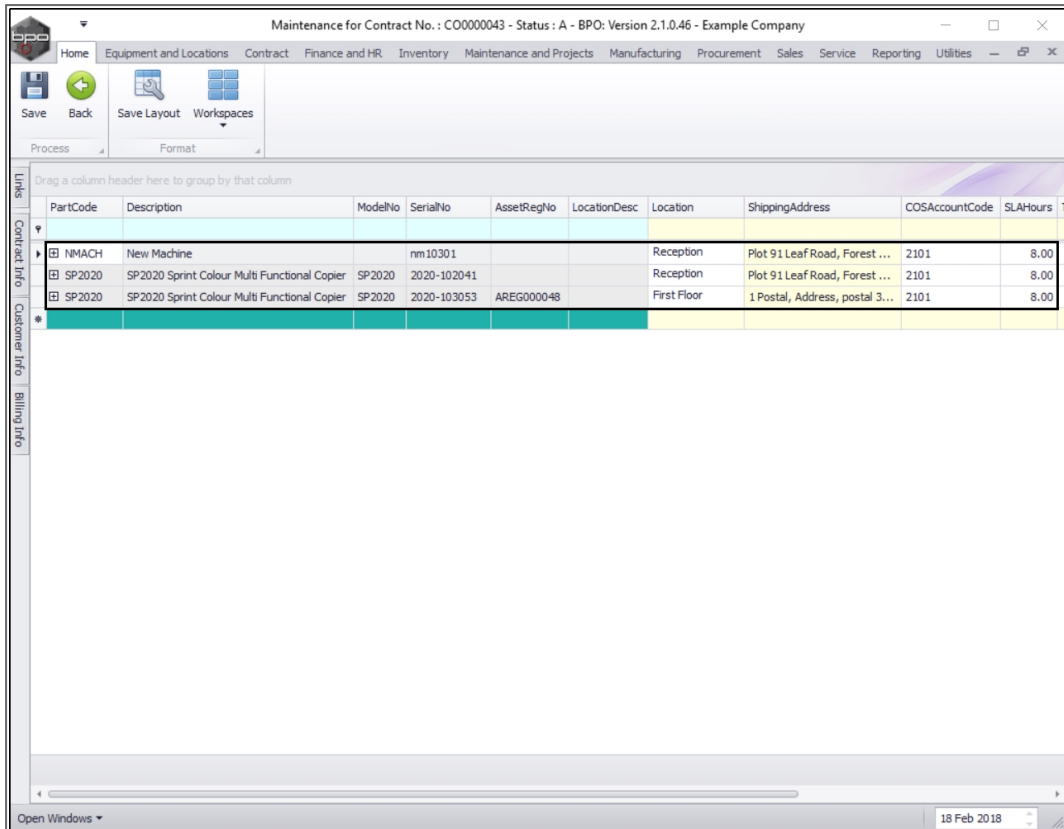
| ContractNo | ContractType | Location | CustomerCode | CustomerName | ContractTypeDesc | OrderNo | StartDate | EndDate | Department |
|------------|--------------|-------------|--------------|---------------------------|------------------|-----------------|-------------|-------------|-------------|
| CO0000010 | CPC | BPO_RSI | HOP001 | Hope Works | Cost Per Copy | | 05 Jan 2011 | 07 Jan 2016 | Sales Depar |
| CO0000011 | CPC | Main | WES001 | Westwood Dynamic | Cost Per Copy | ContractOrderNo | 09 May 2014 | 09 May 2019 | Sales Depar |
| CO0000014 | CPC | Main | TIA001 | Titan Group | Cost Per Copy | | 16 May 2014 | 16 May 2019 | Sales Depar |
| CO0000016 | CPC | Main | TIA001 | Titan Group | Cost Per Copy | | 13 Jun 2014 | 13 Jun 2019 | Sales Depar |
| CO0000018 | CPC | Main | SAM001 | Samanthas Diner | Cost Per Copy | | 09 Jul 2014 | 09 Jul 2019 | Sales Depar |
| CO0000019 | CPC | Main | OFF001 | Office Supplies Unlimited | Cost Per Copy | | 28 Jul 2014 | 28 Jul 2019 | Sales Depar |
| CO0000020 | CPC | Main | HOP001 | Hope Works | Cost Per Copy | | 01 Jan 2011 | 31 Jan 2016 | Sales Depar |
| CO0000028 | CPC | Main | HAC001 | Hack PC - IT Shop | Cost Per Copy | | 29 Jun 2015 | 29 Jun 2020 | Sales Depar |
| CO0000031 | CPC | Durban Area | YES001 | Young Electric | Cost Per Copy | | 24 Mar 2016 | 24 Mar 2021 | Sales Depar |
| CO0000038 | CPC | Main | SAM001 | Samanthas Diner | Cost Per Copy | | 23 Jun 2016 | 23 Jun 2021 | Sales Depar |
| CO0000041 | CPC | Main | PAN001 | Panda Copiers | Cost Per Copy | | 05 Jul 2016 | 05 Jul 2021 | Sales Depar |
| CO0000042 | CPC | Main | HOP001 | Hope Works | Cost Per Copy | | 07 Sep 2016 | 07 Sep 2021 | Technical |
| CO0000043 | CPC | Main | HOP001 | Hope Works | Cost Per Copy | | 01 Aug 2016 | 07 Sep 2021 | Sales Depar |
| CO0000044 | CPC | Main | BOT0001 | Bothas Networking inc. | Cost Per Copy | | 25 Oct 2016 | 25 Oct 2021 | Sales Depar |
| CO0000060 | CPC | BPO_RSI | HOP001 | Hope Works | Cost Per Copy | | 16 Feb 2018 | 16 Feb 2023 | Technical |
| PC0000001 | PRE | Kloof | DAN002 | Dancing Shoes | Prepaid Contract | test | 23 Mar 2016 | 23 Mar 2021 | Sales Depar |

SELECT THE CONTRACT

- Select the **row** of the **contract** where you wish to remove an **internal** asset item.
 - **Note:** Make sure you have selected a contract that has an **internal** asset linked to it.
- Click on **Edit**.

| ContractNo | ContractType | Location | CustomerCode | CustomerName | ContractTypeDesc | OrderNo | StartDate | EndDate | Department |
|------------|--------------|-------------|--------------|---------------------------|------------------|-----------------|-------------|-------------|------------|
| CO000010 | CPC | BPO_RSI | HOP001 | Hope Works | Cost Per Copy | | 05 Jan 2011 | 07 Jan 2016 | Sales Depa |
| CO000011 | CPC | Main | WES001 | Westwood Dynamic | Cost Per Copy | ContractOrderNo | 09 May 2014 | 09 May 2019 | Sales Depa |
| CO000014 | CPC | Main | TIA001 | Titan Group | Cost Per Copy | | 16 May 2014 | 16 May 2019 | Sales Depa |
| CO000016 | CPC | Main | TIA001 | Titan Group | Cost Per Copy | | 13 Jun 2014 | 13 Jun 2019 | Sales Depa |
| CO000018 | CPC | Main | SAM001 | Samanthas Diner | Cost Per Copy | | 09 Jul 2014 | 09 Jul 2019 | Sales Depa |
| CO000019 | CPC | Main | OFF001 | Office Supplies Unlimited | Cost Per Copy | | 28 Jul 2014 | 28 Jul 2019 | Sales Depa |
| CO000020 | CPC | Main | HOP001 | Hope Works | Cost Per Copy | | 01 Jan 2011 | 31 Jan 2016 | Sales Depa |
| CO000028 | CPC | Main | HAC001 | Hack PC - IT Shop | Cost Per Copy | | 29 Jun 2015 | 29 Jun 2020 | Sales Depa |
| CO000031 | CPC | Durban Area | YES001 | Young Electric | Cost Per Copy | | 24 Mar 2016 | 24 Mar 2021 | Sales Depa |
| CO000038 | CPC | Main | SAM001 | Samanthas Diner | Cost Per Copy | | 23 Jun 2016 | 23 Jun 2021 | Sales Depa |
| CO000041 | CPC | Main | PAN001 | Panda Copiers | Cost Per Copy | | 05 Jul 2016 | 05 Jul 2021 | Sales Depa |
| CO000042 | CPC | Main | HOP001 | Hope Works | Cost Per Copy | | 07 Sep 2016 | 07 Sep 2021 | Technical |
| CO000043 | CPC | Main | HOP001 | Hope Works | Cost Per Copy | | 01 Aug 2016 | 07 Sep 2021 | Sales Depa |
| CO000044 | CPC | Main | BOT0001 | Bothas Networking inc | Cost Per Copy | | 25 Oct 2016 | 25 Oct 2021 | Sales Depa |
| CO000060 | CPC | BPO_RSI | HOP001 | Hope Works | Cost Per Copy | | 16 Feb 2018 | 16 Feb 2023 | Technical |
| PC0000001 | PRE | Kloof | DAN002 | Dancing Shoes | Prepaid Contract | test | 23 Mar 2016 | 23 Mar 2021 | Sales Depa |

- The **Maintenance for Contract No.:** [] screen will open.
- Here you can view the **Parts** data grid, which lists **all** the machines linked to this Contract.



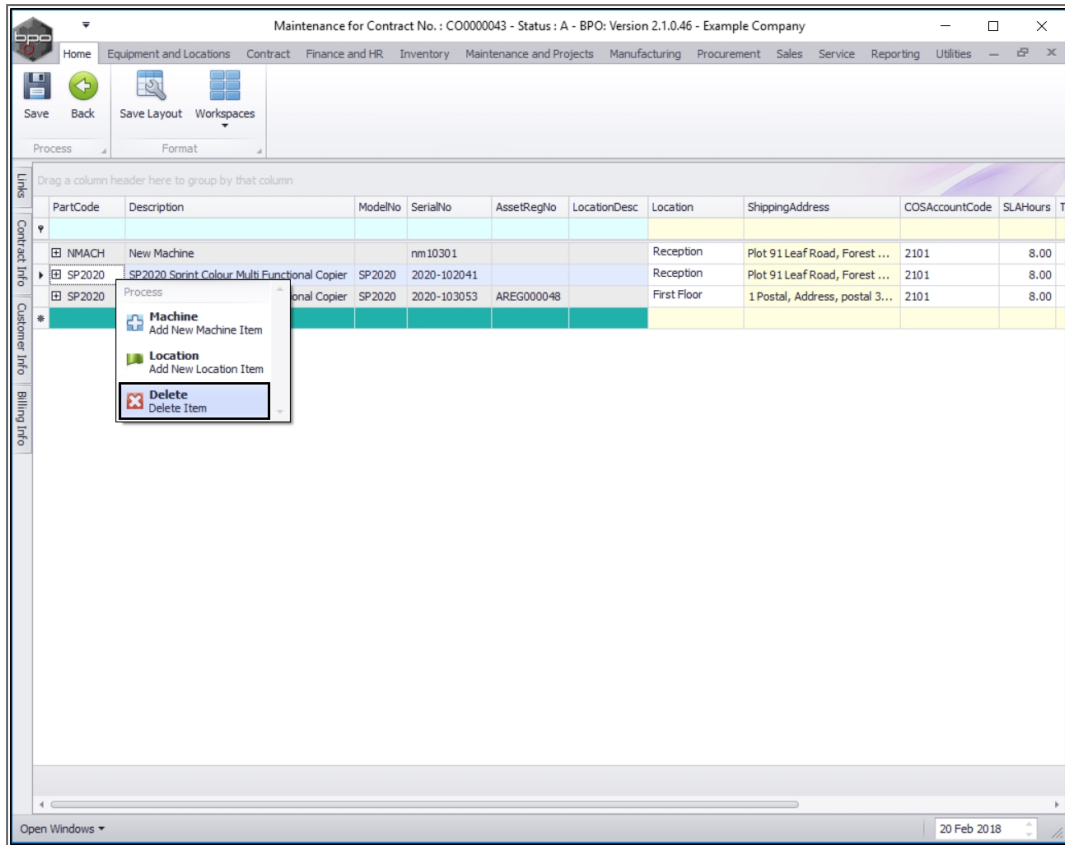
| PartCode | Description | ModelNo | SerialNo | AssetRegNo | LocationDesc | Location | ShippingAddress | COSAccountCode | SLAHours |
|----------|--|---------|-------------|------------|--------------|-------------|--------------------------------|----------------|----------|
| NMACH | New Machine | | nm10301 | | | Reception | Plot 91 Leaf Road, Forest ... | 2101 | 8.00 |
| SP2020 | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 2020-102041 | | | Reception | Plot 91 Leaf Road, Forest ... | 2101 | 8.00 |
| SP2020 | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 2020-103053 | AREG000048 | | First Floor | 1 Postal, Address, postal 3... | 2101 | 8.00 |

SELECT INTERNAL ASSET

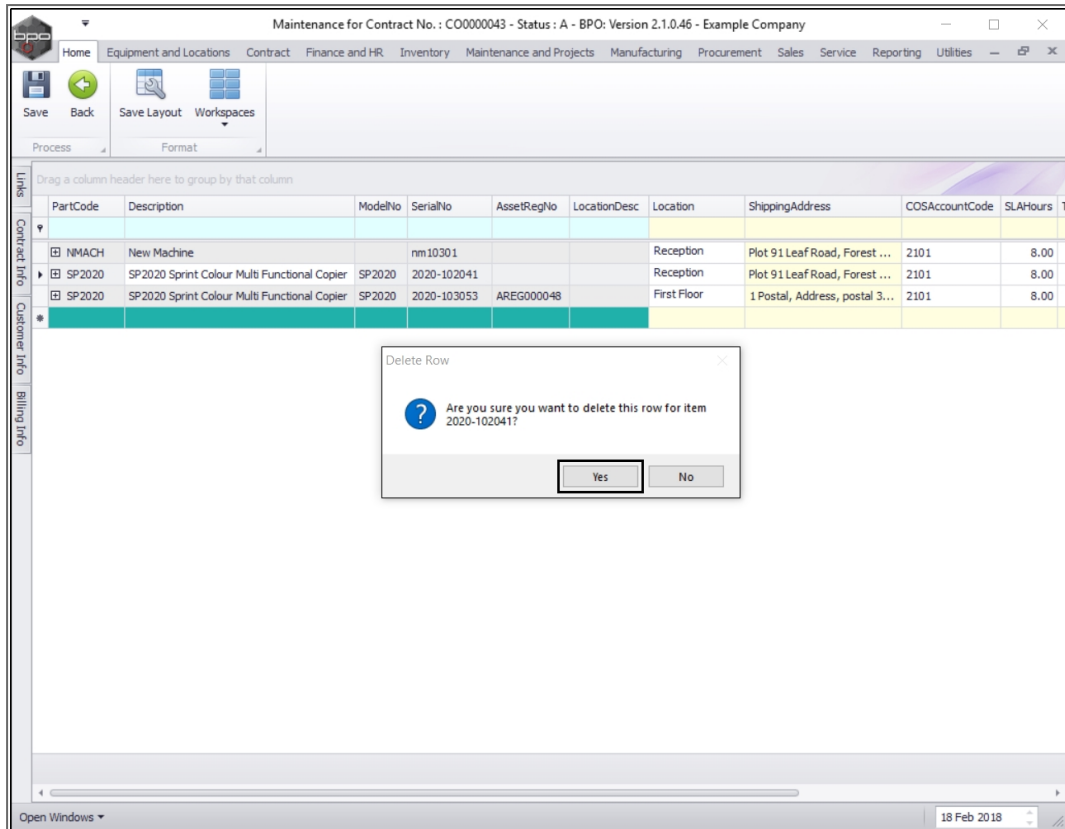
- **Right click** in the **row** of the internal asset item that you wish to **remove** from this contract.
- A **Process** menu will pop up.

DELETE INTERNAL ASSET FROM CONTRACT

- Select **Delete** - Delete Item

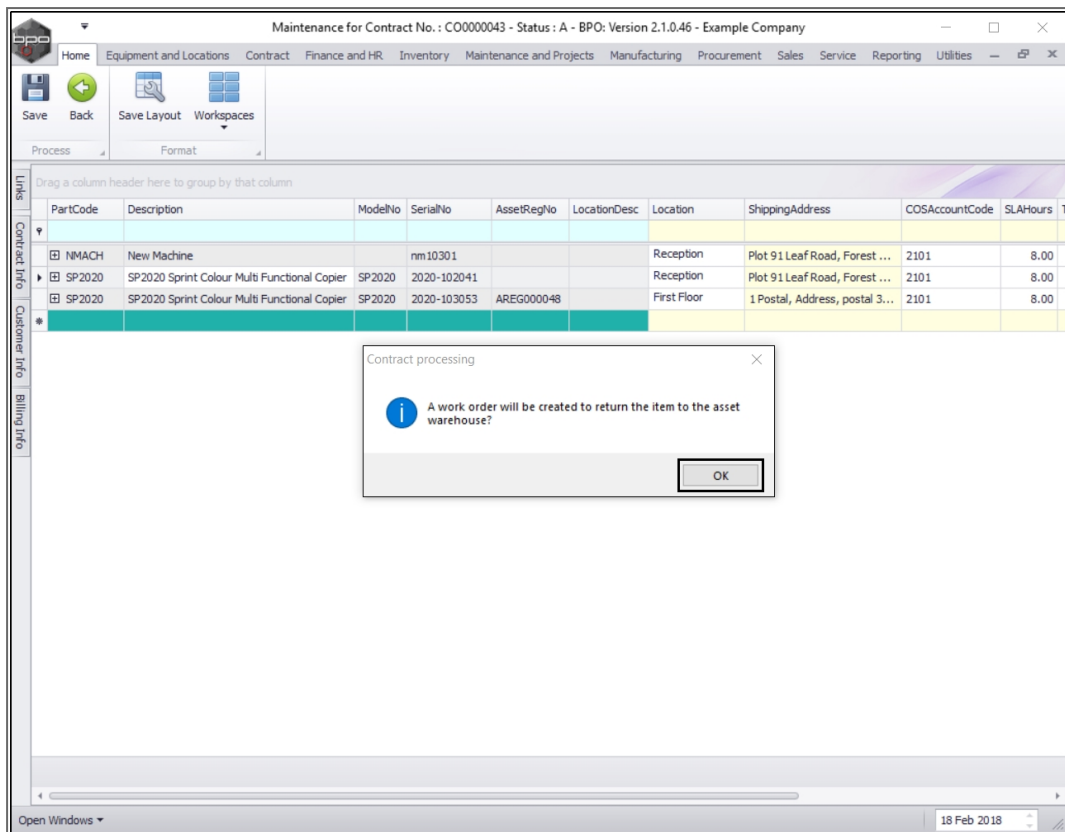


- A **Delete Row** message box will pop up with the following prompt:
 - Are you sure you want to delete this row for item []?
- Click on **Yes**.



RETURN WORK ORDER CREATED

- A **Contract Processing** message box will pop up advising the following:
 - A work order will be created to return the item to the asset warehouse.
- Click on **Ok**.



ADD WORK ORDER DETAILS

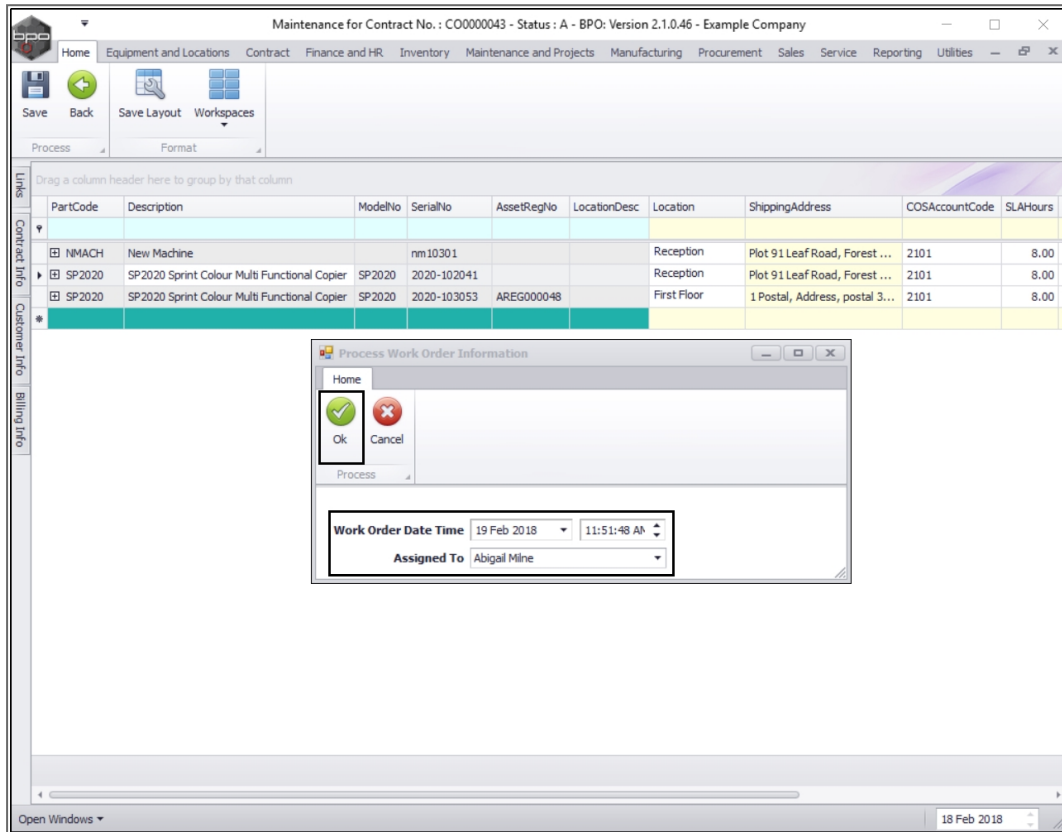
A **Process Work Order Information** screen will pop up.

- **Work Order Date Time:** This will be auto populated 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, if required
 - Either type in, or use the directional arrows to select an **alternative** time, if required.
- **Assigned To:** This will auto populate with the person **currently** logged on to the system and will be responsible for returning this machine to store.

- Click on the drop-down arrow and search for an **alternative** person, if required.

SAVE WORK ORDER DETAILS

When you have made your selections, click on **Ok**.



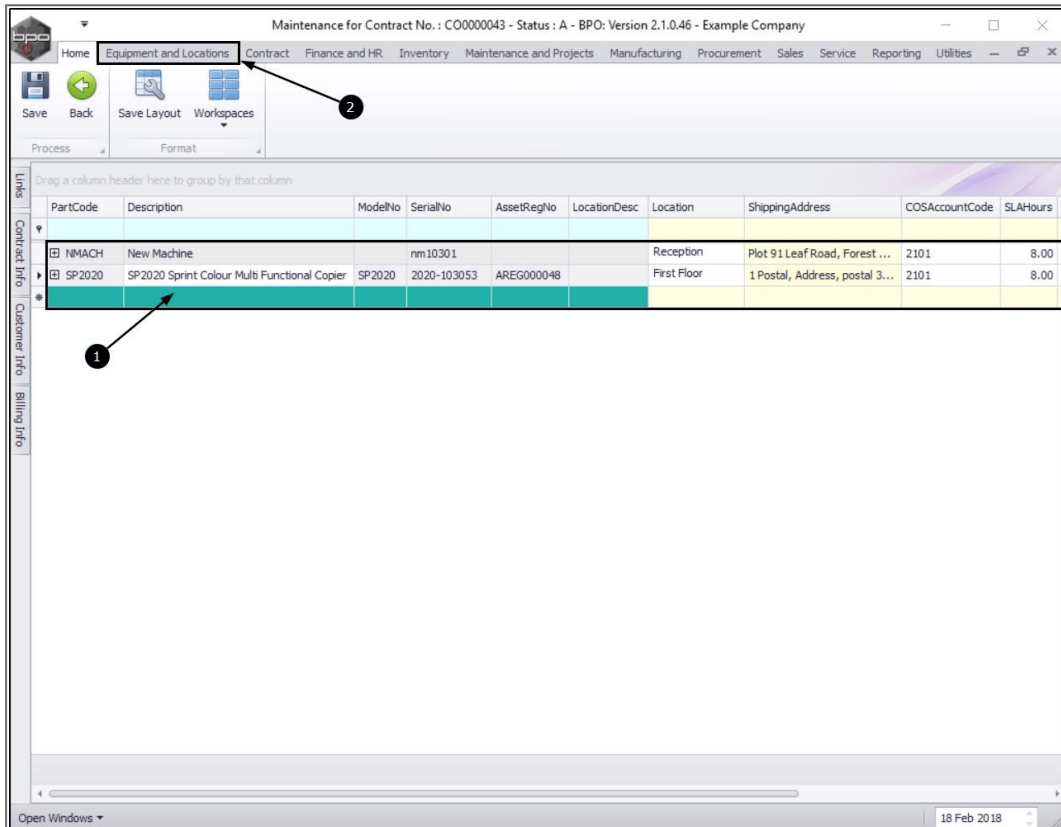
1. The selected internal asset will be **removed** from the **Parts** data grid.

View Internal Asset Parent Type

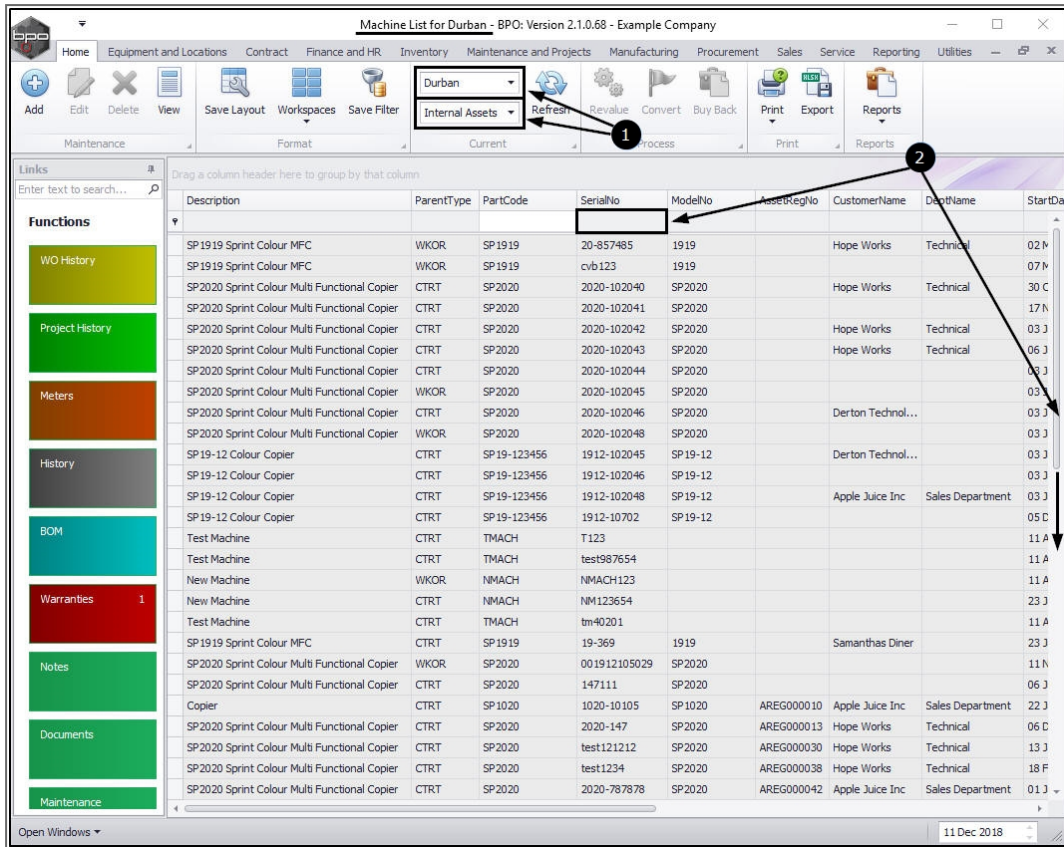
Note: This internal asset will remain linked to the Contract 'CTRT' Parent Type in the Machine List for [] screen until a **Return Request** has been completed.

- To view this, navigate to the **Machine List for []** screen.

Ribbon Access: Equipment and Locations > Assets



- In the **Machine List for []** screen, ensure that you have selected the correct **Site** and that the **status** is set to **Internal Assets**.
- Use the **scroll bar** or the **filter row** in the **Serial No** column to search for the internal asset that you have removed from contract.



1. Once you have found the internal asset / machine,
2. You will see that its **Parent Type** is still listed as **CTRT** - Contract.

COMPLETE RETURN REQUEST

- You will need to return the item to store (the Assets warehouse) by completing the **Return Request**.

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

Add Edit Delete View Save Layout Workspaces Save Filter Durban Internal Assets 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
- Maintenance

| Description | ParentType | PartCode | SerialNo | ModelNo | AssetRegNo | CustomerName | DeptName | StartDa |
|---|------------|--------------|--------------|----------|------------|-------------------|------------------|---------|
| SP 1919 Sprint Colour MFC | WKOR | SP 1919 | 20-857485 | 1919 | | Hope Works | Technical | 02 N |
| SP 1919 Sprint Colour MFC | WKOR | SP 1919 | cvb123 | 1919 | | | | 07 N |
| SP 2020 Sprint Colour Multi Functional Copier | CTRT | SP 2020 | 2020-102040 | SP 2020 | | Hope Works | Technical | 30 C |
| SP 2020 Sprint Colour Multi Functional Copier | CTRT | SP 2020 | 2020-102041 | SP 2020 | | | | 17 N |
| SP 2020 Sprint Colour Multi Functional Copier | CTRT | SP 2020 | 2020-102042 | SP 2020 | | Hope Works | Technical | 03 J |
| SP 2020 Sprint Colour Multi Functional Copier | CTRT | SP 2020 | 2020-102043 | SP 2020 | | Hope Works | Technical | 06 J |
| SP 2020 Sprint Colour Multi Functional Copier | CTRT | SP 2020 | 2020-102044 | SP 2020 | | | | 03 J |
| SP 2020 Sprint Colour Multi Functional Copier | WKOR | SP 2020 | 2020-102045 | SP 2020 | | | | 03 J |
| SP 2020 Sprint Colour Multi Functional Copier | CTRT | SP 2020 | 2020-102046 | SP 2020 | | Derton Technol... | | 03 J |
| SP 2020 Sprint Colour Multi Functional Copier | WKOR | SP 2020 | 2020-102048 | SP 2020 | | | | 03 J |
| SP 19-12 Colour Copier | CTRT | SP 19-123456 | 1912-102045 | SP 19-12 | | Derton Technol... | | 03 J |
| SP 19-12 Colour Copier | CTRT | SP 19-123456 | 1912-102046 | SP 19-12 | | | | 03 J |
| SP 19-12 Colour Copier | CTRT | SP 19-123456 | 1912-102048 | SP 19-12 | | Apple Juice Inc | Sales Department | 03 J |
| SP 19-12 Colour Copier | CTRT | SP 19-123456 | 1912-10702 | SP 19-12 | | | | 05 C |
| Test Machine | CTRT | TMACH | T123 | | | | | 11 A |
| Test Machine | CTRT | TMACH | test987654 | | | | | 11 A |
| New Machine | WKOR | NMACH | NMACH123 | | | | | 11 A |
| New Machine | CTRT | NMACH | NM123654 | | | | | 23 J |
| Test Machine | CTRT | TMACH | tm40201 | | | | | 11 A |
| SP 1919 Sprint Colour MFC | CTRT | SP 1919 | 19-369 | 1919 | | Samanthas Diner | | 23 J |
| SP 2020 Sprint Colour Multi Functional Copier | WKOR | SP 2020 | 001912105029 | SP 2020 | | | | 11 N |
| SP 2020 Sprint Colour Multi Functional Copier | CTRT | SP 2020 | 147111 | SP 2020 | | | | 06 J |
| Copier | CTRT | SP 1020 | 1020-10105 | SP 1020 | AREG000010 | Apple Juice Inc | Sales Department | 22 J |
| SP 2020 Sprint Colour Multi Functional Copier | CTRT | SP 2020 | 2020-147 | SP 2020 | AREG000013 | Hope Works | Technical | 06 C |
| SP 2020 Sprint Colour Multi Functional Copier | CTRT | SP 2020 | test1121212 | SP 2020 | AREG000030 | Hope Works | Technical | 13 J |
| SP 2020 Sprint Colour Multi Functional Copier | CTRT | SP 2020 | test11234 | SP 2020 | AREG000038 | Hope Works | Technical | 18 F |
| SP 2020 Sprint Colour Multi Functional Copier | CTRT | SP 2020 | 2020-787878 | SP 2020 | AREG000042 | Apple Juice Inc | Sales Department | 01 J |

Open Windows 11 Dec 2018

- Once you have completed the Return Request you will note that the **Parent Type** of this internal asset / machine will now be listed as **WHSE** - Warehouse.

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

Add Edit Delete View Save Layout Workspaces Save Filter
Durban 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

Drag a column header here to group by that column

| Description | ParentType | PartCode | SerialNo | ModelNo | AssetRegNo | CustomerName | DeptName | StartDa |
|--|------------|-------------|--------------|---------|-------------|-------------------|------------------|---------|
| SP19-12 Colour Copier | CTRT | SP19-123456 | 1912-102048 | SP19-12 | | Apple Juice Inc | Sales Department | 03 J |
| SP19-12 Colour Copier | CTRT | SP19-123456 | 1912-10702 | SP19-12 | | | | 05 D |
| SP1919 Sprint Colour MFC | CTRT | SP1919 | 19-369 | 1919 | | Samanthas Diner | | 23 J |
| SP1919 Sprint Colour MFC | WHSE | SP1919 | 19-90200 | 1919 | | | | 12 N |
| SP2020 Sprint Colour Multi Functional Copier | CTRT | SP2020 | 2020-102040 | SP2020 | | Hope Works | Technical | 30 C |
| SP2020 Sprint Colour Multi Functional Copier | WHSE | SP2020 | 2020-102041 | SP2020 | | | | 17 N |
| SP2020 Sprint Colour Multi Functional Copier | CTRT | SP2020 | 2020-102042 | SP2020 | | Hope Works | Technical | 03 J |
| SP2020 Sprint Colour Multi Functional Copier | CTRT | SP2020 | 2020-102043 | SP2020 | | Hope Works | Technical | 06 J |
| SP2020 Sprint Colour Multi Functional Copier | CTRT | SP2020 | 2020-102044 | SP2020 | | | | 03 J |
| SP2020 Sprint Colour Multi Functional Copier | WKOR | SP2020 | 2020-102045 | SP2020 | | | | 03 J |
| SP2020 Sprint Colour Multi Functional Copier | CTRT | SP2020 | 2020-102046 | SP2020 | | Derton Technol... | | 03 J |
| SP2020 Sprint Colour Multi Functional Copier | WKOR | SP2020 | 2020-102048 | SP2020 | | | | 03 J |
| SP2020 Sprint Colour Multi Functional Copier | CTRT | SP2020 | 2020-103050 | SP2020 | AREG000046 | Panda Copiers | | 05 J |
| SP2020 Sprint Colour Multi Functional Copier | WHSE | SP2020 | 2020-103051 | SP2020 | AREG000047 | | | 05 J |
| SP2020 Sprint Colour Multi Functional Copier | WHSE | SP2020 | 2020-103053 | SP2020 | AREG000048 | | | 05 J |
| SP2020 Sprint Colour Multi Functional Copier | CTRT | SP2020 | 2020-103059 | SP2020 | AREG000054 | Hope Works | Technical | 05 J |
| SP2020 Sprint Colour Multi Functional Copier | WKOR | SP2020 | 2020-103060 | SP2020 | AREG000055 | | | 05 J |
| SP2020 Sprint Colour Multi Functional Copier | WKOR | SP2020 | 2020-1115TC | SP2020 | AREG0000263 | | | 20 J |
| SP2020 Sprint Colour Multi Functional Copier | CTRT | SP2020 | 2020-147 | SP2020 | AREG000013 | Hope Works | Technical | 06 D |
| Drum | CTRT | 2020-856 | 2020-4327 | | AREG000220 | Apple Juice Inc | Sales Department | 23 N |
| Drum | CTRT | 2020-856 | 2020-4329 | | AREG000222 | ABC Shoe Co | | 23 N |
| SP2020 Sprint Colour Multi Functional Copier | CTRT | SP2020 | 2020-606060 | SP2020 | AREG000292 | | | 03 A |
| SP2020 Sprint Colour Multi Functional Copier | CTRT | SP2020 | 2020-787878 | SP2020 | AREG000042 | Apple Juice Inc | Sales Department | 01 J |
| Drum | WKOR | 2020-856 | 2020856-1234 | | AREG000136 | | | 16 N |
| Sprint copier | WHSE | SP1818 | 2020-9867LU | | AREG000262 | | | 30 J |
| SP1919 Sprint Colour MFC | WKOR | SP1919 | 20-857485 | 1919 | | Hope Works | Technical | 02 N |
| Drum | WKOR | 2020-856 | 856-1020 | | AREG000044 | | | 01 J |

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