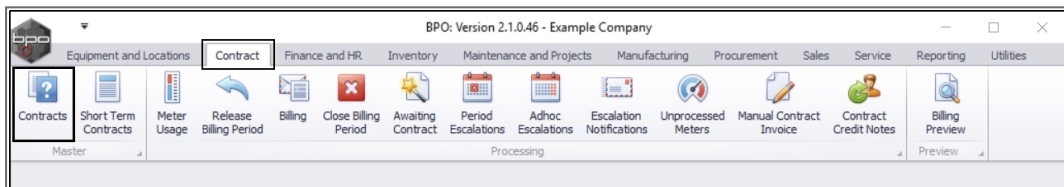


CONTRACT

CONTRACTS - REMOVE ITEM (INTERNAL ASSET)

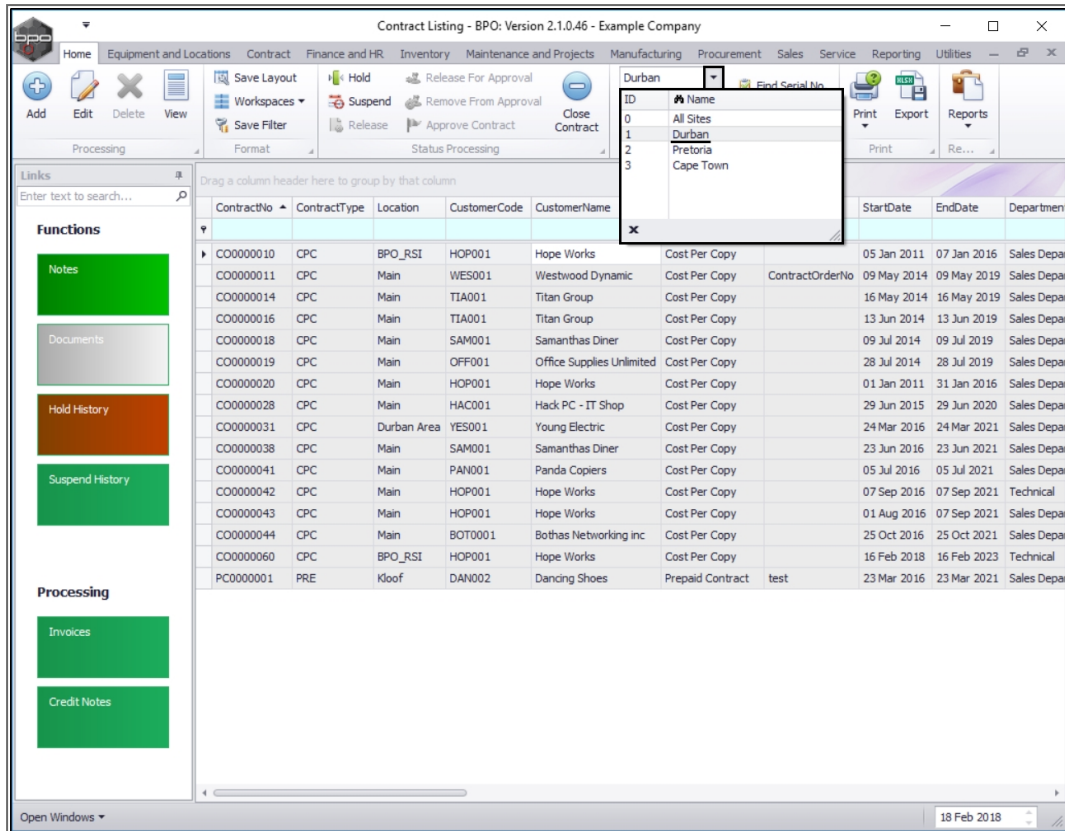
Follow the process below to remove an Internal Asset from a Contract and place the asset back into the company Asset warehouse.

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.

Contract Listing - BPO: Version 2.1.0.46 - Example Company

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

Save Layout | Hold | Release For Approval | Durban | Find Serial No. | Print | Export | Reports
 Workspaces | Suspend | Remove From Approval | Active | Find Contract | Refresh | Print | Re...

Processing | Save Filter | Release | Approve Contract | Close Contract | Status Processing | Current

Links: Enter text to search...

Functions: Notes, Documents, Hold History, Suspend History

Processing: Invoices, Credit Notes

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 Depa
CO0000011	CPC	Main	WES001	Westwood Dynamic	Cost Per Copy	ContractOrderNo	09 May 2014	09 May 2019	Sales Depa
CO0000014	CPC	Main	TIA001	Titan Group	Cost Per Copy		16 May 2014	16 May 2019	Sales Depa
CO0000016	CPC	Main	TIA001	Titan Group	Cost Per Copy		13 Jun 2014	13 Jun 2019	Sales Depa
CO0000018	CPC	Main	SAM001	Samanthas Diner	Cost Per Copy		09 Jul 2014	09 Jul 2019	Sales Depa
CO0000019	CPC	Main	OFF001	Office Supplies Unlimited	Cost Per Copy		28 Jul 2014	28 Jul 2019	Sales Depa
CO0000020	CPC	Main	HOP001	Hope Works	Cost Per Copy		01 Jan 2011	31 Jan 2016	Sales Depa
CO0000028	CPC	Main	HAC001	Hack PC - IT Shop	Cost Per Copy		29 Jun 2015	29 Jun 2020	Sales Depa
CO0000031	CPC	Durban Area	YES001	Young Electric	Cost Per Copy		24 Mar 2016	24 Mar 2021	Sales Depa
CO0000038	CPC	Main	SAM001	Samanthas Diner	Cost Per Copy		23 Jun 2016	23 Jun 2021	Sales Depa
CO0000041	CPC	Main	PAN001	Panda Copiers	Cost Per Copy		05 Jul 2016	05 Jul 2021	Sales Depa
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 Depa
CO0000044	CPC	Main	BOT0001	Bothas Networking inc.	Cost Per Copy		25 Oct 2016	25 Oct 2021	Sales Depa
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 Depa

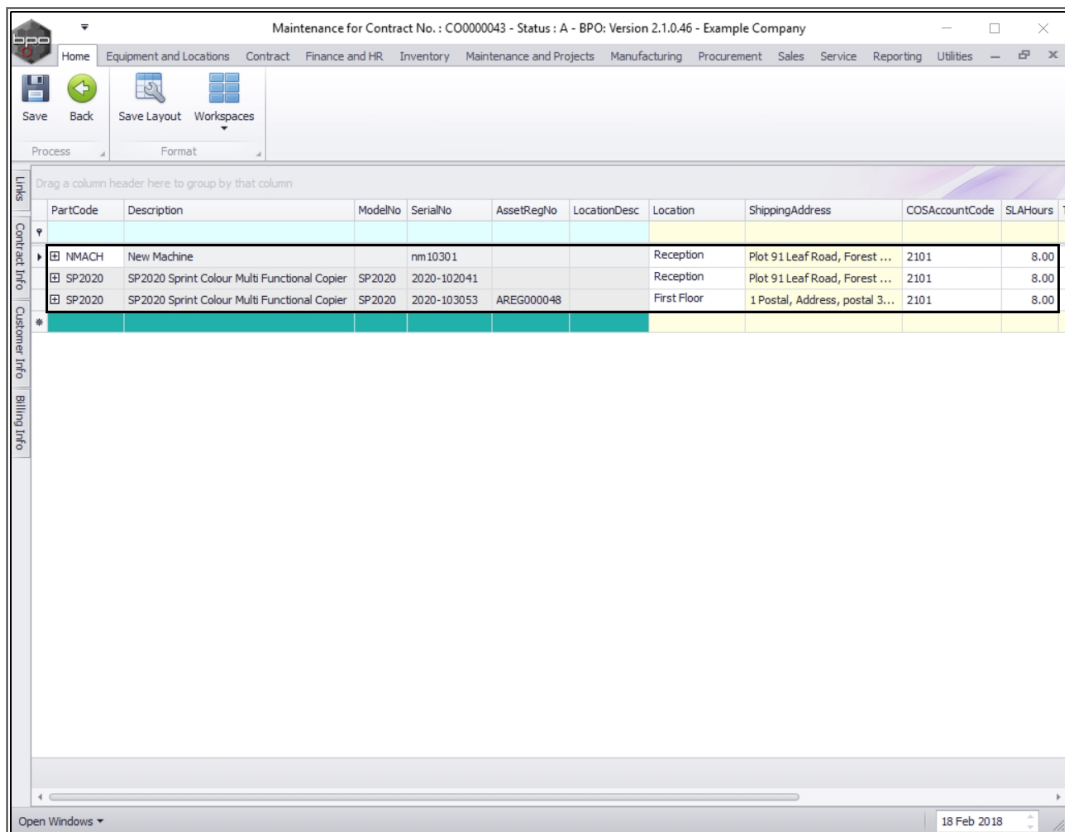
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SELECT THE CONTRACT

- 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.

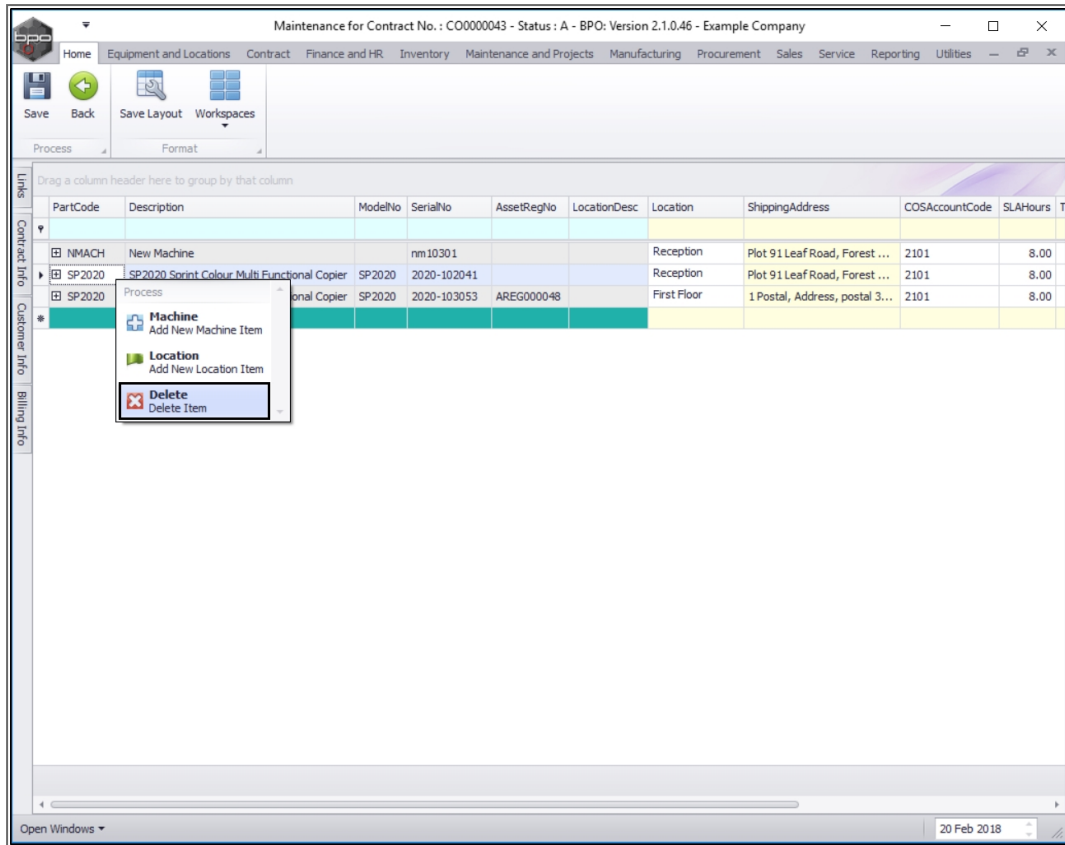


SELECT INTERNAL ASSET

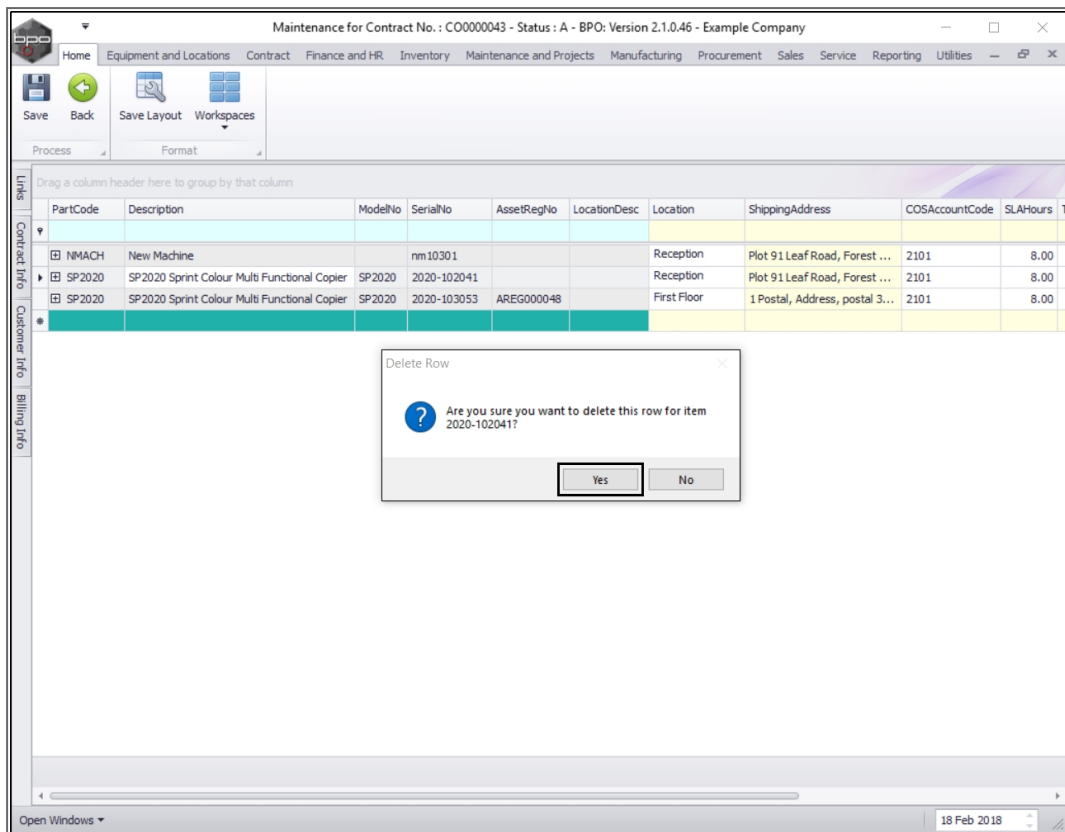
- **Right click** in the **row** of the internal asset item that you wish to **remove** from this contract.
- A **Process** menu will pop up.

DELETE INTERNAL ASSET FROM CONTRACT

- Select **Delete** - Delete Item

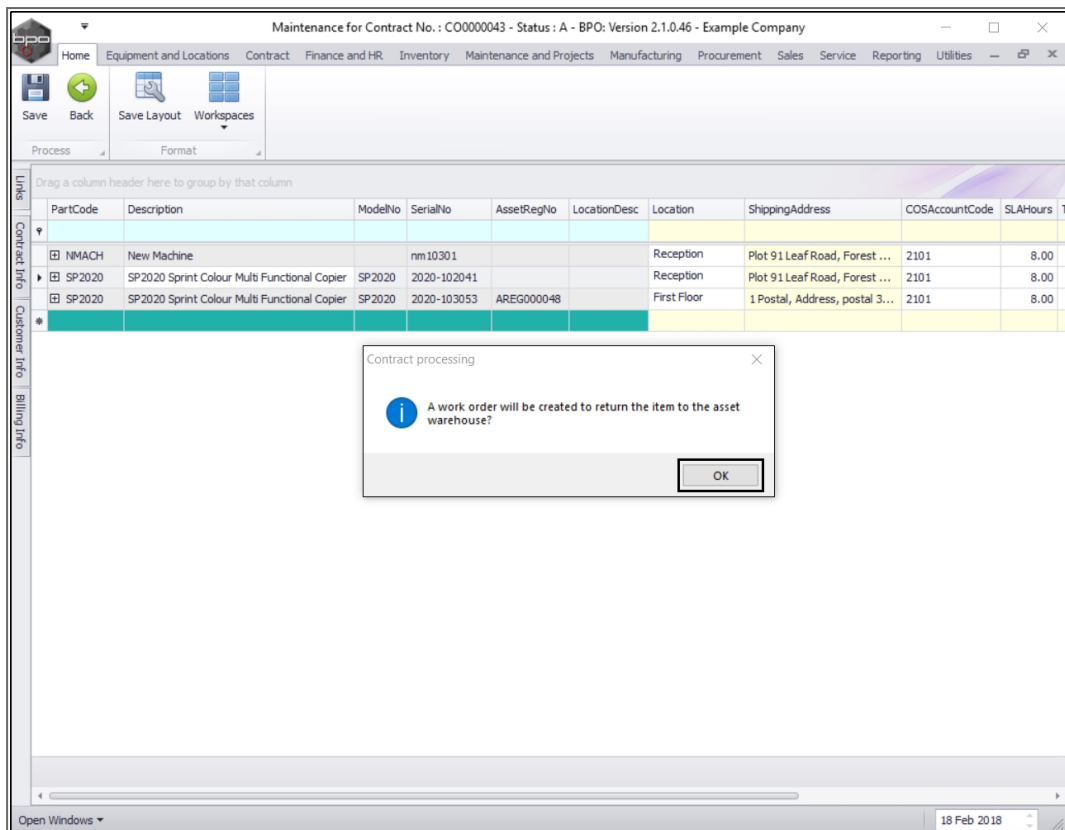


- A **Delete Row** message box will pop up with the following prompt:
 - *Are you sure you want to delete this row for item []?*
- Click on **Yes**.



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

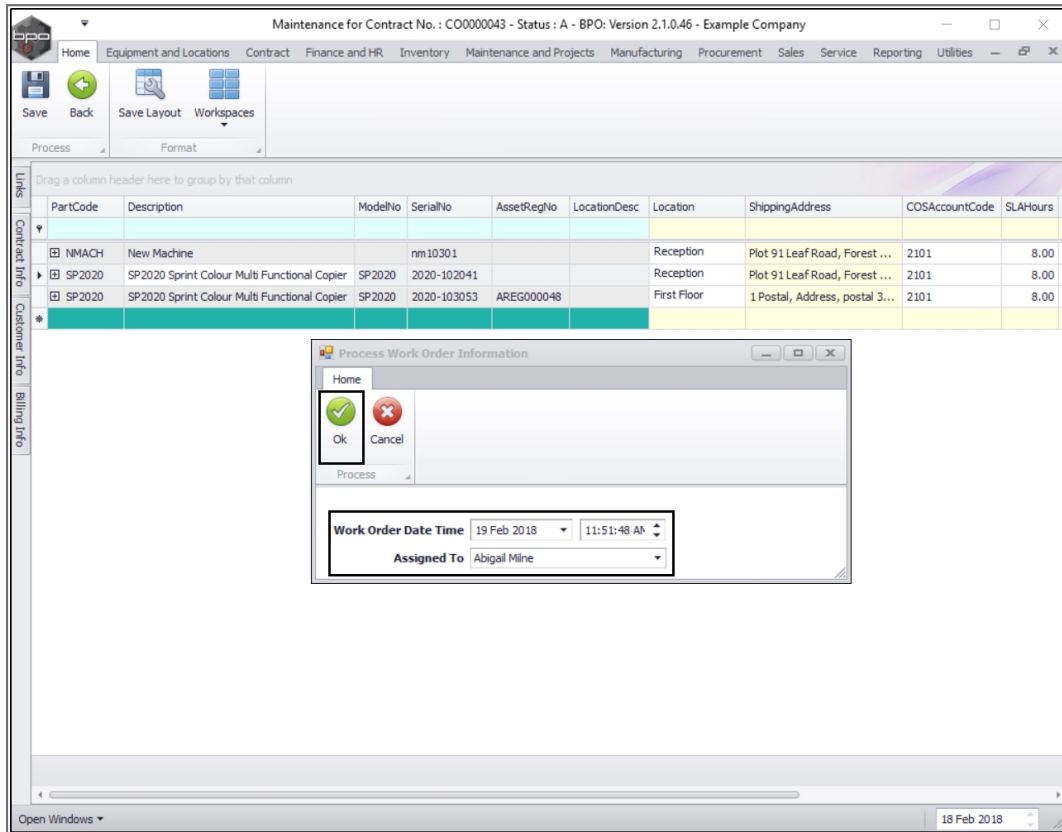
A *Process Work Order Information* screen will pop up.

- **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**.



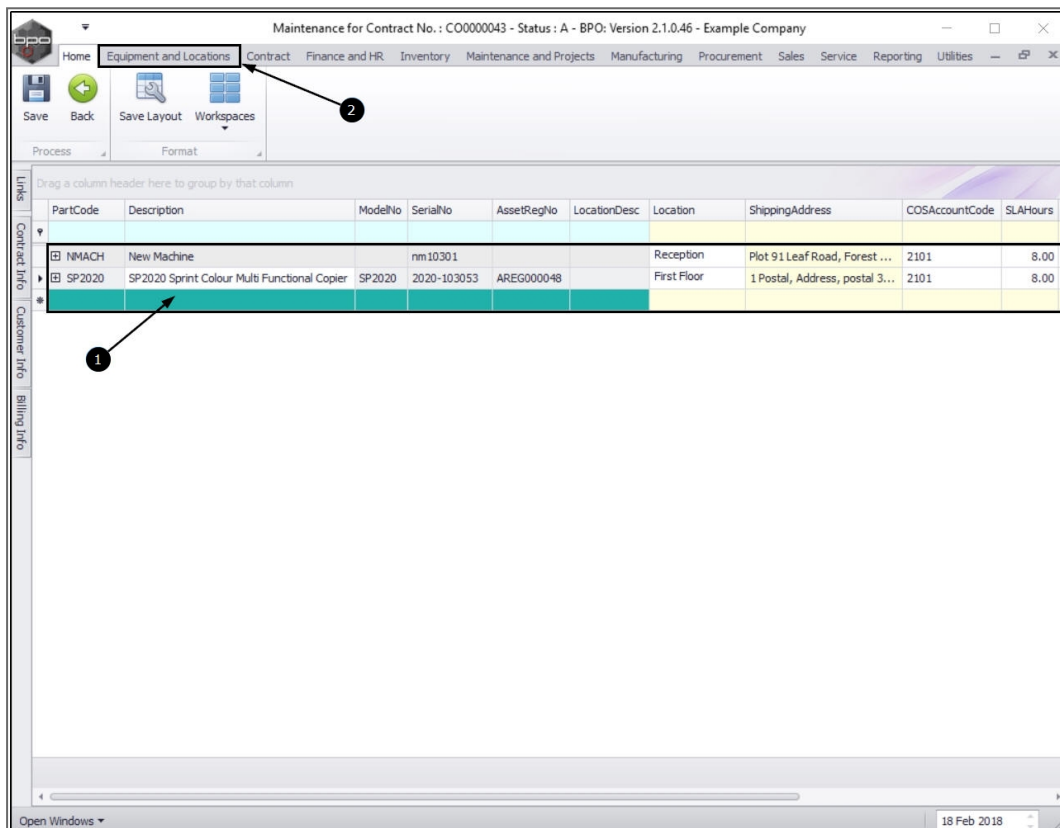
1. The selected internal asset will be **removed** from the **Parts** data grid.

View Internal Asset Parent Type

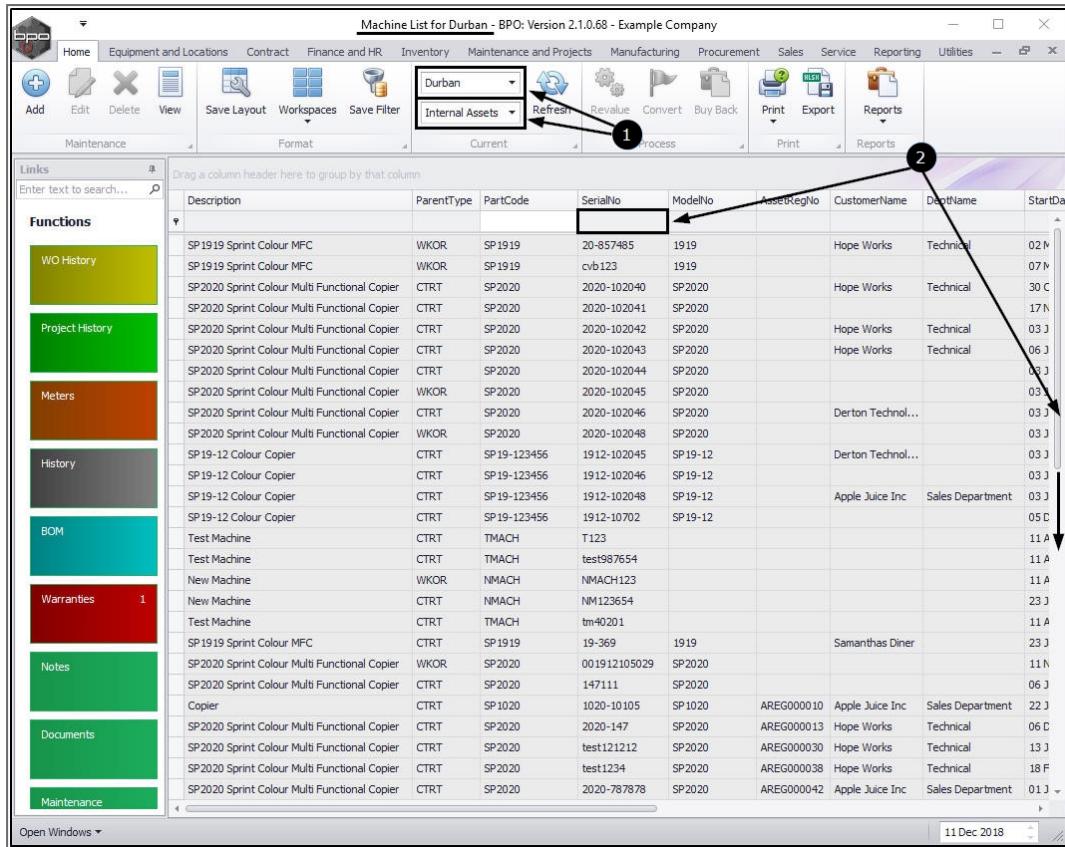
Note: This internal asset will remain linked to the Contract 'CTRT' Parent Type in the *Machine List for []* screen until a **Return Request** has been completed.

- 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

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

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- 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

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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