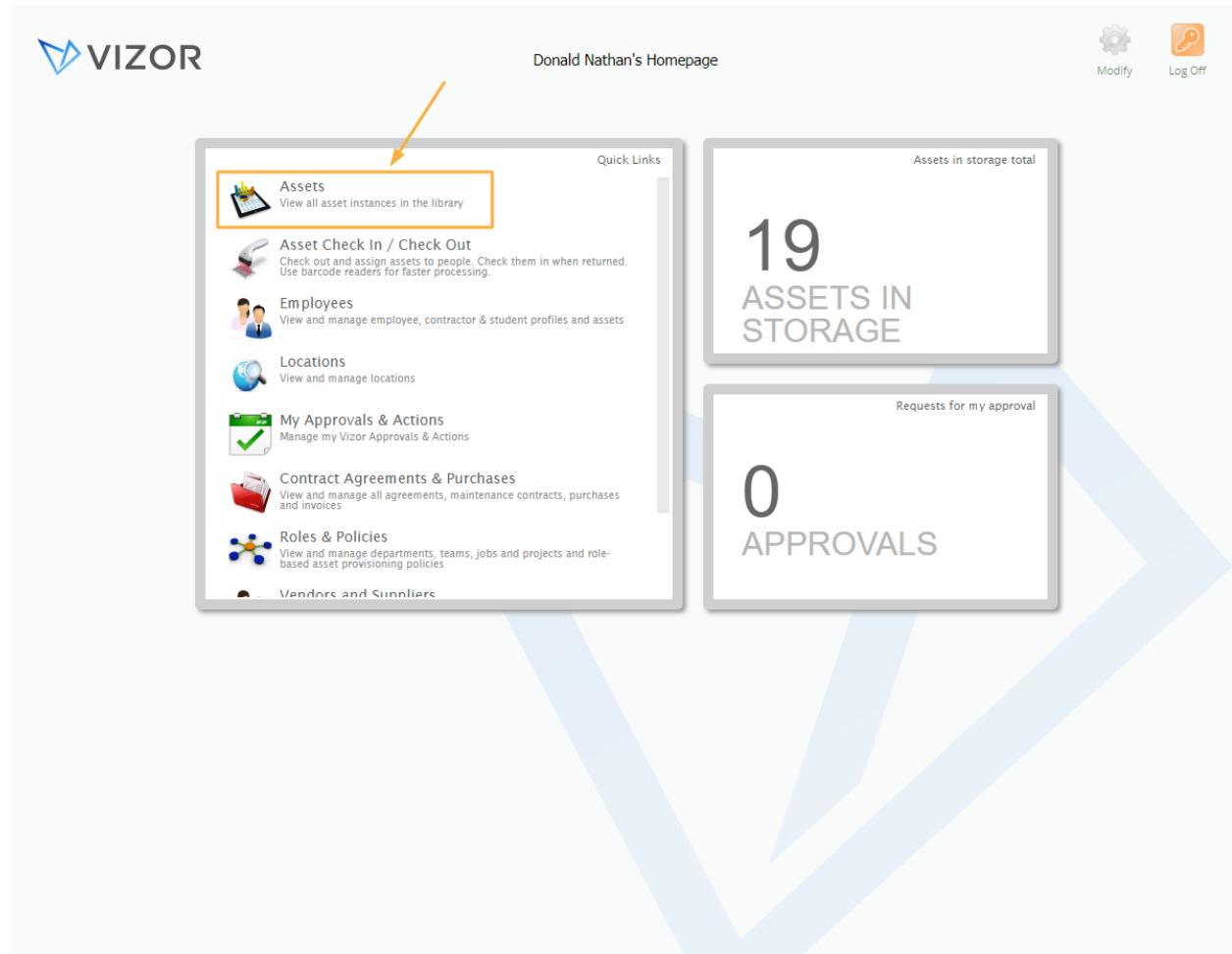# Edit an Asset Purchase

1. Click the Assets Quick Link to open it

2. Find the asset by using queries in the top left corner, the search bar at the top left or scrolling through your list of assets, to know more about how to use the advanced search, see the Advanced Search KB

3. Double-click to Open the Asset you want to edit a purchase in

4. Click on the Purchases tab to view the basic information about the purchases of this asset

5. Select the Purchase that you want to edit

6. Click on Edit on the right side of the window

7. A new window will open with the information about the previously selected line item. Fill in or change the information that you want

Edit Asset: DEV-COMP-001

Edit Line Item

Update the information for the Line Item.

History

Line Item Number:	1		Status:	Active / Received ⋮
Sub Type:	Asset ⋮		Product Code:	
Asset Type:	UPS - Uninterruptible Power Supply ⋮		Unit Price:	$ 225.00
Quantity:	30		Auto Create Assets:	No ⬤ Yes
Total:	$ 6,750.00			

Description:

Duration: Permanent ⋮

Start Date:

Department:	Infrastructure ⋮		Location:	Belgium \ Brussels \ North Campus \ Floor 1 \ Bc
Project:	Project BG73 ⋮		License Server:	⋮
GL Account:	⋮		Reference ID:	
Line Item ID:	10004			

☐ All the asset instances associated to this purchase have been created.

* This color indicates a required field

OK   Close

* This color indicates a required field

Back   Next   OK   Apply   Close

8. Click OK to save the changes made to the line item and close the current window

9. Click OK to save the changes and close the window