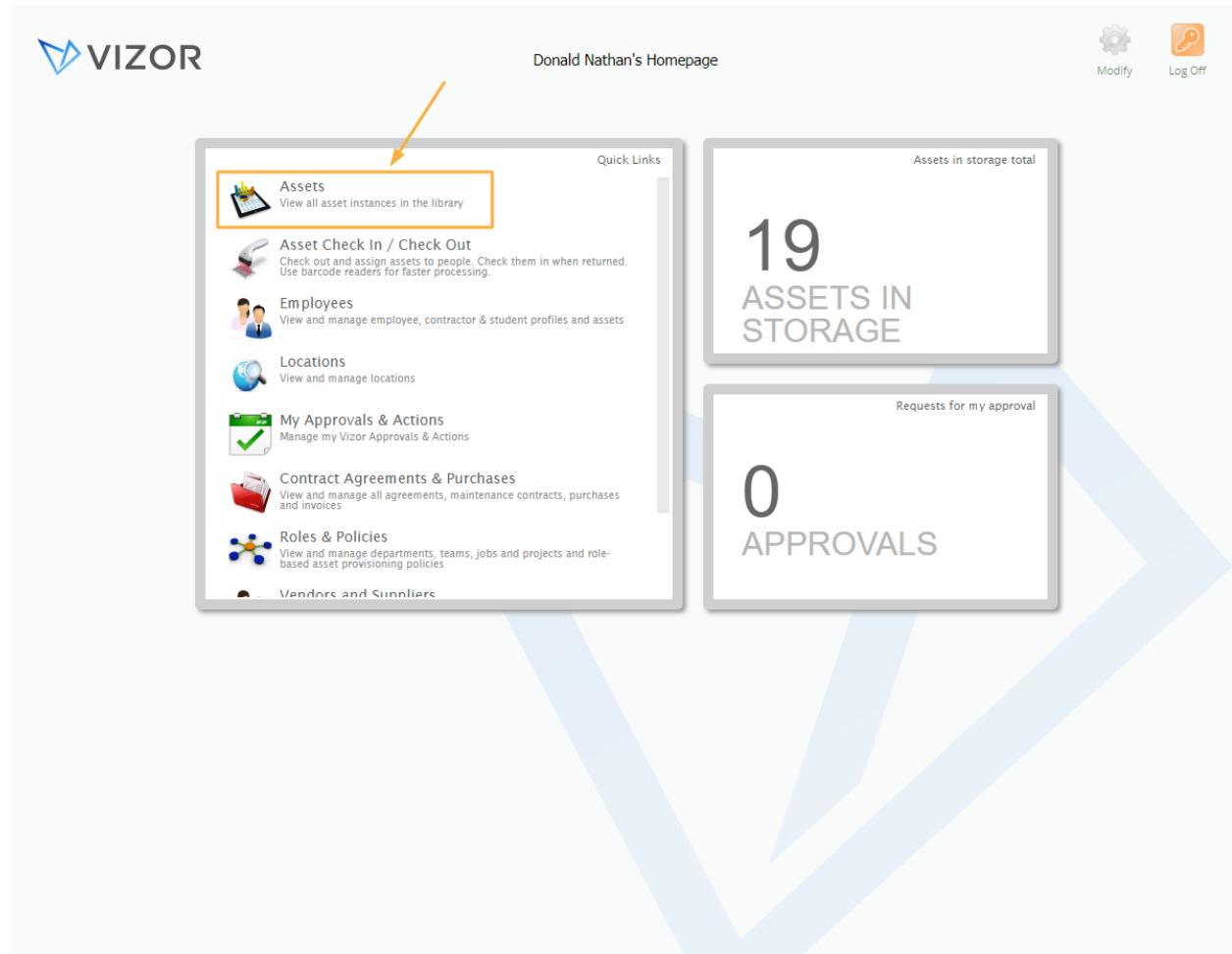


Edit an Asset Purchase

1. Click the Assets Quick Link to open it



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

Assets

Assets
Search for an Asset...

(Start) > Computer > Desktop >

	Name	Asset Tag	Serial Number	Status	Allocated to Person	Allocated to Device / Computer	Location	Unit/Divis	Departm	Project	Contain	Last Assigned Date		
	ACCT-COMP-002	ACME-A18	S4NL125	Assigned	Martin We	--	USA \ New	Finance	General Ar	Project ISC	--	1/16/2019		<input type="checkbox"/>
	CUST-DEMO-001	--	S4NB115	Assigned	<None>	--	Belgium \	--	--	--	--	11/25/201		<input type="checkbox"/>
	CUST-DEMO-003	--	S4NL117	Assigned	Rose Arrin	--	USA \ New	--	--	--	--	5/11/2018		<input type="checkbox"/>
	DEV-COMP-00	ACME-28	S4NL111	Assigned	Sarah Str	--	USA \ Ne	--	--	--	--	5/11/20:		<input checked="" type="checkbox"/>
	DEV-COMP-003	--	S4KT113	Assigned	John Davis	--	USA \ New	--	--	--	--	5/11/2018		<input type="checkbox"/>
	HR-COMP-002	--	R95W127	Assigned	Jane Rose	--	USA \ New	--	--	--	--	3/15/2018		<input type="checkbox"/>
	QA-COMP-002	--	VMware-4:	Assigned	Donald Na	--	USA \ New	--	--	--	--	5/11/2018		<input type="checkbox"/>
	QA-COMP-004	--	S4NL129	Assigned	Chris Hubt	--	USA \ New	--	--	--	--	5/11/2018		<input type="checkbox"/>
	SALES-COMP-00	--	S4NL119	Assigned	<None>	--	USA \ New	--	--	--	--	1/8/2019		<input type="checkbox"/>
	SALES-COMP-00	--	S4NL121	Assigned	Daniel Am	--	USA \ New	--	--	--	--	11/25/201		<input type="checkbox"/>
	SUPPORT-COMP	--	QhZsi8rv6:	Assigned	<None>	--	USA \ New	--	--	--	--	5/12/2018		<input type="checkbox"/>
	SUPPORT-COMP	--	92fuxjees	Assigned	<None>	--	USA \ New	--	--	--	--	5/12/2018		<input type="checkbox"/>
	SUPPORT-COMP	--	3qyTQzBS	Assigned	<None>	--	USA \ New	--	--	--	--	5/12/2018		<input type="checkbox"/>
	SUPPORT-COMP	--	sgjcnugA:	Assigned	<None>	--	USA \ New	--	--	--	--	5/12/2018		<input type="checkbox"/>
	SUPPORT-COMP	--	72F9nzdE	Assigned	<None>	--	USA \ New	--	--	--	--	5/12/2018		<input type="checkbox"/>
	SUPPORT-COMP	--	x7fbjxby	Assigned	<None>	--	USA \ New	--	--	--	--	5/12/2018		<input type="checkbox"/>
	SUPPORT-COMP	--	9uDFFG5jb	Assigned	<None>	--	USA \ New	--	--	--	--	5/12/2018		<input type="checkbox"/>
	SUPPORT-COMP	--	dWcXWkEI	Assigned	<None>	--	USA \ New	--	--	--	--	5/12/2018		<input type="checkbox"/>
	SUPPORT-COMP	--	n4G8xURS	Assigned	<None>	--	USA \ New	--	--	--	--	5/12/2018		<input type="checkbox"/>
	SUPPORT-COMP	--	eKe58BhV:	Assigned	<None>	--	USA \ New	--	--	--	--	5/12/2018		<input type="checkbox"/>

<<
>>
Page 1 of 1 (34 matches)

Add Assets

Mass Update

Reassign/Relocate

Scrap

Mark Lost

Request Status

Manage Asset Types

Employee Assets

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

Edit Asset: DEV-COMP-001
Update the information for the asset DEV-COMP-001.

History New Email Emails

Overview Details Computer Details **Purchases** Allocation Purchase Details Source Installations

Name: DEV-COMP-001 Status: Assigned

Manufacturer: LENOVO Model: 7638BV3

Serial Number: S4NL111

Asset Tag: ACME-2829-2323 Service Tag: LENOVO54NL111

Asset Expires?: No

Comments:

Track As:

ID: 357

Return Date:

Asset Type: Desktop

Attachments

Reference ID:

* This color indicates a required field

Back Next OK Apply Close

5. Select the Purchase that you want to edit

Edit Asset: DEV-COMP-001
Update the information for the asset DEV-COMP-001.

History New Email Emails

Overview Details Computer Details **Purchases** Allocation Purchase Details Source Installations

Purchases:

Start Date	Type	Quantity	Cost	To	Status
	Line Item	30	\$ 6,750.00		Active / Receive

Add...
Edit...
Remove

* This color indicates a required field

Back Next OK Apply Close

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

The screenshot shows a software window titled "Edit Asset: DEV-COMP-001" with a subtitle "Update the information for the asset DEV-COMP-001." The window has a navigation bar with tabs: Overview, Details, Computer Details, Purchases (selected), Allocation, Purchase Details, Source, and Installations. On the right side of the window, there are icons for History, New Email, and Emails. The main content area is titled "Purchases:" and contains a table with the following data:

Start Date	Type	Quantity	Cost	To	Status
	Line Item	30	\$ 6,750.00		Active / Receive

To the right of the table are three buttons: "Add...", "Edit..." (highlighted with an orange box and an arrow), and "Remove". At the bottom left, there is a note: "* This color indicates a required field". At the bottom right, there are five buttons: "Back", "Next", "OK", "Apply", and "Close".

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:	<input type="text" value="1"/>	Status:	<input type="text" value="Active / Received"/>
Sub Type:	<input type="text" value="Asset"/>	Product Code:	<input type="text"/>
Asset Type:	<input type="text" value="UPS - Uninterruptible Power Supply"/>	Unit Price:	<input type="text" value="\$ 225.00"/>
Quantity:	<input type="text" value="30"/>	Auto Create Assets:	No <input checked="" type="checkbox"/> Yes
Total:	<input type="text" value="\$ 6,750.00"/>	Description: <input type="text"/>	
Duration:	<input type="text" value="Permanent"/>	Start Date: <input type="text"/>	
Department:	<input type="text" value="Infrastructure"/>	Location:	<input type="text" value="Belgium \ Brussels \ North Campus \ Floor 1 \ Bc"/>
Project:	<input type="text" value="Project BG73"/>	License Server:	<input type="text"/>
CL Account:	<input type="text"/>	Reference ID:	<input type="text"/>

Line Item ID: 10004

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

* This color indicates a required field

OK Close

Back Next OK Apply Close

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

Edit Asset: DEV-COMP-001

Edit Line Item
Update the information for the Line Item.

History

Line Item Number: 1

Sub Type: Asset

Asset Type: UPS - Uninterruptible Power Supply

Quantity: 30

Total: \$ 6,750.00

Description:

Duration: Permanent

Start Date:

Status: Active / Received

Product Code:

Unit Price: \$ 225.00

Auto Create Assets: No Yes

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

Back Next OK Apply Close

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

Edit Asset: DEV-COMP-001
Update the information for the asset DEV-COMP-001.

History New Email Emails

Overview Details Computer Details **Purchases** Allocation Purchase Details Source Installations

Purchases:

Start Date	Type	Quantity	Cost	To	Status
	Line Item	30	\$ 6,750.00		Active / Received

Add...
Edit...
Remove

* This color indicates a required field

Back Next **OK** Apply Close