Remove a Purchase from an Asset

1. Click the Assets Quick Link to open it
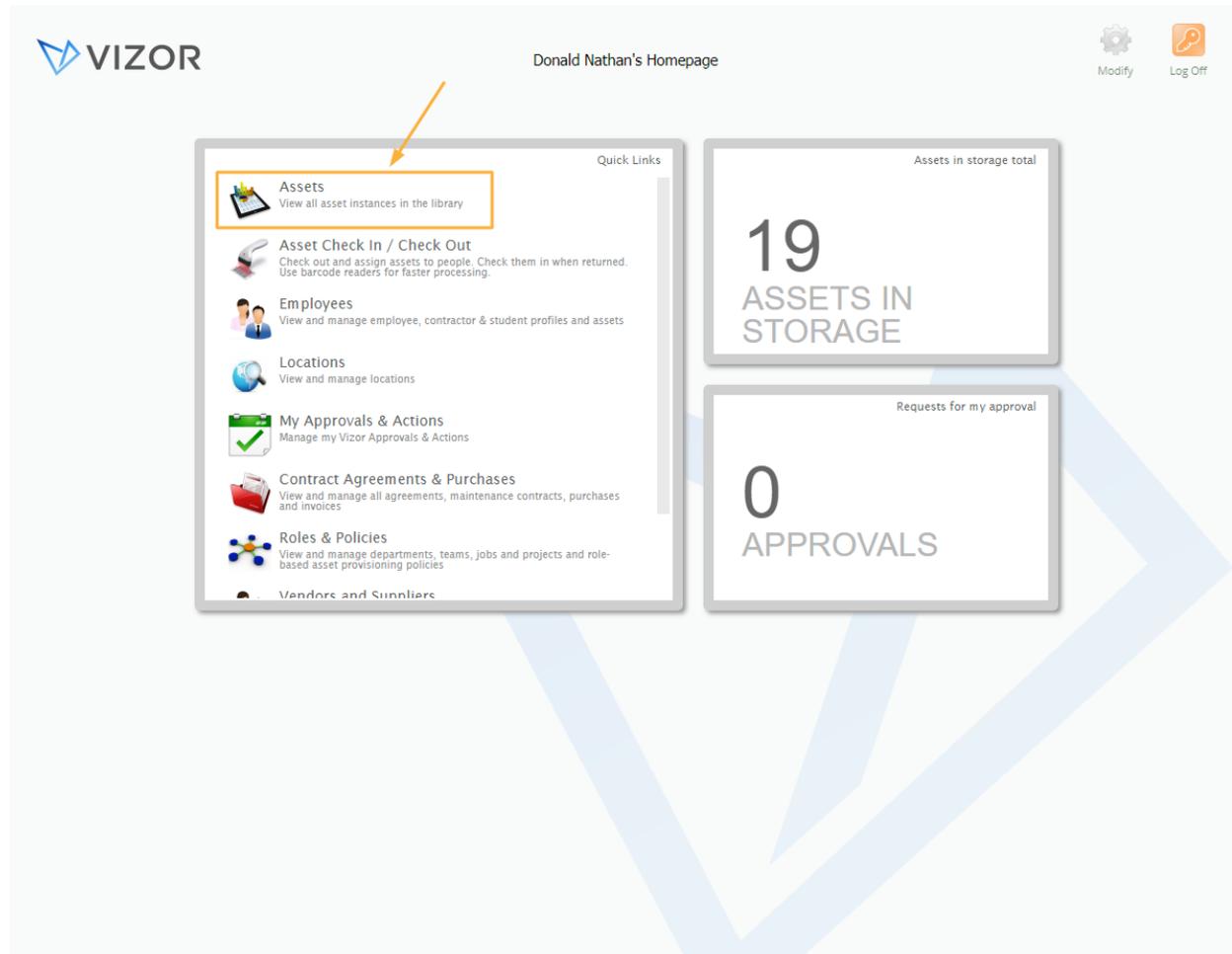
2. Find the asset you want to remove a purchase from by either using the queries in the top left corner of the page, searching for it in the top right corner of the page or scrolling to the asset. For more details, see Advanced search article

3. Double-Click the desired asset to open it

4. Click on the Purchases tab to show the basic information about the purchases linked to the asset

5. Select a Purchase that you want to remove

6. Click on Remove

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

7. Confirm the removal of the purchase in the alert message
8. Click OK to save and close the changes to the 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 |

Purchases:

Start Date	Type	Quantity	Cost	To	Status

Add...

Edit...

Remove

* This color indicates a required field

| Back | Next | OK | Apply | Close |