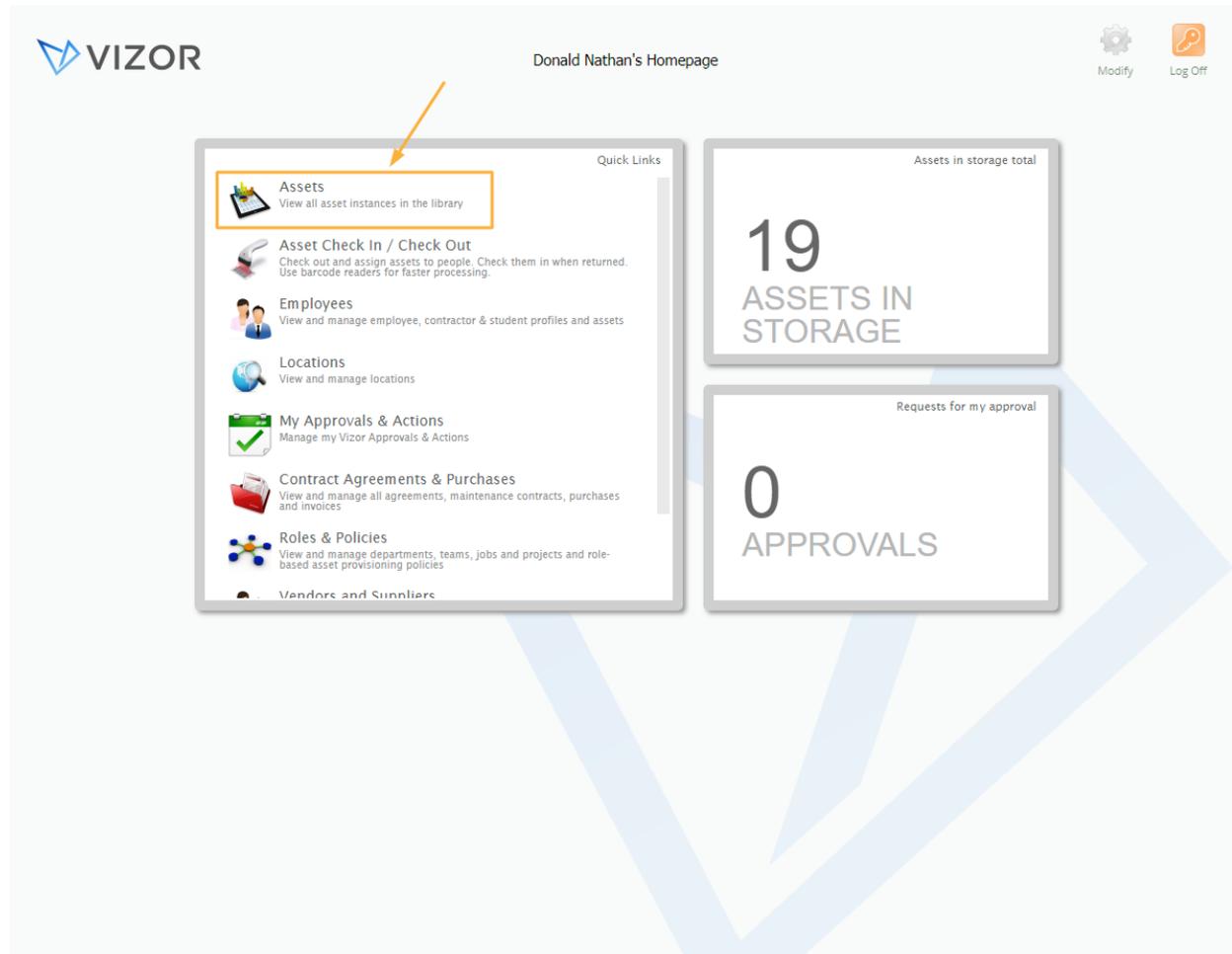


Remove a Purchase from an Asset

1. Click the Assets Quick Link to open it



- 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](#)
- Double-Click the desired asset to open it

Assets VIZOR Reports Password Options Homepage Log Off

Assets Search for an Asset...

(Start) > Computer > Desktop >

Name	Asset Tag	Serial Number	Status	Allocated to Person	Allocated to Device / Computer	Location	Unit/Divisi	Departm	Project	Container	Last Assigned Date		
ACCT-COMP-002	ACME-A18	S4NL125	Assigned	Martin We	--	USA \ New	Finance	General Ar	Project IS	--	1/16/2019		
CUST-DEMO-001	--	S4NB115	Assigned	<None>	--	Belgium \	--	--	--	--	11/25/201		
CUST-DEMO-003	--	S4NL117	Assigned	Rose Arrin	--	USA \ New	--	--	--	--	5/11/2018		
DEV-COMP-00	ACME-28	S4NL111	Assigned	Sarah Sm	--	USA \ Ne	--	--	--	--	5/11/20:		<input checked="" type="checkbox"/>
DEV-COMP-003	--	S4KT113	Assigned	John Davis	--	USA \ New	--	--	--	--	5/11/2018		
HR-COMP-002	--	R95W127	Assigned	Jane Rose	--	USA \ New	--	--	--	--	3/15/2018		
QA-COMP-002	--	VMware-4	Assigned	Donald Na	--	USA \ New	--	--	--	--	5/11/2018		
QA-COMP-004	--	S4NL129	Assigned	Chris Hubt	--	USA \ New	--	--	--	--	5/11/2018		
SALES-COMP-00	--	S4NL119	Assigned	<None>	--	USA \ New	--	--	--	--	1/8/2019		
SALES-COMP-00	--	S4NL121	Assigned	Daniel Ami	--	USA \ New	--	--	--	--	11/25/201		
SUPPORT-COMP	--	QhZsi8rv6	Assigned	<None>	--	USA \ New	--	--	--	--	5/12/2018		
SUPPORT-COMP	--	92fuxjees	Assigned	<None>	--	USA \ New	--	--	--	--	5/12/2018		
SUPPORT-COMP	--	3qyTQzBS	Assigned	<None>	--	USA \ New	--	--	--	--	5/12/2018		
SUPPORT-COMP	--	sgjcnsugA	Assigned	<None>	--	USA \ New	--	--	--	--	5/12/2018		
SUPPORT-COMP	--	72F9nzdze	Assigned	<None>	--	USA \ New	--	--	--	--	5/12/2018		
SUPPORT-COMP	--	x7fbjxaby	Assigned	<None>	--	USA \ New	--	--	--	--	5/12/2018		
SUPPORT-COMP	--	9uDFFG5jb	Assigned	<None>	--	USA \ New	--	--	--	--	5/12/2018		
SUPPORT-COMP	--	dWcxWkE	Assigned	<None>	--	USA \ New	--	--	--	--	5/12/2018		
SUPPORT-COMP	--	n4G8xURS	Assigned	<None>	--	USA \ New	--	--	--	--	5/12/2018		
SUPPORT-COMP	--	eKe58BhV	Assigned	<None>	--	USA \ New	--	--	--	--	5/12/2018		

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 show the basic information about the purchases linked 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

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
Reference ID:

Attachments

* This color indicates a required field

Back Next OK Apply Close

5. Select a Purchase that you want to 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

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

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 tabbed interface with the following tabs: Overview, Details, Computer Details, Purchases (selected), Allocation, Purchase Details, Source, and Installations. The "Purchases" tab contains a table with the following columns: Start Date, Type, Quantity, Cost, To, and Status. The table is currently empty. To the right of the table are three buttons: "Add...", "Edit...", and "Remove". At the bottom of the window, there is a footer area with a note: "* This color indicates a required field". Below the note are five buttons: "Back", "Next", "OK" (highlighted with an orange box and an arrow), "Apply", and "Close".

Start Date	Type	Quantity	Cost	To	Status
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* This color indicates a required field

Back Next **OK** Apply Close