

Receipting to Asset

 Fri, Jan 19, 2024  [Receipt Purchase Items](#)

In some cases, depending on the settings of the system, the User may be able to receipt a Purchase Item and turn it into an Asset. The same process is followed as regular receipting except there is an extra step at the end of the process. Once the items, that can be receipted to Asset, have been ticked for receipting and the quantity has been entered, clicking "Save Receipt" will display another section. This section will show the Assets that will be created. To edit the Asset data, click "Edit Details".

Jobs > Job (2029340) > Receipt Purchase Items >

Receipt Purchase Items

Delivery Note Number

12345

Receipt In Full

☒

NOTE: Please always specify the total quantity of items received even if some of them are to be returned (for any reason)

Qty Selected	Any Returns?	Name	Code	Qty Required	Unit Price per UOP	Required By	Est. Delivery Date	Qty Received	Qty Outstanding	Qty Returned
1	<input type="checkbox"/>	Microwave	1253A	1	530.78	19/05/2018		0	1	0

Please fill out the details required to create asset(s) from this receipt by clicking on Edit Details below

	Asset Number	Name	Model Number	Serial Number	Manufacturer	Location	Location Extra	Warranty	Start Date	End Date
Edit Details	To Be Tagged_1219482D09	Microwave Oven			Unknown			Parts and Labour	18/05/2018	18/05/2019

Save Receipt

[Return to job without saving](#)

This displays a screen where the details of the Asset are entered, from the Asset Number to the Warranty Information (if applicable). Each Asset will have an Asset Number that starts with "**To Be Tagged_" followed by a number of different numbers and letters. If the Asset Number is not known at this point, leave this as the Asset Number so it's easy to recognise it in the system to be renamed later. Once the information has been entered, click "Save" to save the details and return to Receipt Purchase Items screen. Clicking "Save Receipt" here will continue to follow the regular receipting process.

Asset Receipt

Asset Number

Microwave 1

Name

Microwave Oven

Model Number

Serial Number

Manufacturer

Unknown

Location

(select...)

Additional Location Information

Is Under Warranty

☒

Warranty Type

Parts and Labour

Warranty Start Date

21/05/2018

Warranty End Date

21/05/2019

Save

Cancel

Note: There may be cases where the User does not have the Warranty Information for the Asset they are receipting. To help this, the system will populate the Warranty dates and type information as per the requirements of the system (for example: automatically making the Warranty Type Parts and Labour and the Warranty Date 12 months).

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=638>