## 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 (2029	obs > 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)															
	the total quality of items in		cy of items ie	cented even						Ert Delivery					1
Qty Selected	Any Returns?	Name		Code	Qty Req	uired U	JOP	Required	d By	Date		Qty Receipted		Qty Outstanding	Qty Returned
1		Microwave		1253A	1	5	30.78	19/05/20	)18	8		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	Mar	nufacturer	Location		Locatio	n Extra 🛛 Warra		nty	Start	Date E	nd Date
Edit Details	*To Be Tagged_1219482D09	Microwave Oven			Unknown						Parts and Labour		18/0	5/2018 1	8/05/2019
Save Receipt															
Suve Receipt															
Return to job w	ithout 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	
Warran ty Type	Parts and Labour V
Warranty Start Date	21/05/2018
Warranty End Date	21/05/2019
	Save

**Note:** There maybe 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