

PO.020.400 – Creating a Trade-In Asset

Purpose	<ul style="list-style-type: none"> - Explain how the trade-in agreement is identified in a Trade-In Asset PO. - Create a PO for a Trade-In Asset.
Description	<p>This topic demonstrates how to create a PO for a Trade-In Asset. This process is almost identical to creating an Asset PO except that the Description field contains an explanation of the trade-in arrangement. The final amount (based on the trade-in) of the asset is entered in the Amount field. Like Asset PO's, an Asset Management Unit number and Profile ID are entered under in the distributions section of the PO.</p>
Security Role	BOR_PO_MAINTAIN or BOR_PO_INQUIRY
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to create a trade-in asset.

In this topic, you will create a Purchase Order for a Dell laptop. The cost of the laptop is \$5000 with a discount of \$675, making the total amount of the laptop \$4325. The AM unit is 27000 and the Asset Profile ID is COMP05YR. Let's see how this is done.

Step	Action
1.	Click the Navigation icon.
2.	Click the Menu icon.
3.	Click the Purchasing link.
4.	Click the Purchase Orders link.
5.	Click the Add/Update POs link.
6.	Click the Add button.
7.	Enter or search for the supplier in the Supplier ID field.
8.	Enter " *TI Dell Laptop - The cost of the asset is \$5000, the trade-in discount is \$675 " in the Description field.
9.	Enter the PO Quantity .
10.	Enter the UOM .
11.	Enter the price in the Price field.
12.	Click the Ship To/Due Date tab.
13.	Click the Schedule button.
14.	Click the Distributions/ ChartFields button.
15.	Click the Asset Information tab.
16.	Enter " 27000 " in the AM Unit field.
17.	Enter " COMP05YR " in the Profile ID field.
18.	Click the OK button.
19.	Click the Save button.
20.	Click the Return to Main Page link.