

Security Role	BOR_PO_MAINTAIN
Responsibility/Role	
File Name	PO_020_400 - Creating a PO for Trade-In Asset_BUSPROC.docx
Version	
Document Generation Date	12/15/2010
Date Modified	2/19/2019
Last Changed by	
Status	

PO.020.400 - Creating a PO for Trade-In Asset

Trigger:

Concept

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.

Topic Objectives:

Upon completion of this topic, you will be able to:

- Explain how the trade-in agreement is identified in a Trade-In Asset PO.
- Create a PO for a Trade-In Asset.

Assumptions

Dependencies/Constraints

Additional Information


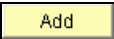








Business Process Document

Purchasing - Purchase Orders PO.020.400 - Creating a PO for Trade-In Asset



Procedure

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 Purchasing link. 
2.	Click the Purchase Orders link.
3.	Click the Add/Update POs link.
4.	Click the Add button. 
5.	Enter " 0000000002 " in the Vendor ID field.
6.	Enter " *TI Dell Laptop - The cost of the asset is \$5000, the trade-in discount is \$675 " in the Description field.
7.	Don't forget to enter the PO Quantity and UOM . In this example, the fields have been populated for you!
8.	Enter " 4325 " in the Price field.
9.	Click the Ship To/Due Date tab. 
10.	Click the Schedule button. 
11.	Click the Collapse (Ctrl+Y) Menu button. 
12.	Click the Distributions/ ChartFields button. 
13.	Click the Asset Information tab. 
14.	Enter " 27000 " in the AM Unit field.
15.	Enter " COMP05YR " in the Profile ID field.
16.	Click the OK button. 
17.	Click the Save button. 
18.	Click the Return to Main Page link. 

Step	Action
19.	<p>Congratulations. You have just completed the Creating a PO for Trade-In Asset topic. Below is a summary of the key concepts of this topic:</p> <ul style="list-style-type: none">- When creating a PO for Trade-In Asset, the trade-in arrangement is identified by an explanation in the Description field.- When creating a PO for Trade-In Asset, the final amount of the Asset (including the trade-in discount) is entered in the Amount field. <p>End of Procedure.</p>