GEORGIAFIRST
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

PO.200-400 – Creating a Trade-in Asset

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