Add Financial Information

1. Scan UWStore special order transaction report
2. Save it with naming convention:
	1. WStore-Order-######
	(e.g. WStore-Order-28184)
3. Open CALMS
	1. Go to asset
	2. Under Files tab:
		1. Upload scanned document



* 1. Under Finance tab, enter:
		1. Purchase type
		2. Purchase order no
		3. Purchase price
		4. Purchased
		5. Owner
		6. Origin
		7. Purchase Comments

(Example below)



1. Under Account Details, enter:
	1. Account
	2. Amount
	3. Comments
	4. Save



1. Under Files tab
2. Upload Scanned

Updated Physical Paper Copy

1. Add: CALMS Finance data adde
2. Date:
3. By:



Warranty

1. If a warranty is associated with an asset:
	1. Under Asset Details tab, update:
		1. Warranty field
		2. Acquired date
		3. Coverage date



* 1. Under Files tab,
		1. Scan warranty information (OR download from Vendor website)
		2. Save it with naming convention:
			1. Warranty-product
			(e.g. warranty-Tripp Lite Protect IT-7 Outlet Surge)
		3. Upload under Asset Files

