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

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* 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)

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

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1. Under Files tab
2. Upload Scanned

Updated Physical Paper Copy

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

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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

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* 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

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