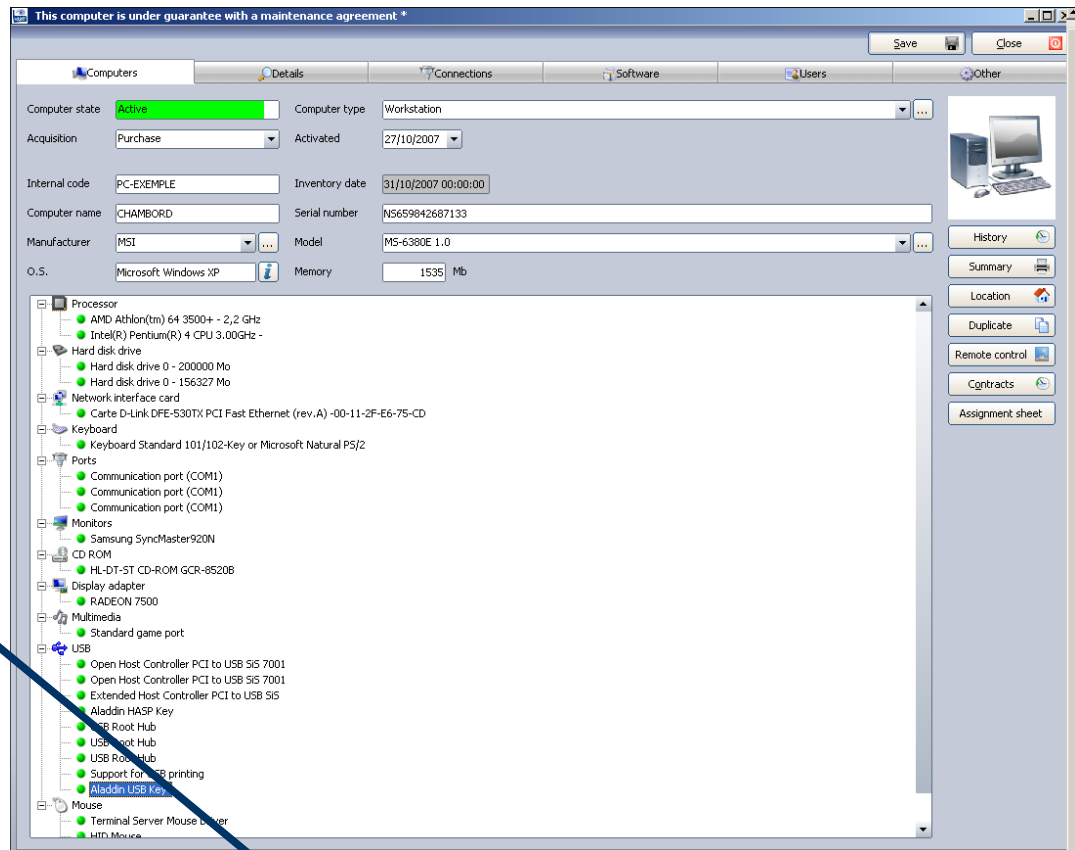




MANAGING YOUR ACQUISITION OR RENTAL SETTINGS

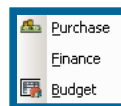
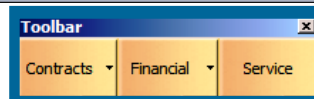
Landpark, comprehensive IT Asset Tracking and ITIL Help Desk solutions

MANAGEMENT TOOLBAR ASSOCIATED WITH ANY ITEM

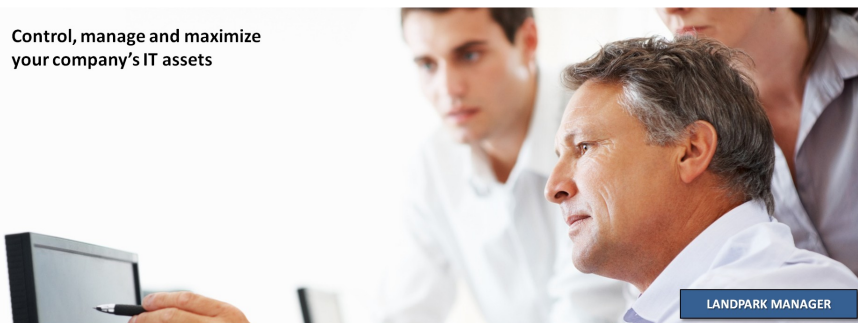


Management toolbar

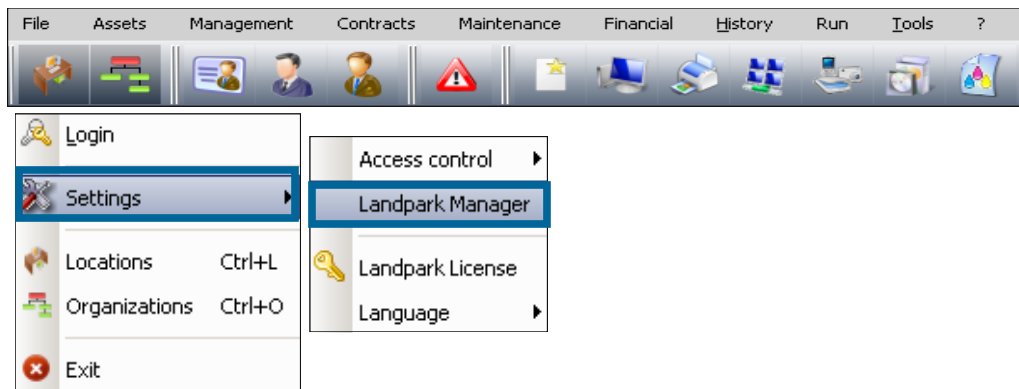
Once the item is open, you will be able to view or modify all financial information



Control, manage and maximize your company's IT assets

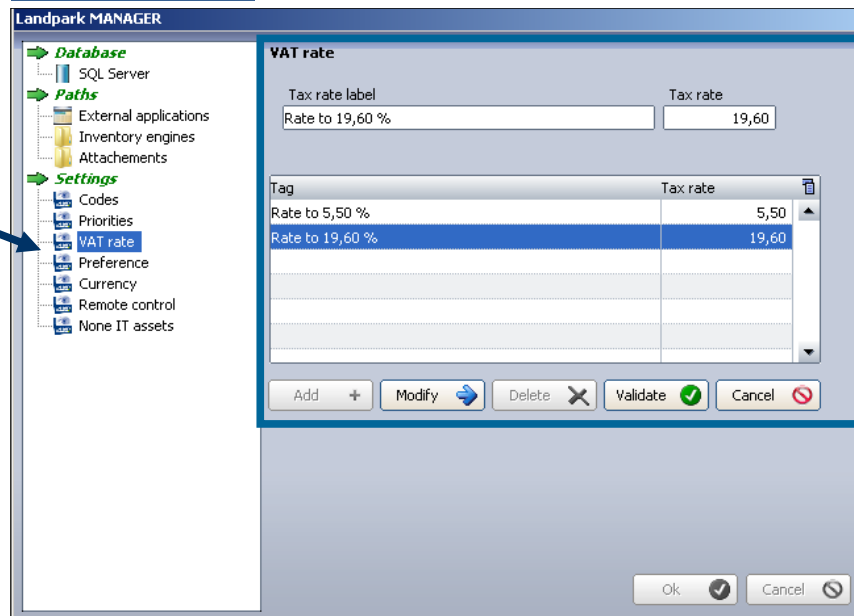


File menu



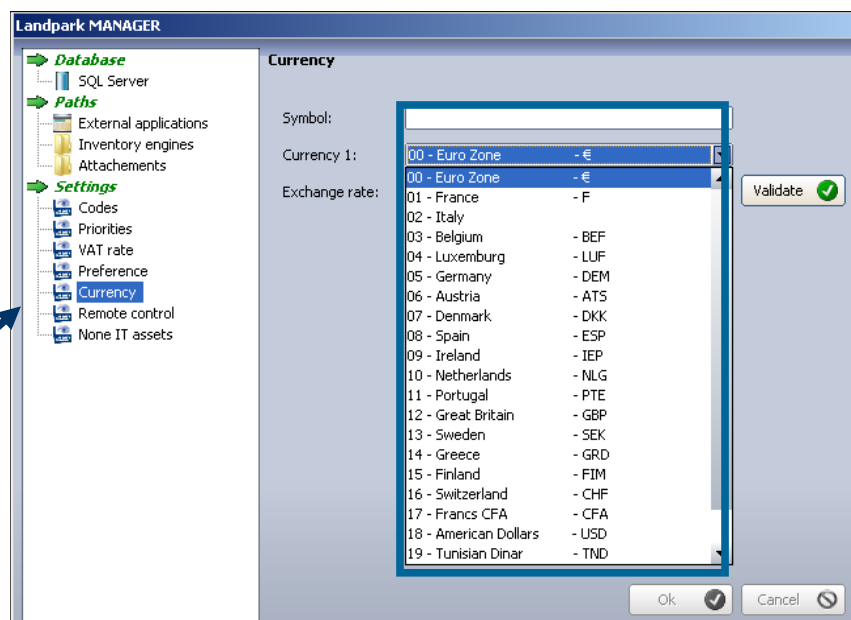
You must specify the VAT rate

VAT rate



You must indicate currency equivalents that serve as a reference with your management

Currency



PURCHASING SETTINGS

Purchase

Assign the purchasing information to this item
It could be too a leasing contract

Purchase settings

Characteristics

Related assets

Attachments

ID:

AC - 29/06/07 b

OK

Cancel

Company:

Cerus Informatique

...

Purchase order:

BC-00100

Amortization #:

IM-00100

Invoice:

FA-00100

Delivery order:

BL-00100

Price before tax:

49,00 €

Delivery date:

16/07/2007

Purchase date:

29/06/2007

Activation :

16/09/2007

Supplier:

HEWLETT PACKARD

...

View sheet

3 records

Purchase order
Invoice
Price before tax
Purchase date
Supplier
Amortization
Delivery order
Delivery date
Activation

Supplier information

Company name:

HEWLETT PACKARD

OK

Cancel

Address:

PA du Bois Briard

...

Postal code:

91040

City:

EVRY CEDEX

Country:

France

...

Email address:

hp@hp.fr

Web site:

http://www.hp.fr

Phone #:

01 69 85 56 06

Fax:

01 69 85 60 60

Contact:

Dupond Rolland

Payment type:

90 jours fin de mois

Supplier information



Purchase

Other materials associated with the same purchase settings

Purchase settings

Characteristics **Related assets** Attachments

Hardware ID	Asset type	Price before tax
PC-EXEMPLE	Poste	1 250,00 €
PC-VENT - 10	Poste	1 245,00 €
CONS0005	Consommable	12,00 €
		= 0,00 F

3 records

OK Cancel

Attachments
(eg invoice, ...)

The screenshot shows the 'Purchase settings' dialog box with three tabs: 'Characteristics', 'Related assets', and 'Attachments'. The 'Attachments' tab is selected and highlighted with a blue border. A blue arrow points from the 'Invoice.csv' entry in the list to the 'Attachments' tab. On the right side, there are four buttons: 'OK' with a green checkmark icon, 'Cancel' with a red circle and slash icon, 'Add' with a green plus icon, and 'Delete' with a red X icon. At the bottom left, it says '3 records'.



Allows you to calculate the financing of any item

After attached purchasing parameters to the equipment you can calculate the financing by two depreciation methods (linear or degressive method)

Affectation to budget lines



5

TO ASSOCIATE A BUDGET LINE TO A PC OR ANY ITEM

To assign an item to a budget line

Purchase information

Purchase settings

Company: Cerus Informatique

Purchase order: BC-00100 ID: PC-EXEMPLE

Invoice: FA-00100 Date of purchase: 29/06/2007

Delivery order: BL-00100 Date of delivery: 16/07/2007

Amortization #: IM-00100 Activation date: 16/09/2007

Price before tax: 49,00 €

Supplier: HEWLETT PACKARD ... View sheet

Assign budget line

Budget line: MAT-INFO

Tag: Computers

Estimated cost: 298 000,00 € Number of items planned: 280

Amount used: 42 690,98 € Number of purchased items: 33

Fiche d'un achat

Selecting a budget line

Company	Budget reference	Year	Expected amount	Used amount
Cerus Informatique	Computer Hardware	2 008	348 000,00 €	44 190,38 €
Cerus Informatique	Car Rentals	2 008	36 000,00 €	711,11 €
Cerus Informatique	Mobile phones	2 008	7 500,00 €	600,00 €
Cerus Informatique	Office Equipment	2 008	6 500,00 €	2 550,00 €

Budget line	Tag	Amount Before Tax	Amount used	Remaining balance	Demand
MAT-INFO	Computers	298 000,00 €	42 641,98 €	255 358,02 €	Clémenceau
MAT-INFO	Printers	50 000,00 €	1 496,05 €	48 503,95 €	Clémenceau



This button allows you to assign the purchase parameter to a budget line



This button allows you to unassign the purchase parameter to budget line to which it is attached



Financial menu

Purchase assignments

Purchase settings assignments

List of computers without purchase parameters

- PC-STATION-0005
- PC-STATION-0007

2 records

Purchase settings

Select Purchase

Purchase order: BC-00100

Invoice: FA-00100 Purchase date: 05/06/2007

Delivery order: BL-00100 Date of delivery: 15/09/2007

Amortization #: IM-00100 Activation date: 03/09/2007

Price before tax: 7 999,00 €

Supplier: HEWLETT PACKARD

☐ Force assignment if the company is different?

Assign

Assignment of purchase parameters

This assignment can be made to any items

- Computers
- Network interface cards
- Hard disk drives
- Processors
- Peripherals
- Printers
- Network elements
- Other assets



TO ASSOCIATE A LOAN CONTRACT TO A PC OR ANY ITEM

Loans

To assign an item to a loan contract

To assign a new loan contract

Loan contract information

Characteristics

Associated items

Company: Cerus Informatique

Contract Reference: CONT-PRET-01

Contract type: Annual

Start date: 07/08/2007

Start time: 11:48

Periodicity: Monthly

Expiration alert: Yes

Notice period (months): 2

Comments: Loan agreement for computer equipment.

Termination date: 29/05/2007

Termination date: 14:59

Expiration: The 10th of the

Alert date: 29/04/2007

Cost: 6 500,00 €

Recipient: SGTI

Year	Amount
2 005	72 871,23 €
2 006	5 128,77 €
	= 478 003,96 F

OK

Cancel

Print

Key

View details

Loan contract selection

Company	Contract Reference	Contract type	Start date	Termination date	Alert
Cerus Informatique	CONT-PRET-01	Annual	07/08/2007	29/05/2007	29/04/2007
Cerus Informatique	CONT-PRET-02	Annual	13/01/2006	13/01/2007	14/01/2007

OK

Cancel

New

Fiche d'un contrat de

2 records

3D bar chart showing data for Cerus Informatique. Legend: Price (blue), Notice period (months) (red).



Loans

Expiration
and date
alert

This button unlocks the
depreciation calculation

Calculating the
depreciation

Other items
on the
same loan
contract

Add an amendment to the loan

Loan contract information

Characteristics

Company: Cerus Informatique

Contract Reference: CONT-PRET-01

Contract type: Annual

Start date: 07/08/2007 Termination date: 29/05/2007

Start time: 11:48 Termination date: 14:59

Periodicity: Monthly Expiration: The 10th of the

Expiration alert: ☒ Yes ☐ No Alert date: 29/04/2007

Notice period (months): 2

Comments: Loan agreement for computer equipment.

Cost: 6 500,00 €

Recipient: SGTI

View details

Year	Amount
2 005	72 871,23 €
2 006	5 128,77 €
	= 478 003,96 F

Fiche d'un contrat de prêt

Loan contract information

Characteristics

ID	Serial #	Hardware type	Amendment
PC-VENT - 11	5645301324564	Poste	
OB-TEL-PORT-003		Objet divers	

Amendments

Add +

Update ↻

Delete ✕

Attachments

Name

Loan contract.csv

2 records

Loan contract amendment

Date amendment sent: 25/11/2012 Date accepted: 25/11/2012

Amendment ID:

Asset ID: OB-TEL-PORT-003

Start date: 25/11/2012 Termination date:

Periodicity: Monthly Expiration:

Expiration date alert: ☐ Yes ☒ No Alert date:

Notice period (months): 0

Comments:

Amount: 0,00 €

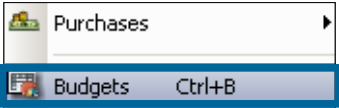
Recipient: SGTI

View sheet

Budgets



Budgets

[illegible]

Budget lines

How to manage budget lines

File Assets Management Contracts Maintenance Financial History Run Tools ?

Purchases
Budgets Ctrl+B

Sheet of budget

Company: Cerus Informatique Year: 2008 Fermer ✓

Budget reference: Computer Hardware Grant File No.: Cancel ✗

Expected amount: 348 000,00 € Amount used: 44 138,03 €

Budget line ID	Tag	Request code	Signer's name
MAT-INFO	Computers	DMD 004	Clémenceau
MAT-INFO	Printers	DMD 005	Clémenceau

New line
Edit line
Delete line

Budget line


Add or modify a budget line




Budget lines



Budget line details

 Purchases ▶

 Budgets Ctrl+B

Sheet of budget line

General	Purchases	Financing	Contracts
General information on the budget line			
Budget line ID :	MAT-INFO	Grant File No. :	HGDT
Tag :	Computers	Assignment accounts :	238000
Demand code :	DMD 004	Analytic assignment :	121000
signatory name :	Clémenceau	Immobilization number :	IM 004
Validation date :	16/02/2008	Count of expected items :	280
Expected amount :	298 000,00 €	Count of purchased items :	32
Budget year :	2008	Amount used :	42 641,98 €
		Balance :	255 358,02 €

OK

Cancel

This tab allows you to know purchase parameters attached to this budget line

[illegible]

Sheet of budget line

General Purchases **Financing** Contracts

List of financing associated with this budget line

Amortization before tax	Internal code	Hardware type
458,33 €	AC - 12/08/07 c	Poste
250,00 €	AC - 28/10/07 b	Poste
250,00 €	AC - 18/06/07	Poste
250,00 €	AC - 18/10/07 b	Poste
250,00 €	AC - 03/10/07 c	Poste
250,00 €	AC - 16/08/07 b	Poste
500,00 €	AC - 16/08/07 b	Poste
500,00 €	AC - 16/08/07 b	Poste
250,00 €	AC - 16/08/07 b	Poste
72,13 €	AC - 20/10/07	Objet divers

OK

Cancel

This tab display all financial elements attached to this budget line

Sheet of budget line

General Purchases Financing **Contracts**

List of associated lease contracts

Amount	Contract ID	Internal code	Hardware type

List of associated maintenance contracts

Amount	Contract reference	Internal code	Hardware type
11 046,58 €	CONT-MAINT-01	PC-EXEMPLE	Poste
42 000,00 €	CONT-MAINT-01	PC-EXEMPLE	Poste
42 000,00 €	CONT-MAINT-01	PC-EXEMPLE	Poste
26 695,89 €	CONT-MAINT-01	PC-EXEMPLE	Poste

List of associated guaranty contracts

Amount	Contract reference	Internal code	Hardware type
18 000,00 €	CONT-GAR-01	PC-VENT - 11	Poste
18 000,00 €	CONT-GAR-01	PC-VENT - 11	Poste
18 000,00 €	CONT-GAR-01	PC-VENT - 11	Poste
18 000,00 €	CONT-GAR-01	PC-VENT - 11	Poste

OK

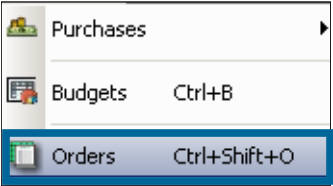
Cancel

This tab display all contracts attached to this budget line

Manage orders



How to manager orders



Order update

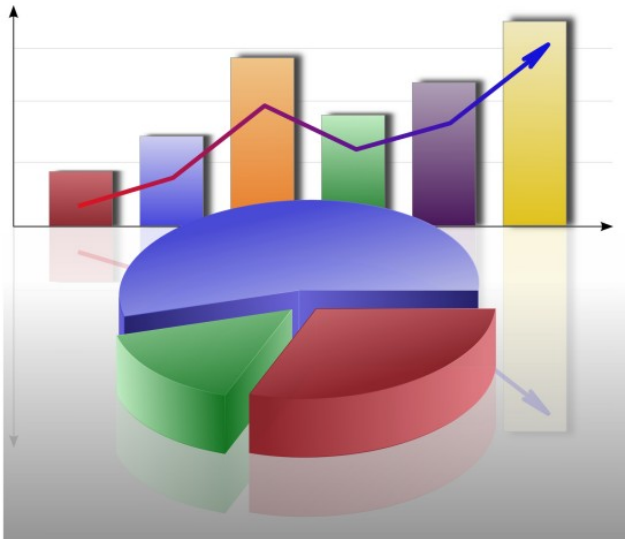
Filter
Company: All

Date	Purchase order	Signer	TOTAL before tax	Company	State
29/11/2002	BC CERUS 001	CLÉMENCEAU	19 170,00 €	HEWLETT PACKARD	In Order
29/11/2002	BC CERUS 002	DURAND	3 235,00 €	HEWLETT PACKARD	In Order
29/11/2002	BC CERUS 003	Dupond	190,00 €	HEWLETT PACKARD	In Order
07/02/2005	BC CERUS 004	DUPOND	25 600,00 €	RENAULT	In Order
07/02/2005	BC CERUS 005	BLANLOEIL	21 200,00 €	RENAULT	In Order
07/02/2005	BC CERUS 006	BLANLOEIL	20 600,00 €	RENAULT	In Order
09/02/2005	BC CERUS 007	BLANLOEIL	7 500,00 €	DELL COMPUTER MON	In Order
11/02/2005	BC CERUS 008	DURAND	195,00 €	COMPAQ FRANCE	In Order
19/07/2006	BC CERUS 009	UZAN	84,99 €	IBM FRANCE	In Order
14/11/2012	NEW ORDER	UZAN	1 510,00 €	DELL COMPUTER MON	In Order

Delivery order #	Date	Recipient	Fixed asset no	Total D/O before tax	Notes
BL 4568	19/08/2007	CLÉMENCEAU	IM 1325	845,49 €	RECEPTION PARTIELLE

Orders list

28/11/2012 07:08:55



New order

Sheet of order

Order date: 28/11/2012 Purchase order: PURCHASE ORDER

Signer: UZAN

Company: Cerus Informatique

Supplier: DELL COMPUTER MONTPELLIER

Address: ☒ Delivered same address
 Name: UZAN
 Address: Acti Bureau 1 - 116 rue Ronsard
 ZIP code: 37100 TOURS

Billing address: ☒ Billed same address
 Name: UZAN
 Address: Acti Bureau 1 - 116 rue Ronsard
 ZIP code: 37100 TOURS

Comments:

Product reference	Designation	Quantity	Price before tax	Tax %	Total before tax	Discount %
Complete configuration	Complete configuration	1	2 100,00 €	19,60	2 100,00 €	0,00
HARD DISK DRIVE 001	HARD DISK DRIVE	1	100,00 €	19,60	100,00 €	0,00
PROCESSORS ATHLON	PROCESSORS ATHLON	1	150,00 €	19,60	150,00 €	0,00

Total before tax: 2 350,0000
 Total after tax: 2 810,6000

28/11/2012 07:14:13

New line of command then select a product form the list

Sheet of order line

Order: PURCHASE ORDER

Select a product View sheet

Product reference:

Designation:

Comments:

Supplier:

Quantity: 1 Price before tax: 0,00 €
 Discount in %: 0,00
 Total before tax: 0,00 €
 Total after tax: 0,00 €

OK Cancel

Product selection

Product name	Product family	Designation	Manufacturer	Model
Complete configuration	WORKSTATION	Complete configuration	Dell Computer Corp	MS-6380E 1.0
Complete configuration 001	WORKSTATION	Complete configuration	Dell Computer Corp	MS-6380E 1.0
HARD DISK DRIVE	EXTERNAL	HARD DISK DRIVE	Dell Computer Corp	125
HARD DISK DRIVE	EXTERNAL	HARD DISK DRIVE	Dell Computer Corp	125
HARD DISK DRIVE 001	INTERNAL	HARD DISK DRIVE	Dell Computer Corp	125
Keyboard 001	KEYBOARD	Special Internet Keyboard	Compaq	125
PROCESSORS ATHLON	PENTIUM	PROCESSORS ATHLON	AMD	XP

7 records



Print your order with
Excel, form which can
be modified

Microsoft Excel - Ord.xls

Order form for Cerus Informatique and Renault.

Cerus Informatique
Acti Bureau 1 - 116 rue Ronsard
37100 Tours

RENAULT
15 ROUTE DE PORTERS
37130 CHAMBRAY LES TOURS

Date de Commande: 07/05/2006
Nbre de Signatures: DESSERTE
Box de Commande N°: XXX4626

Reference Produit	Désignation	PUHT	Quantité	Remb.	Total HT
Virtue 000 de Fonction	Virtue 000 de Fonction	25 000,00 €	1	0	25 000,00 €
Téléphone portable	Téléphone portable	600,00 €	1	0	600,00 €
TOTAL HT					25 600,00 €
TOTAL TVA					5 017,60 €
REMBSE					0,00 €
TOTAL T.T.C.					30 617,60 €

Signatures:

See the actual order



Sheet of order

Order date: 29/11/2002 Purchase order: BC CERUS 001

Signer: CLÉMENCEAU

Company: Cerus Informatique

Supplier: HEWLETT PACKARD

Address: ☒ Delivered same address
Name: CLÉMENCEAU
Address: Acti Bureau 1 - 116 rue Ronsard
ZIP code: 37100 TOURS

Billing address: ☒ Billed same address
Name: CLÉMENCEAU
Address: Acti Bureau 1 - 116 rue Ronsard
ZIP code: 37100 TOURS

Comments:

Product reference	Designation	Quantity	Price before tax	Tax %	Total before tax	Discount %
Keyboard 001	Special Internet Keyboar	3	10,00 €	19,60	30,00 €	0,00
Complete configuration 001	Complete configuration	5	1 500,00 €	19,60	7 500,00 €	0,00
Printer 002	Laser Printer	10	900,00 €	19,60	9 000,00 €	0,00
Paper 001	Paper for Laser Printer	1	80,00 €	19,60	80,00 €	0,00
Mouse 001	Mouse	10	250,00 €	19,60	2 500,00 €	0,00
Mouse 003	Mouse	1	60,00 €	19,60	60,00 €	0,00

Total before tax: 19 170,0000
Total after tax: 22 927,3200

28/11/2012 08:03:15

Receive an order

Order date:

28/11/2012

Type of delivery:

POST

Delivery date:

28/11/2012

Delivery order:

12104

Purchase order:

PURCHASE ORDER

Amortization number:

14258

Signer

UZAN

Recipient's name:

UZAN

Notes:

Notes:

Delivery

Attachments

Product ID	Designation	Remaining qty	Reception	Ordered	Unit price before tax %
Complete configur	Complete configuration	1	1	1	2 100,00 €
HARD DISK DRIVE	HARD DISK DRIVE	1	1	1	100,00 €
PROCESSORS ATI	PROCESSORS ATHLON	1	1	1	150,00 €

Select products corresponding to the partial or global delivery

Choose where to put it in stock

Stock

Validate

Cancel

Total before tax:

2 350,00 €

Total Tax:

460,60 €

Total (including taxes):

2 810,60 €

Location

Select a stock

LANDPARK

Stock

Tours

Acti Bureaux

MY COMPANY

Stock

1

Ok

Cancel

DELIVERY ORDER

Date received

28/11/2012

Delivery order number

12104

Signer

UZAN

Item reference	Designation	Unit price before tax	Qty	Amount	Tax rate	Tax %	Tax amount	Total unit tax
Complete configur	Complete configuration	2 100,00 €	1	2 100,00 €	19,00 %	411,00 €	2 511,00 €	2 511,00 €
HARD DISK DRIVE	HARD DISK DRIVE	100,00 €	1	100,00 €	19,00 %	19,00 €	119,00 €	119,00 €
PROCESSORS ATI	PROCESSORS ATHLON	150,00 €	1	150,00 €	19,00 %	28,50 €	178,50 €	178,50 €

To edit delivery form

Delivery

Attachments

Contracts

Name

purchase order.csv

Add

View

Delete

Link attachements



Delivery

Attachments

Contracts

Contract type	Contract reference	Supplier
Contrat de Garantie	CONT-GAR-01	HEWLETT PACKARD
Contrat de Maintenance	CMAINT_001	DELL COMPUTER MONTPELLIER

Add

Modify

Delete

Link contracts