



Sale/Disposal of Capital Asset - BAM3200

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This page is used to update the inventory master record. No additions or deletions are allowed.

Retrieve or update existing capital assets:

Retrieve an existing item.	Search for a record. In the Item Nbr field, type the item number to be retrieved, if known. If the number is less than ten digits, the field is auto-filled with leading zeros. Click Retrieve . <ul style="list-style-type: none"> • If the item number is not known, click Directory. • To search for a specific item number, type data in one or more of the search fields. • To search through all available data, leave all fields blank. • Click Search. A list of item numbers matching the search criteria is displayed. • Select an item number from the list. Otherwise, click Cancel.
Field	Description
Current Status	Click to choose an item's new status (e.g., A - Actively Used Item, S - Salvage Item, D - Disposed).
Date Disposed	Type the date that the highlighted asset was disposed of in the MMDDYYYY format.
Sale Price	Type the actual sale price of the item (e.g., \$250.00).
Expense Of Sale	Type the actual costs incurred in organizing and advertising sale assets (e.g., \$30.00).
Sold To	Type the name of the business or individual that bought the item at the time of sale.

Click **Save**.

Other functions and features:

Retrieve	Retrieve data. The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .