



# Sale/Disposal of Capital Asset - BAM3200



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# Sale/Disposal of Capital Asset - BAM3200

**Asset Management > Maintenance > Sale/Disposal of Capital Asset**

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

**Add or modify a record:**

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

Click **Save**.

**Other functions and features:**

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