



Generate the Status Report

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Generate the report to review any asset items that were sold, deleted, or entered in error. All items entered in error, for sale, or to be deleted must have a status code change on the [Asset Management](#) > [Maintenance](#) > [Inventory Maintenance](#) > [Inventory Records](#) tab to reflect their status.

The screenshot shows the 'BAM1050 - Status Report' configuration screen. On the left, there is a list of reports under 'Asset Management Reports'. The main area contains a 'Parameter Description' table with input fields for various filters. A 'Status Codes' dialog box is open on the right, allowing users to select status codes for the report.

Parameter Description	Input
Page Break by Campus? (Y/N)	<input type="text"/>
Select Status Code(s), or blank for ALL	<input type="text"/>
Select Campus(es), or blank for ALL	<input type="text"/>
Select Department(s), or blank for ALL	<input type="text"/>
Select Room Nbr(s), or blank for ALL	<input type="text"/>
Select Item Nbr(s), or blank for ALL	<input type="text"/>
From Acquired Date (MMDDYYYY), or blank for ALL	<input type="text"/>
To Acquired Date (MMDDYYYY), or blank for ALL	<input type="text"/>

Status	Description
<input type="checkbox"/> A	ACTIVELY USED ITEM
<input checked="" type="checkbox"/> D	DISPOSED
<input checked="" type="checkbox"/> O	OUT OF SERVICE
<input type="checkbox"/> S	SALVAGED
<input checked="" type="checkbox"/> X	REMOVE

Use the status codes created for your LEA that reflect an action to remove the item from the inventory when the EOY process is performed.

Auditors want to see this report. Print and save the report.

Date Run:
 Cnty Dist:
 From Acquired Date -- Thru --

Status Report

Program: BAM1050
 Page: 1 of 20
 File ID: C

Status Code: **D - DISPOSED**

Campus:

Department:

Room Nbr: 1ST FLOO

Item Nbr: 0000007053	Description: NET GEAR SWITCH	Total Cost: 424.99
Acquired Date: 06-08-2012	Manufacturer:	Disposal Date:
Catalog Nbr:	Make:	
Serial Nbr: 1LY9183300397	Model:	

<u>Vendor Nbr</u>	<u>Vendor Name</u>	<u>Fnd-Fnc-Obj.-So-Org-Prog</u>	<u>Account Description</u>	<u>Amount</u>
09778	TIGERDIRECT	167-62-6399.00-219-299602		424.99

Room Nbr: 2605

Item Nbr: 0000006196	Description: HP LASER JET 1320N PRINTER	Total Cost: 500.26
Acquired Date: 09-16-2005	Manufacturer:	Disposal Date:
Catalog Nbr:	Make:	
Serial Nbr: CNBJK23126	Model:	

<u>Vendor Nbr</u>	<u>Vendor Name</u>	<u>Fnd-Fnc-Obj.-So-Org-Prog</u>	<u>Account Description</u>	<u>Amount</u>
00062	LAKEHILLS CONSULTING L.P.	161-13-6395.00-606-699000		500.26

Room Nbr: 2606

Item Nbr: 0000007233	Description: headset	Total Cost: 305.72
Acquired Date: 01-24-2014	Manufacturer:	Disposal Date:
Catalog Nbr:	Make:	
Serial Nbr: 10683	Model:	

<u>Vendor Nbr</u>	<u>Vendor Name</u>	<u>Fnd-Fnc-Obj.-So-Org-Prog</u>	<u>Account Description</u>	<u>Amount</u>
		165-41-6395.00-202-499000	TAGGED INVENTORY ITEMS	.00