



Generate the Status Report

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Generate this report to review any asset items that may have been entered in error, sold, or deleted. 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.

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.