


# Sale/Disposal of Capital Asset - BAM3200

# Table of Contents

**Sale/Disposal of Capital Asset - BAM3200** ..... 1

# 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.

## Retrieve or update existing capital assets:

| | |
|---|---|
| **Retrieve an existing item.** | Search for a record.<br>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.<br>Click **Retrieve**.<br>• If the item number is not known, click **Directory**.<br>• To search for a specific item number, type data in one or more of the search fields.<br>• To search through all available data, leave all fields blank.<br>• Click **Search**. A list of item numbers matching the search criteria is displayed.<br>• 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.<br>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.<br>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 **Save**. |


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

# Back Cover