



Sale/Disposal of Capital Asset - BAM3200

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



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