



## **Sale/Disposal of Capital Asset - BAM3200**



## Table of Contents

<b>Sale/Disposal of Capital Asset - BAM3200</b>	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.

### Add or modify a record:

<b>Retrieve an existing item.</b>	<p>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.</p> <p>Click <b>Retrieve</b>.</p> <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>
-----------------------------------	--

Field	Description
<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** to save the changes.

### 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.

Click **Save**.



## Back Cover