

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.

Add or modify a record:

Retrieve an existing item	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**. • 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	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, 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**.


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