




Mass delete asset items deleted, sold, or entered in error

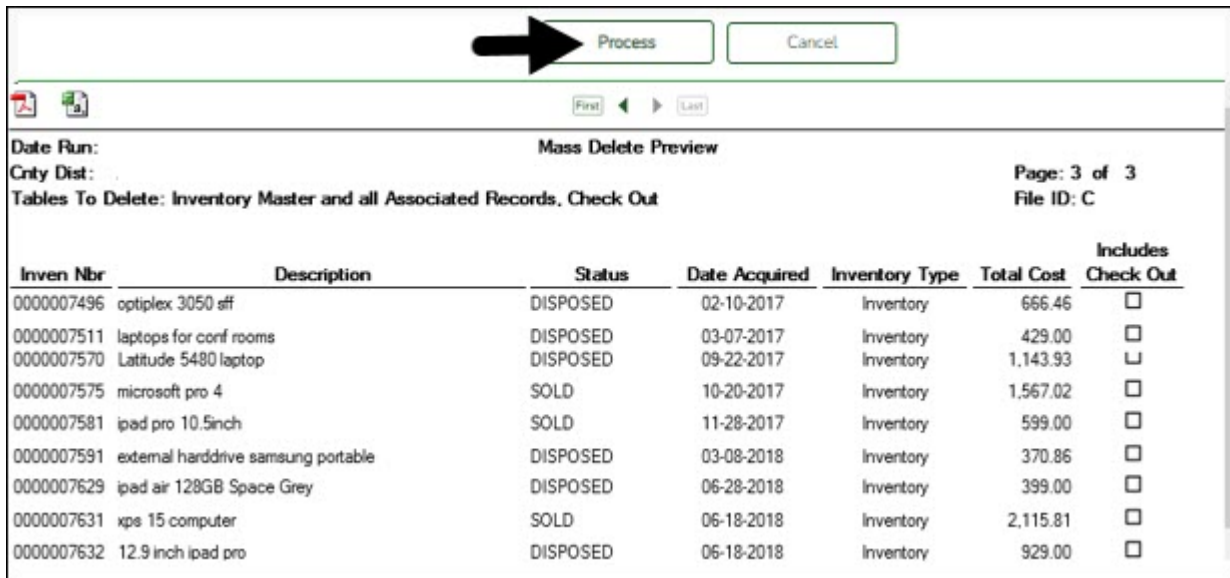
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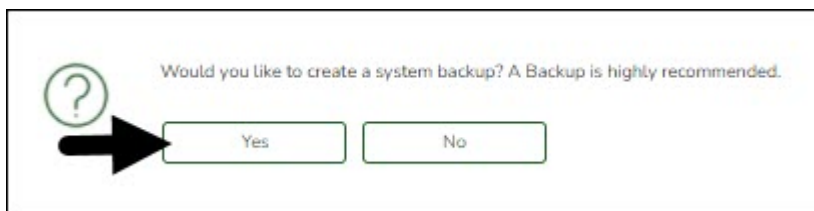
Mass delete all records that have status codes associated with the item being deleted, sold, or entered in error. This process will delete those records from the current year file ID; however, the items will still be available in your prior year file ID(s).

- Select **Delete Capital Asset and Inventory Records**.
- Under **Records to Delete**, select **Inventory Master and all Associated Records**.
- Under **Inventory Types**, select **Both**.
- In the **Status Codes** field, click  to include the status codes from your LEA's Status Codes table that would warrant removing an item from your current year inventory.
- Click **Execute**. The Mass Delete Preview report is displayed.

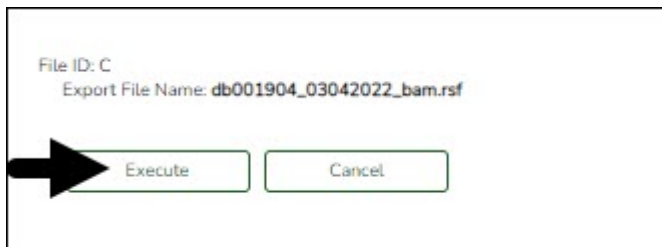


Inven Nbr	Description	Status	Date Acquired	Inventory Type	Total Cost	Includes Check Out
0000007496	optiplex 3050 sff	DISPOSED	02-10-2017	Inventory	666.46	<input type="checkbox"/>
0000007511	laptops for conf rooms	DISPOSED	03-07-2017	Inventory	429.00	<input type="checkbox"/>
0000007570	Latitude 5480 laptop	DISPOSED	09-22-2017	Inventory	1,143.93	<input type="checkbox"/>
0000007575	microsoft pro 4	SOLD	10-20-2017	Inventory	1,567.02	<input type="checkbox"/>
0000007581	ipad pro 10.5inch	SOLD	11-28-2017	Inventory	599.00	<input type="checkbox"/>
0000007591	external harddrive samsung portable	DISPOSED	03-08-2018	Inventory	370.86	<input type="checkbox"/>
0000007629	ipad air 128GB Space Grey	DISPOSED	06-28-2018	Inventory	399.00	<input type="checkbox"/>
0000007631	xps 15 computer	SOLD	06-18-2018	Inventory	2,115.81	<input type="checkbox"/>
0000007632	12.9 inch ipad pro	DISPOSED	06-18-2018	Inventory	929.00	<input type="checkbox"/>

- Review the report and click **Process**. A message is displayed prompting you to create a backup.



- Click **Yes**. A pop-up window is displayed with the export file name.



- Click **Execute**. A message is displayed indicating that the process was completed successfully. Click **OK**.



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