



## Generate the Status Report



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Generate the Status Report to review any asset items that were sold, deleted, or entered in error. All items entered in error, for sale, or to be deleted must have a status code change on the [Asset Management > Maintenance > Inventory Maintenance > Inventory Records](#) tab to reflect their status.

Use the status codes created for your LEA that reflect an action to remove the item from the inventory when the EOY process is performed.

Auditors want to see this report. Print and save the report.



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