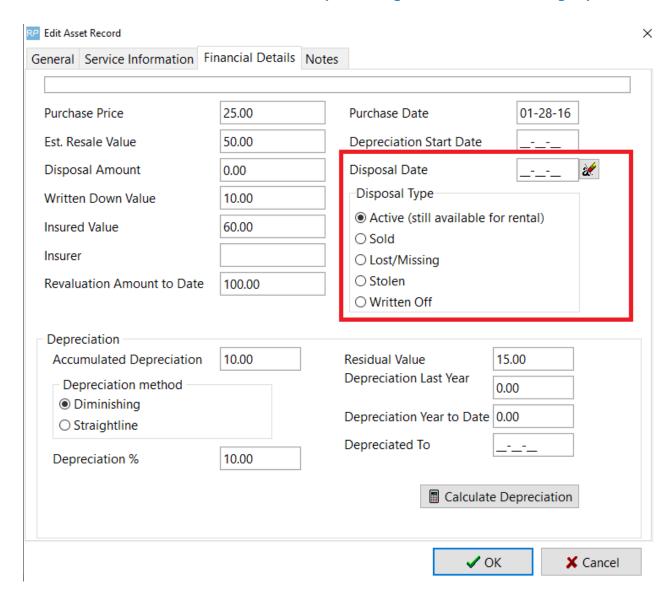
# Disposing/Selling Off Assets

Last Modified on 07/19/2019 3:11 pm EDT

### Disposing of an Asset via Inventory Setup

To dispose of an asset without tracking payment against a booking, you can simply edit the asset record and mark it as disposed. However, if the asset is out on a booking and you would like to sell it off on the booking, then see item 8 in Return Checked out items (including losses and breakages)



### Selling an Item to an external customer

- 1. Create a SALE booking
- 2. Add the rental item
- 3. Checkout the booking

#### Reason For this Approach

- This way you can add notes to the booking either on the booking notes tab or as comments in the equipment list.
- Most of these Sales have a small story that can be put in the booking notes tab for future reference.
- The checkout process will update the sold amount on the asset record,
  the date of disposal as well.

### Writing off an item to an internal customer

- Item that are broken and beyond economical repair or just need to be written off, we suggest are sold to an internal customer called "WRITTEN OFF" or similar.
- You can in fact have many internal customers to suit the various reasons as to why it was written off.
- You would then do the same process as above and have the operator include the whole story as a comment lines in the sale booking.
- This means we can come back in 6 months and know why we disposed of the asset and the whole story about it.
- You can also run a Crystal Report which is a 'Sold Assets' report and see all the assets sold for a period of time.

## Sold Assets vs Permanently Out of Service

• If you do not want items that are written off to show as 'Sold', then set them as 'Permanently out of Service'