FASgov™ Asset Accounting Software
Topic 8: Disposal of Assets

Georgia Department of Education
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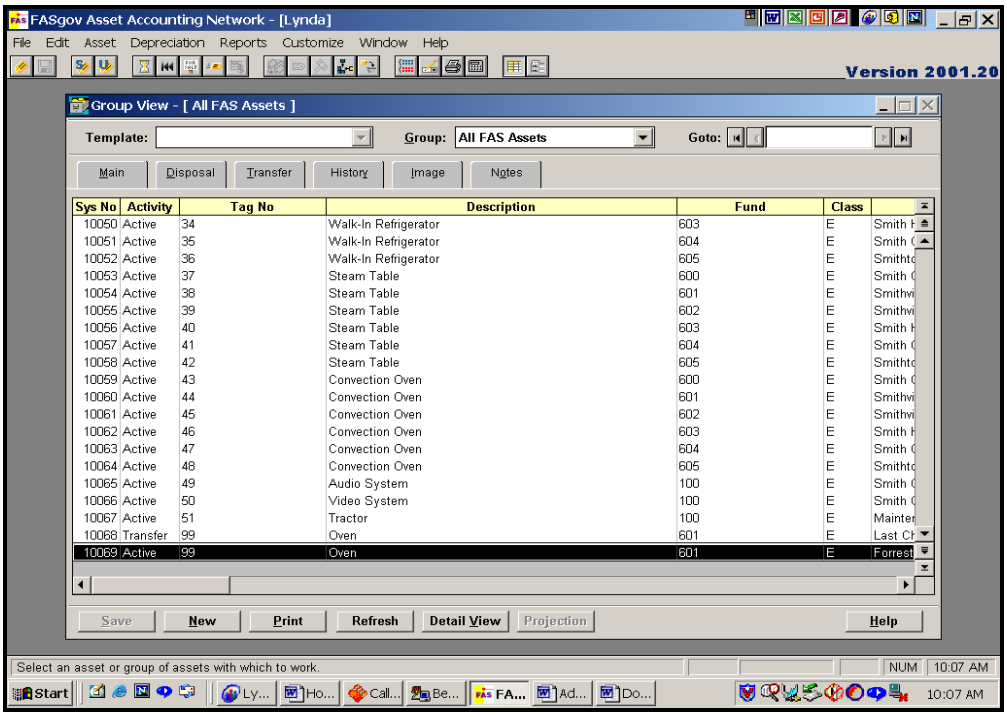
A. Disposal of Assets

To remove an asset from inventory, it must be disposed.

1) Open your governmental unit.



2) Click on **Unselect All** to deselect all assets.

3) Click once on the asset you wish to dispose.

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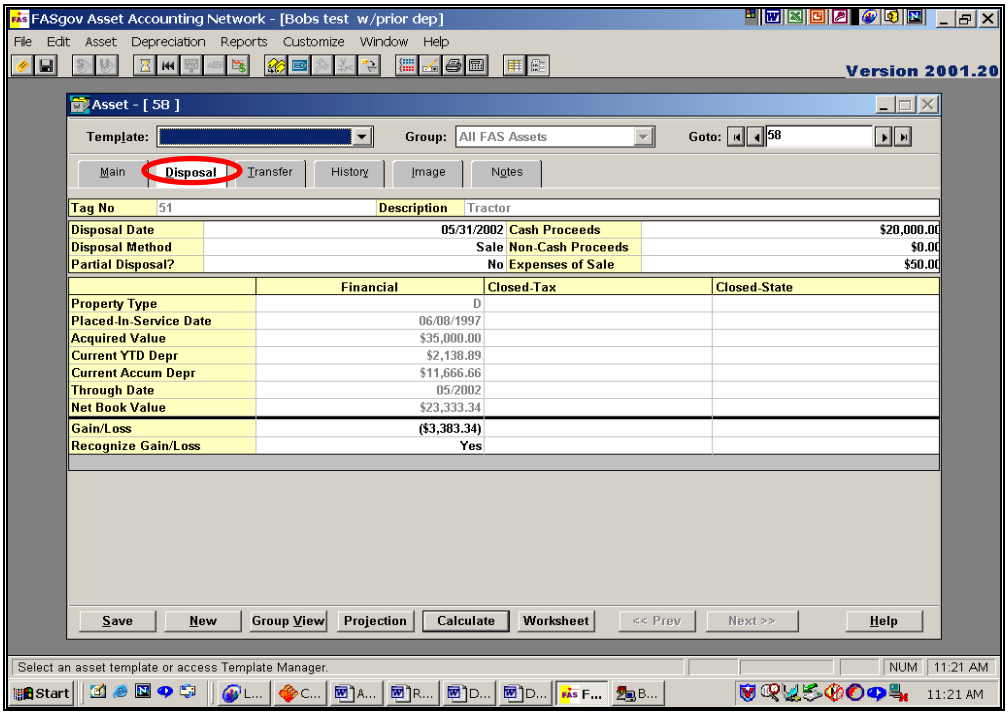

4) Click on the **Disposal** tab.

5) Enter the date (MM/DD/YY) the asset is disposed of in the **Disposal Date** field.

6) Enter the appropriate disposal method in the **Disposal Method** field.

7) Enter **Yes** or **No** in the **Partial Disposal** field regarding the inclusion of partial disposal information.

8) Enter the appropriate total dollar amount in the **Cash Proceeds** field where applicable.

9) Enter the appropriate total dollar amount in the **Non-Cash Proceeds** field where applicable.

10) Enter the appropriate total dollar amount in the **Enter Expenses of Sale** field where applicable.

11) Click **Calculate**

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12) Click **Save**

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13) Click **Group View**

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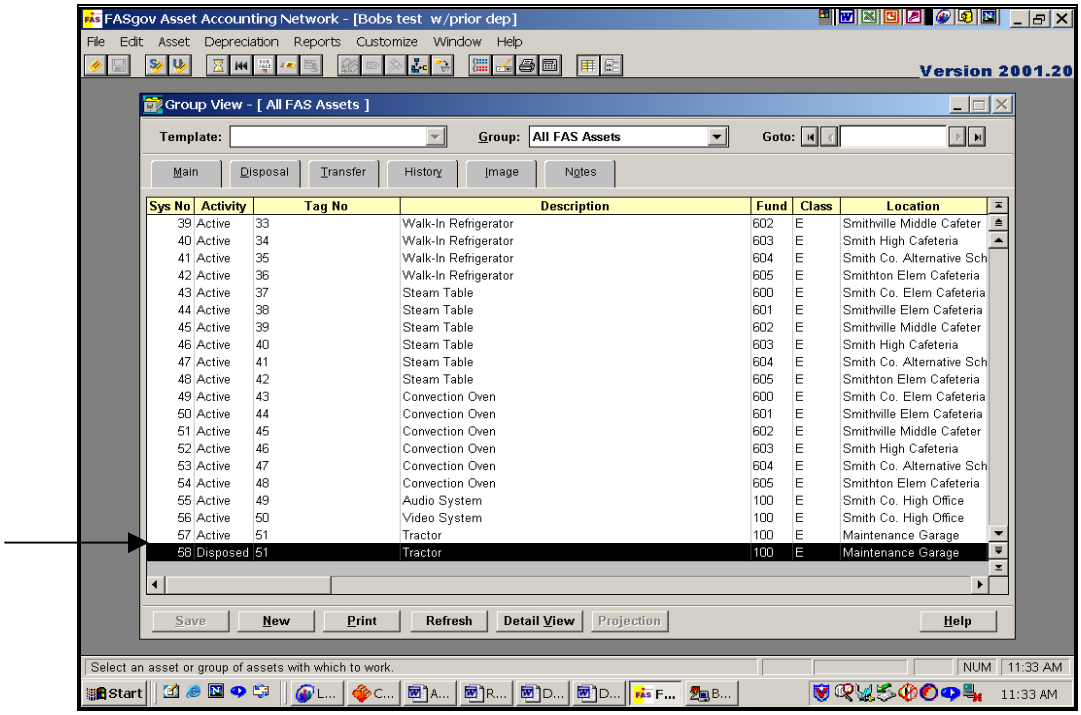

14) The asset has now been disposed.

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B. Contacting the Technology Services Help Desk

If you need assistance with the disposal of assets or with the information provided within this document, contact the Technology Services Help Desk by Lotus Notes® email at, by telephone at (800) 869-1011 or by Fax at (404) 651 – 5006.

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