

Unit Disposal & Sales Process

Reference Guide

Version 24.x

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Overview and Summary

When it is time to dispose of a unit, the status code is changed to flagged to prepare it for disposal. This may be done manually or through the Replacement Modeling process. Then the disposal reason, method of disposal and any necessary repairs can be recorded. If preparation work is necessary prior to the sale, you can change the status code to Final, create a work request and start the work order process. When the work is completed, you will change the code to Ready. Prior to disposing or selling the unit change the unit status to Sale. After the sale, change the status code to Sold and enter the sale information so the system can calculate the net proceeds.

These basic steps are involved in the unit disposal process:

- Set up system flags to manage unit disposals. Please check the description of system flags section for more details.
- Change the Unit Status code to Flagged for disposal using the Unit Disposal frame.
- Change the Unit status of selected units from Flagged to Final using the Unit Disposal frame.
- If preparation work is needed, create a Work Request, open a work order and complete work on the unit using the Unit Disposal frame and the Work Order Main frame.
- Dispose of or sell the unit.
- Record the final sale proceeds using the Sale tab on the Unit Disposal frame and change the unit's status to Sold.
- Users are reminded that certain System Flags settings will affect the performance during the disposal process (for example, should flagged units be forecasted).

Updates

Release	Section	Description
23.2	All sections	Applied miscellaneous writing style updates throughout the document.