



Process

Documentation

Department:

Sales Analysis

Last Updated:

10/1/2025 11:27 AM

NAME OF PROCESS**Sold/Disposed Equipment Report [RolePlay]****Use Case / Objectives**

Generate the Sold/Disposed Equipment Report which will show the financial and inventory details for equipment that has either been sold or otherwise removed for active inventory.

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

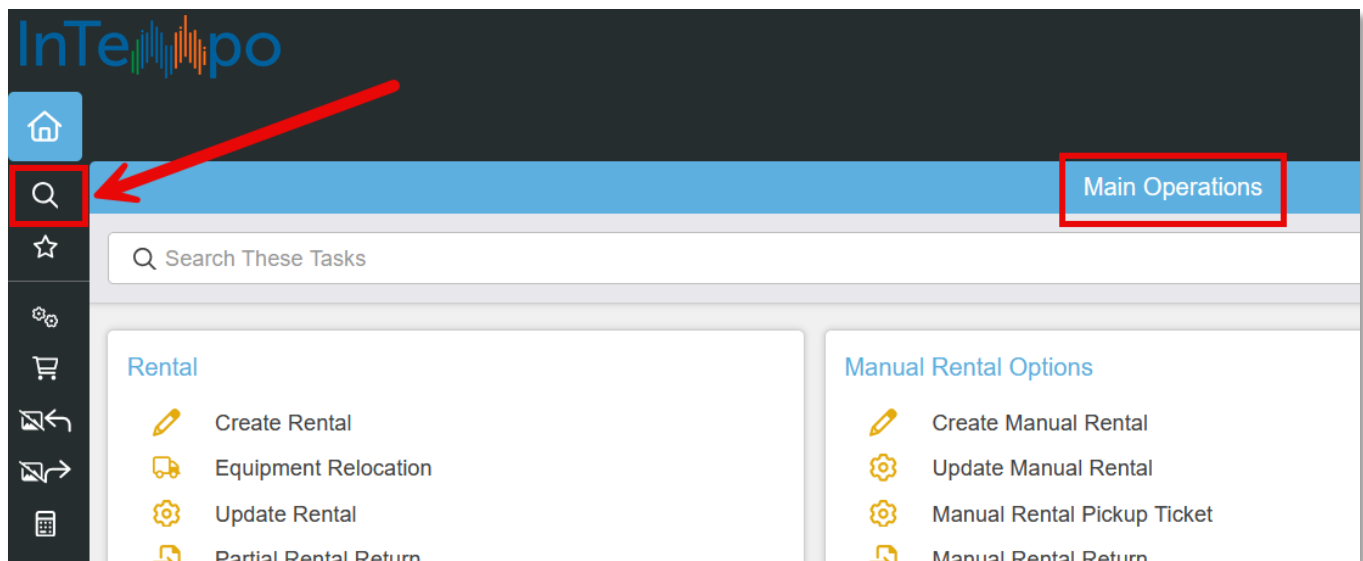
Menu options to access:

General Ledger => General Ledger Maintenance => Sold/Disposed Equipment Report

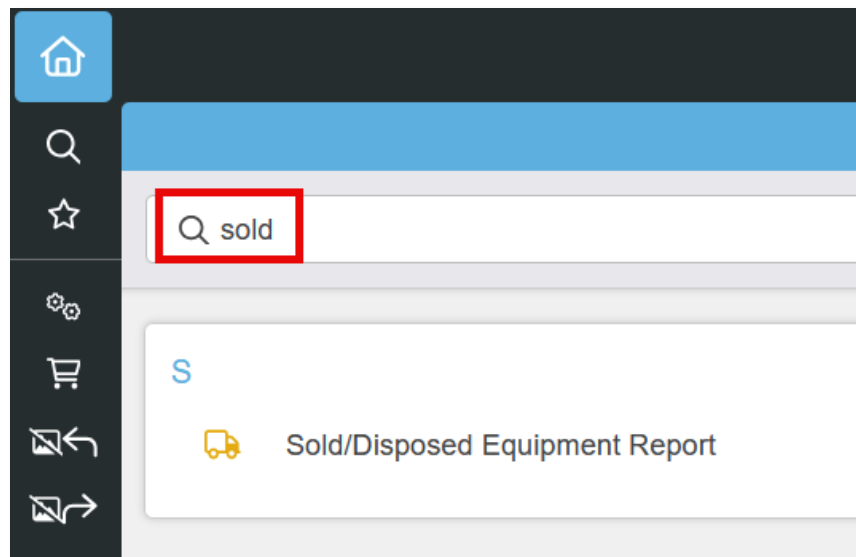
Generate the Sold/Disposed Equipment Report

Process Steps

1. Login to the [RentalMan RolePlay](#) environment.
2. Click on the Search icon in the menu on the left side of the screen.



3. Type Sold in the search bar and the **Sold/Disposed Equipment Report** option will display. **NOTE:** You can also access this report through the **General Ledger** menu option, in the **General Ledger Maintenance** section, click on the Sold/Disposed Equipment Report option.



4. Click on the **Sold/Disposed Equipment Report** option to open the **Sold/Disposed Equipment Report- Launch** screen.

9/30/25 09:05:24 Sold/Disposed Equipment Report Sys: DEMO V12
Cmp: RM Loc: LGB

Disposal date range: 9/30/25

Save report as: (.ES will be appended
in library: to file name)

5. Type in a start date in the first field for *Disposal Date Range*. **NOTE:** The second field will default to the date that you are generating this report.

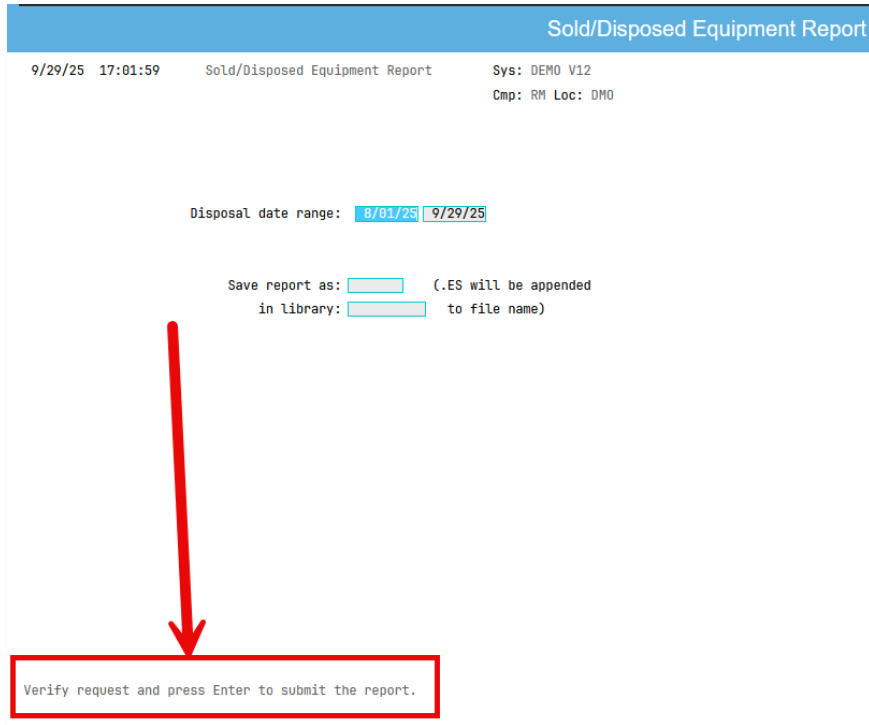
Sold/Disposed Equipment Report

9/29/25 16:58:55 Sold/Disposed Equipment Report Sys: DEMO V12
Cmp: RM Loc: DMO

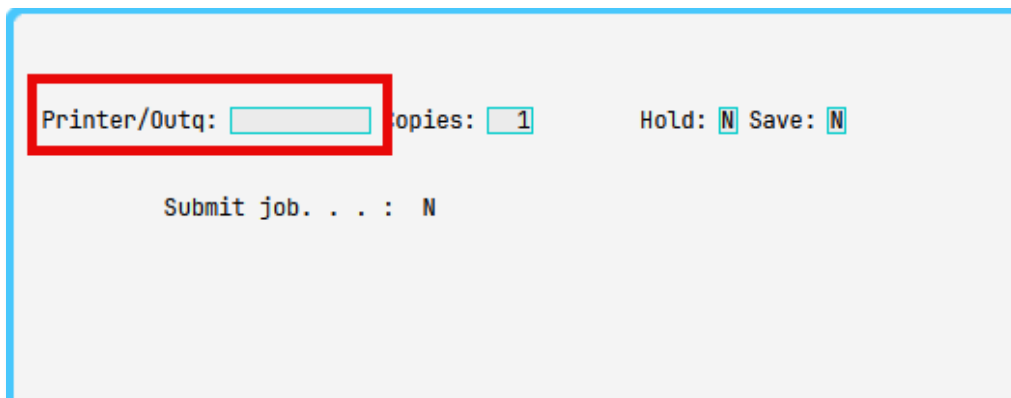
Disposal date range: 08/01/25 9/29/25

Save report as: (.ES will be appended
in library: to file name)

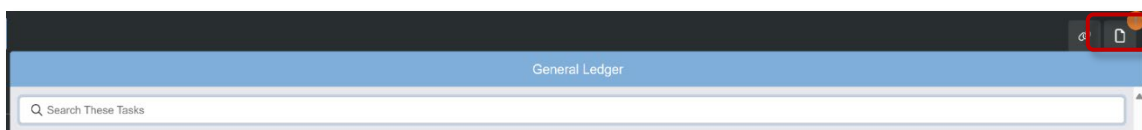
6. Press ENTER and you will see a message in the lower-left corner of the screen.



7. Press ENTER and **Submit Job** pop-up box will populate where you can enter the Printer/OutQ where you want this report to print. If you want the report to print paper copies, enter the PrinterID you normally print to. If you want the report to deliver as a push file, enter your RentalMan UserID.

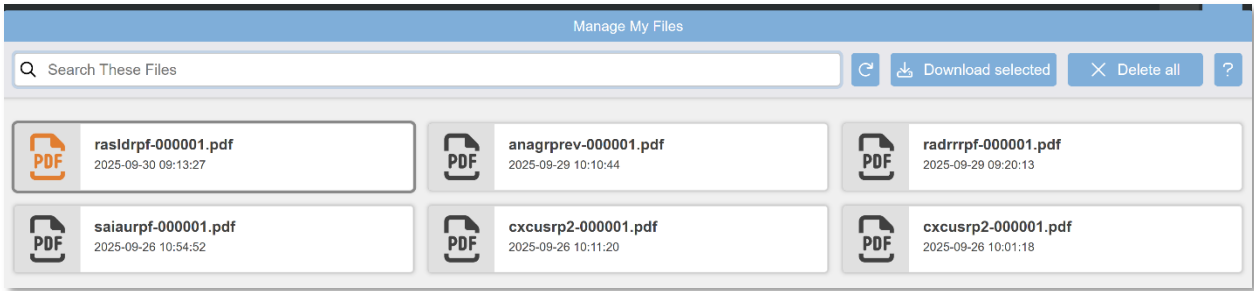


- a. The **Submit Job** screen closes, and the **Account Receivable** menu screen displays. . **NOTE:** The report is complete when the orange indicator displays by the **Manage My Files** icon.



8. Click the **Manage My Files** icon.

b. The Manage My Files screen opens displaying your files.



9. Click the Open icon or double click on the desired file.



10. The Sold/Disposed Equipment Report opens, displaying details for equipment sold or disposed of during the *Date Range* entered. Details displayed include Status, cat/class, equipment #, acquired date, sales price, sale/disposal date, and cost

NOTE: The screenshot below is only a sample of the Sold/Disposed Equipment Report.

9/30/25 9:13:27 AM		LONG BEACH RENTAL LOCATION		Loc: LGB						
System: DEMO V12		Sold/Disposed Equipment Report		Page: 1						
Disposal Date range: 1/01/25 To 9/30/25		Acquired								
Sts	Cat	Clss	Equip#	Date	Description	Sold Amount	Sts	Sale Price	Disposal Date	Cost
S	10	500	SS1629	2023/01/01	320 EXCAVATOR	165,000.00	A		2025/01/16	
S	10	700	1023	2004/02/28	BACKHOE TRACTOR	70,000.00	A	70,000.00	2025/01/07	35,000.00
S	10	700	9309	2024/01/25	BACKHOE TRACTOR	110,000.00	A	110,000.00	2025/01/22	95,000.00
S	10	700	9310	2024/01/25	BACKHOE TRACTOR	110,000.00	A	110,000.00	2025/06/13	95,000.00
S	10	700	9311	2024/01/25	BACKHOE TRACTOR	110,000.00	A	110,000.00	2025/01/08	95,000.00
S	10	700	9316	2024/01/30	BACKHOE TRACTOR	110,000.00	A	110,000.00	2025/05/22	95,000.00
S	10	3180	1648	1999/12/09	COMPACTION WHEEL 18" (416)		A	45,500.00	2025/04/17	75,600.00
S	22	1325	8464	2013/01/17	EX-35MT-HMR7500#	250.00	A		2025/02/18	55,000.00
S	40	110	1613	2006/03/06	20 ELECTRIC SCISSOR LIFT	17,000.00	A	13,000.00	2025/01/09	10,775.00
S	40	110	1614	2006/03/06	20 ELECTRIC SCISSOR LIFT	12,999.99	A	13,000.00	2025/04/30	10,849.24
S	40	110	1629	2006/03/07	20 ELECTRIC SCISSOR LIFT	13,000.00	A	13,000.00	2025/01/09	10,800.00
S	40	110	9398	2025/02/13	20 ELECTRIC SCISSOR LIFT	25,000.00	A		2025/02/13	11,700.00
S	40	110	9417	2025/05/20	20 ELECTRIC SCISSOR LIFT	26,000.00	A		2025/05/20	11,700.00
S	60	60	GN0038	2007/10/01	100 KW GENERATOR W/TRAILER	15,423.23	A	15,423.23	2025/01/14	50,000.00
S	60	400	1200	1997/07/23	WELDER, LN25 PRO WIRE FEEDER		A		2025/03/11	5,220.00