Inventory Inquiry - BAM5000

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Asset Management > Inquiry > Inventory Inquiry

This page is used to inquire about inventory and create an inventory report by using queries. You can decide what fields, conditions, comparison data, and other options should be used to generate the report. This feature allows you to select data based on fields not normally available for selection on other reports.

Perform an inventory inquiry:

Under Options:

● In the Report Title field, type a report title that accurately defines the contents of the report. The field can be a maximum of 20 characters.

● Select the Subtotal on Major Sort Field option to create a subtotal for each major sort field or leave blank not to create a subtotal on major sort fields.

● Select the Subtotal on Dept/Room option to create a subtotal for each department/room number, or leave blank not to create a subtotal by department/room numbers.

● Select Page Break on Major Sort Field to set a page break after listing the assets of each major sort field (e.g., buses, department, room), or leave blank to ignore page breaks and print a continuous listing.

Click **Save**.

**NOTE:

Other functions and features:

☒	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.