

Manufacturer Information - BAM3000

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This tab is used to maintain the manufacturer, make, model, and warranty information for each asset. You can update existing records, or add or change data retrieved from finance records.

This information is not mandatory for depreciation; however, it is useful in retrieving information for the manufacturer.

Add or modify manufacturer information:

Retrieve an existing item.	In the **Item Nbr** field, type the item number to be retrieved, if known. If the number is less than ten digits, the field is auto-filled with leading zeros. Click **Retrieve**. • If the item number is not known, click **Directory**. • To search for a specific item number, type data in one or more of the search fields. • To search through all available data, leave all fields blank. • Click **Search**. A list of item numbers matching the search criteria is displayed. • Select an item number from the list. Otherwise, click **Cancel**.

❑ Click **Add** to add a new record.

Field	Description
Item Nbr	The item number is displayed.
Description	The item number description is displayed.
Vendor Nbr	The vendor number is populated from the first available transaction record that contains vendor information.
Vendor Name	The vendor name is populated from the first available transaction record that contains vendor information.
Manufacturer Name	Type the name of the manufacturer (e.g., Ford Motor Co.). The field can be a maximum of 20 characters.
Manufacturer Make	Type the manufacturer make of the item (e.g., Aerostar Van). The field can be a maximum of 20 characters.
Manufacturer Model	Type the manufacturer model of the item (e.g., ST, LE, etc.). The field can be a maximum of 20 characters.
Manufacturer Stock Nbr	Type the manufacturer stock number. The field can be a maximum of 15 characters.
Warranty Expiration Date	Type the date in the MMDDYYYY format.
Months in Warranty	Type how long the asset is under warranty (expressed in years or months). The field can be a maximum of three digits.
Warranty Cost	Type the cost of the warranty. The field can be a maximum of 11 digits.

❑ Click **Save** to save the changes.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Documents	View or attach supporting documentation.