



BAM1000 - File Report Detail

Table of Contents






BAM1000 - File Report Detail i

BAM1000 - File Report Detail 1

BAM1000 - File Report Detail

Asset Management > Reports > Asset Management Reports > File Report Detail

This report displays a list of the contents of all fields on the inventory and transaction maintenance pages in the Asset Management application. The report prints many pages; therefore, it is recommended that you print this report once per year.

| Parameter | Description |
|--|--|
| Sort by Campus, Department, Room, Account Code (C), Item Number (I) | C - Sort the report by campus first, then by department, room number, and account code number. I - Sort the report by item number. This is a required field. |
| Page Break by Campus? (Y/N) (Required when sorting by Campus) | Y - Insert a page break after each campus. N - Do not insert a page break after each campus. |
| Select Campus(es), or blank for ALL | Type the campus IDs separating multiple campus IDs with a comma (e.g., 001, 007, 041). Or, click  to search for campuses . Otherwise, leave blank to use all campuses. |
| Select Department(s), or blank for ALL | Type the department, including all leading zeros and separating multiple departments with a comma (e.g., 041, ADMIN). Or, click  to search for departments . Otherwise, leave blank to use all departments. |
| Select Room Nbr(s), or blank for ALL | Type the room number separating multiple room numbers with a comma (e.g., 123, G-3). Or, click  to search for room numbers . Otherwise, leave blank to use all room numbers. |
| Select Account Code(s), or blank for ALL | Type the account code or account code mask, or click  to create an account code mask . Otherwise, leave blank to use all account codes. |
| From Acquired Date (MMDDYYYY), or blank for ALL | Type the from acquired date in the MMDDYYYY format, or leave blank to use all from dates. |
| To Acquired Date (MMDDYYYY), or blank for ALL | Type the to acquired date in the MMDDYYYY format, or leave blank to use all to dates. |
| Select Item Nbr(s), or blank for ALL | Type the ten-digit item number, including all leading zeros and separating multiple item numbers with a comma (e.g., 0000001991, 1236571991). Or, click  to search for item numbers . Otherwise, leave blank to use all item numbers. |

[Generate the report.](#)