



## BAM1000 - File Report Detail



## Table of Contents

<b>BAM1000 - File Report Detail</b> .....	i
<b>BAM1000 - File Report Detail</b> .....	1



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## 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
<b>Sort by Campus, Department, Room, Account Code (C), Item Number (I)</b>	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.
<b>Page Break by Campus? (Y/N) (Required when sorting by Campus)</b>	Y - Insert a page break after each campus. N - Do not insert a page break after each campus.
<b>Select Campus(es), or blank for ALL</b>	<p><b>Select a Campus</b></p> <p>The Campuses lookup is used to select one or more campus IDs.</p> <p><b>Select a campus:</b></p> <ul style="list-style-type: none"> <li>• The campus IDs are listed in ascending order.</li> <li>• To search for a specific campus, begin typing the campus ID or description in the <b>Search</b> field. The list is automatically filtered to display the campus IDs that contain the characters that you have typed.</li> <li>• When you locate the campus IDs to be included, select the corresponding checkbox and click <b>OK</b>. The lookup closes, and the field/parameter is populated with the selected IDs.</li> <li>• Click <b>Cancel</b> to close the lookup without selecting a campus.</li> </ul>
<b>Select Room Nbr(s), or blank for ALL</b>	Type the room number separating multiple room numbers with a comma (e.g., 123, G-3). Or, click  to <a href="#">search for room numbers</a> . Otherwise, leave blank to use all room numbers.