



BAM1000 - File Report Detail

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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	<p>Select a Campus</p> <p>The Campuses lookup is used to select one or more campus IDs.</p> <p>Select a campus:</p> <ul style="list-style-type: none"> • The campus IDs are listed in ascending order. • To search for a specific campus, begin typing the campus ID or description in the Search field. The list is automatically filtered to display the campus IDs that contain the characters that you have typed. • When you locate the campus IDs to be included, select the corresponding checkbox and click OK. The lookup closes, and the field/parameter is populated with the selected IDs. • Click Cancel to close the lookup without selecting a campus.
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.