

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	**Select a Campus** The Campuses lookup is used to select one or more campus IDs. **Select a campus:** • 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.