



## **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
<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>		Type the campus IDs separating multiple campus IDs with a comma (e.g., 001, 007, 041). Or, click  to <a href="#">search for campuses</a> . Otherwise, leave blank to use all campuses.
<b>Select Department(s), or blank for ALL</b>		
<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.	