



BAM1000 - File Report Detail

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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 |
|--|---|
| 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 | |
| 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. |