


# 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.<br>I - Sort the report by item number.<br>This is a required field. |
| **Page Break by Campus? (Y/N) (Required when sorting by Campus)** | Y - Insert a page break after each campus.<br>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** | Type the department, including all leading zeros and separating multiple departments with a comma (e.g., 041, ADMIN). Or, click ⋮ to search for departments. Otherwise, leave blank to use all departments. |
| **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. |