

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	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.
Select Account Code(s), or blank for ALL	Type the account code or account code mask, or click ⋮ to create an account code mask. Otherwise, leave blank to use all account codes.