



# **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
<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>	Type the department, including all leading zeros and separating multiple departments with a comma (e.g., 041, ADMIN). Or, click  to <a href="#">search for departments</a> . Otherwise, leave blank to use all departments.
<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.
<b>Select Account Code(s), or blank for ALL</b>	Type the account code or account code mask, or click  to <a href="#">create an account code mask</a> . Otherwise, leave blank to use all account codes.
<b>From Acquired Date (MMDDYYYY), or blank for ALL</b>	Type the from acquired date in the MMDDYYYY format, or leave blank to use all from dates.
<b>To Acquired Date (MMDDYYYY), or blank for ALL</b>	Type the to acquired date in the MMDDYYYY format, or leave blank to use all to dates.
<b>Select Item Nbr(s), or blank for ALL</b>	Type the ten-digit item number, including all leading zeros and separating multiple item numbers with a comma (e.g., 0000001991, 1236571991). Or, click  to <a href="#">search for item numbers</a> . Otherwise, leave blank to use all item numbers.