

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.
From Acquired Date (MMDDYYYY), or blank for ALL	Type the from acquired date in the MMDDYYYY format, or leave blank to use all from dates.
To Acquired Date (MMDDYYYY), or blank for ALL	Type the to acquired date in the MMDDYYYY format, or leave blank to use all to dates.
Select Item Nbr(s), or blank for ALL	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 search for item numbers. Otherwise, leave blank to use all item numbers.

Generate the report.