



## BAM1200 - Insurance Value Report



## Table of Contents

|   |   |
|---|---|
| <b>BAM1200 - Insurance Value Report</b> ..... | i |
| <b>BAM1200 - Insurance Value Report</b> ..... | 1 |



# BAM1200 - Insurance Value Report

## Asset Management > Reports > Asset Management Reports > Insurance Value Report

This report displays the inventory cost, along with insurance value, and gives totals for room, department, and grand totals. The sort is by room number within department.

| Parameter  | Description  |
|--|--|
| <b>Sort by Insurance Code (I), Campus (C)</b>                              | I - Sort the report by insurance code.<br>C - Sort the report by campus.<br>This is a required field   |
| <b>Select Insurance Code(s), or blank for ALL</b>                          | Type the insurance code separating multiple insurance codes with a comma. Or, click  to <a href="#">search for insurance codes</a> . Otherwise, leave blank to use all insurance codes.                                       |
| <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.<br>I - Sort the report by item number.<br>This is a required field.   |
| <b>Print Disposed Items only? (Y/N)</b>                                    | Y - Include only disposed items on the report.<br>N - Include all items on the report.<br>This is a required field   |
| <b>Include Maintenance Transactions? (Y/N)</b>                             | Y - Include maintenance transactions on the report.<br>N - Exclude maintenance transactions from the report.<br>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.<br>N - Do not insert a page break after each campus.  |
| <b>Select Capital Assets (C), Inventory (I), or blank for ALL</b>          | C - Include only capital assets on the report.<br>I - Include only inventory items on the report.<br>Blank - Include both capital assets and inventory items on the report.  |
| <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 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 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>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. |
|---|--|