

Catalog - BAM2100

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Asset Management > Tables > Code Tables > Catalog

This page is used to create the Catalog table. The codes are used to break up large groups of like items (e.g., furniture, classroom furniture, desks) into logical groups. Using this table can simplify the record entry and inventory management by placing the description from the Catalog table into the record.

Set up a catalog code:

Click **+Add** to add a row.

Field	Description
Catalog Nbr	Type a user-defined catalog number. The field can be a maximum of ten characters.
Description	Type a user-defined name. The field can be a maximum of 40 characters.

Click **Save**.

Other functions and features:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print	Print account code data. **Current Tab Page** - prints only the tab page currently open. **Selected Account Code Tables** - displays the following Account Code Table Selection options: Fund/Fiscal Yr Function Object Sub-Object Organization\ Program Intent Educational Span Project Detail **All Account Code Tables** - prints all the Account Codes tab pages. Select an option, and then click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab. Review the report.
	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.