



# Mass Change Inventory Number - BAM7300



# Table of Contents

<b>Mass Change Inventory Number - BAM7300</b> .....	i
<b>Mass Change Inventory Number - BAM7300</b> .....	1



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## Asset Management > Utilities > Mass Change Inventory Number

This utility is used to change the inventory item number on the master and all associated records. If the **Auto Assign** field is selected on the Asset Management Options table, you cannot enter an inventory item number in the **To Item Nbr** field. If the **Auto Assign** field is selected and you click **Execute**, then the Asset Management Options record is locked and cannot be updated until after the posting is completed or canceled.

### Mass change inventory numbers:

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

Field	Description
<b>From Item Nbr</b>	Type the inventory number, if known. If the inventory number is not known, click <a href="#">Directory</a> . <b>Notes:</b> To select multiple rows when the inventory numbers are consecutive, select an item to start at, and then press and hold SHIFT while selecting an item to end the selection process. All items (between the first and last item) in the sequence are now selected.
<b>To Item Nbr</b>	You cannot enter an inventory item number if the <b>Auto Assign</b> field is selected on the Asset Management Options table. The inventory item number is automatically assigned when you click <b>Execute</b> . If the <b>Auto Assign</b> field is not selected on the Asset Management Options table, you must enter an inventory item number. The inventory item number cannot exist in the inventory master record.

Click **Save**.

<b>Execute</b>	<p><a href="#">Click to execute the process.</a></p> <p><input type="checkbox"/> Click <b>Execute</b> to execute the process. A message is displayed indicating that you are about to export asset management tables and confirming that you want to continue.</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Click <b>Yes</b> to continue the export.</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Otherwise, click <b>No</b> to cancel the export.</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Type a password for the exported file, and then click <b>Execute</b>. The File Download page is displayed.</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Click <b>Save</b> to save the file. A Save As dialog box is displayed.</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>In the <b>Save in</b> field, click to navigate to the appropriate folder.</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>In the <b>File name</b> field, the file name is set to dbccddd_mmddyyyy_bam.rsfl, where cccddd is the county-district number and mmddyyyy is the current date. You can type a different name for the file.</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Click <b>Save</b>. Otherwise, click <b>Cancel</b> to close the Save As dialog box without saving the file. The tables are exported and a message is displayed indicating that the export process completed successfully. Click <b>OK</b>.</p>
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## Other functions and features:

 [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.