Mass Change Inventory Number - BAM7300

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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
From Item Nbr	Type the inventory number, if known. If the inventory number is not known, click [Directory](). **Notes**: 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.
To Item Nbr	You cannot enter an inventory item number if the **Auto Assign** field is selected on the Asset Management Options table. The inventory item number is automatically assigned when you click **Execute**. If the **Auto Assign** 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**.

Execute	Click to execute the process. When the processing is completed, the Change Inventory Number report is displayed. Review the report.
	Review the report using the following buttons:
	Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report.
	The report can be viewed and saved in various file formats.
	Click to save and print the report in PDF format.
	Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
Process	Click to update the selected records in the asset management tables. ❑ Click **Process** to update the selected records in the asset management tables. A message is displayed prompting you to create a system backup. A message is displayed indicating that the process was completed successfully. Click **OK**.

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. Click **Save**.