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.
Process	☐ Click **Process** to update the selected records in the asset management tables. A message is displayed indicating that the process was successfully completed. Click **OK**.

Other functions and features:

🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.