Book- BAM7000

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This utility is used to update the inventory data on all records, only capital assets records, or only inventory asset records. Values in the drop-down list of the **From** column are derived from the book record values. Values in the drop-down list of the **To** column are derived from the code tables.

Note: When multiple criteria are selected for mass update, records selected must match all criteria.

Mass update book records:

Field	Description
Capital Assets	Select assets that were valued at greater than $5,000.00 when originally purchased.
Inventory Assets	Select assets that were valued at less than $5,000.00 when originally purchased, but which require inventory control and management.
Both	Select capitalized and inventory records.
Retrieve an existing item.	Search for a record. ☐ In the **Item Nbrs** field, type the item number(s) to be updated. • If the item number is not known, click **Directory**. The Inventory Directory is displayed. • To search for a specific item number, type data in one or more of the search fields. • To search through all available data, leave all fields blank. • Click **Search**. A list of item numbers matching the search criteria is displayed. • Select the item number(s) from the list and click **OK**. The **Item Nbrs** field is populated with the selected item numbers. • Click **Cancel** or [X] to close the directory.
Change Last Inventory Date	Select to update the last inventory date for the selected item(s).
Last Inventory Date	Type the date the last inventory was performed in the MMDDYYYY format.
Change Status Code	Select to change the status code for the selected item(s). • In the **From** column of the **Status** field, click ⌄ to select the original status code from the inventory records. • In the **To** column of the **Status** field, click ⌄ to select the new status code from the asset management code tables.

Change Catalog Nbr	Select to change the catalog number for the selected item(s). • In the **From** column of the **Catalog Nbr** field, click ⌄ to select the original catalog number from the inventory records. • In the **To** column of the **Catalog Nbr** field, click ⌄ to select the new catalog number from the asset management code tables.
Change Campus	Select to change the campus code for the selected item(s). • In the **From** column of the **Campus** field, click ⌄ to select the original campus code from the inventory records. • In the **To** column of the **Campus** field, click ⌄ to select the new campus code from the asset management code tables.
Change Department	Select to change the department code for the selected item(s). In the **From** column of the **Department** field, click ⌄ to select the original department code from the inventory records. In the **To** column of the **Department** field, type the new department code from the asset management code tables.
Change Room Nbr	Select to change the room number for the selected item(s). In the **From** column of the **Room** field, click ⌄ to select the original room number from the inventory records. In the **To** column of the **Room** field, type the new room number from the asset management code tables.
Change Condition Code	Select to change the condition code for the selected item(s). In the **From** column of the **Condition** field, click ⌄ to select the original condition code from the inventory records. In the **To** column of the **Condition** field, click ⌄ to select the new condition code from the asset management code tables.
Change Gain Code	Select to change the gain code for the selected item(s). In the **From** column of the **Gain** field, click ⌄ to select the original gain code from the inventory records. In the **To** column of the **Gain** field, click ⌄ to select the new gain code from the asset management code tables.
Change Insurance Code	Select to change the insurance code for the selected item(s). In the **From** column of the **Insurance** field, click ⌄ to select the original insurance code from the inventory records. In the **To** column of the **Insurance** field, click ⌄ to select the new insurance code from the asset management code tables.

Execute	Click to execute the process. When the processing is completed, the Mass Update Inventory Record Preview 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**.