



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. | <p>Search for a record.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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  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 | <p>Select to change the status code for the selected item(s).</p> <ul style="list-style-type: none"> • 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. |

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| Change Catalog Nbr | <p>Select to change the catalog number for the selected item(s).</p> <ul style="list-style-type: none"> • 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 | <p>Select to change the campus code for the selected item(s).</p> <ul style="list-style-type: none"> • 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 | <p>Select to change the department code for the selected item(s).</p> <p>In the From column of the Department field, click ▼ to select the original department code from the inventory records.</p> <p>In the To column of the Department field, type the new department code from the asset management code tables.</p> |
| Change Room Nbr | <p>Select to change the room number for the selected item(s).</p> <p>In the From column of the Room field, click ▼ to select the original room number from the inventory records.</p> <p>In the To column of the Room field, type the new room number from the asset management code tables.</p> |
| Change Condition Code | <p>Select to change the condition code for the selected item(s).</p> <p>In the From column of the Condition field, click ▼ to select the original condition code from the inventory records.</p> <p>In the To column of the Condition field, click ▼ to select the new condition code from the asset management code tables.</p> |
| Change Gain Code | <p>Select to change the gain code for the selected item(s).</p> <p>In the From column of the Gain field, click ▼ to select the original gain code from the inventory records.</p> <p>In the To column of the Gain field, click ▼ to select the new gain code from the asset management code tables.</p> |
| Change Insurance Code | <p>Select to change the insurance code for the selected item(s).</p> <p>In the From column of the Insurance field, click ▼ to select the original insurance code from the inventory records.</p> <p>In the To column of the Insurance field, click ▼ to select the new insurance code from the asset management code tables.</p> |

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| Execute | <p>Click to execute the process. When the processing is completed, the Mass Update Inventory Record Preview report is displayed. Review the report.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>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.</p> |
| Process | <p>Click to update the selected records in the asset management tables.</p> <p><input type="checkbox"/> 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.</p> |