



# Book- BAM7000



# Table of Contents

<b>Book- BAM7000</b> .....	i
<b>Book- BAM7000</b> .....	1








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## Asset Management > Utilities > Mass Update > Book

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
<b>Capital Assets</b>	Select assets that were valued at greater than \$5,000.00 when originally purchased.
<b>Inventory Assets</b>	Select assets that were valued at less than \$5,000.00 when originally purchased, but which require inventory control and management.
<b>Both</b>	Select capitalized and inventory records.
<b>Retrieve an existing item.</b>	<p><a href="#">Search for a record.</a></p> <ul style="list-style-type: none"> <li>☐ In the <b>Item Nbrs</b> field, type the item number(s) to be updated.</li> <li>• If the item number is not known, click <b>Directory</b>. The Inventory Directory is displayed.</li> <li>• To search for a specific item number, type data in one or more of the search fields.</li> <li>• To search through all available data, leave all fields blank.</li> <li>• Click <b>Search</b>. A list of item numbers matching the search criteria is displayed.</li> <li>• Select the item number(s) from the list and click <b>OK</b>. The <b>Item Nbrs</b> field is populated with the selected item numbers.</li> <li>• Click <b>Cancel</b> or  to close the directory.</li> </ul>
<b>Change Property Class</b>	<p>Select to change the property class for the selected item(s).</p> <p>In the <b>From</b> column of the <b>Property Class</b> field, click  to select the original property class code from the inventory records.</p> <p>In the <b>To</b> column of the <b>Property Class</b> field, click  to select the new property class from the asset management code tables.</p>
<b>Change Method</b>	<p>Select to change the method for the selected item(s).</p> <p>In the <b>From</b> column of the <b>Method</b> field, click  to select the original method number from the inventory records.</p> <p>In the <b>To</b> column of the <b>Method</b> field, click  to select the new method number from the asset management code tables.</p>

<b>Change Convention</b>	<p>Select to change the convention code for the selected item(s).</p> <p>In the <b>From</b> column of the <b>Convention</b> field, click  to select the original convention code from the inventory records.</p> <p>In the <b>To</b> column of the <b>Convention</b> field, click  to select the new convention code from the asset management code tables.</p>
<b>Execute</b>	<p>Click to execute the process. When the processing is completed, the Mass Update Book Records report is displayed. <a href="#">Review the report.</a></p> <p><b>Review the report using the following buttons:</b></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><b>The report can be viewed and saved in various file formats.</b></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 <b>X</b> to close the report window. Some reports may have a <b>Close Report</b>, <b>Exit</b>, or <b>Cancel</b> button instead.</p>
<b>Process</b>	<p><a href="#">Continue the process.</a></p> <p>Click to update the selected records in the asset management tables.</p> <p><input type="checkbox"/> Click <b>Process</b> to update the selected records in the asset management tables.  A message is displayed indicating that the process was successfully completed. Click <b>OK</b>.</p>