



Book- BAM7000

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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 |
|-----------------------------------|---|
| 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 Property Class | <p>Select to change the property class for the selected item(s).</p> <p>In the From column of the Property Class field, click  to select the original property class code from the inventory records.</p> <p>In the To column of the Property Class field, click  to select the new property class from the asset management code tables.</p> |
| Change Method | <p>Select to change the method for the selected item(s).</p> <p>In the From column of the Method field, click  to select the original method number from the inventory records.</p> <p>In the To column of the Method field, click  to select the new method number from the asset management code tables.</p> |

| | |
|--------------------------|---|
| Change Convention | <p>Select to change the convention code for the selected item(s).</p> <p>In the From column of the Convention field, click  to select the original convention code from the inventory records.</p> <p>In the To column of the Convention field, click  to select the new convention code from the asset management code tables.</p> |
| Execute | <p>Click to execute the process. When the processing is completed, the Mass Update Book Records 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.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>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.</p> <p>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.</p> <p>Click X to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p> |
| Process | <p>Continue the process.</p> <p><input type="checkbox"/> 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.</p> |