



# 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   |
|-----------------------------------|---|
| <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><input type="checkbox"/> 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.</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><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.</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 <b>X</b> to close the report window. Some reports may have a <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p> |
| <b>Process</b>           | <p><a href="#">Continue the process.</a></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>  |