



## 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>Item Nbr</b>	Type the inventory number, if known. If the inventory number is not known, click <a href="#">Directory</a>
<b>Change Property Class</b>	Select to change the property class for the selected item(s). 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. 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.
<b>Change Method</b>	Select to change the method for the selected item(s). In the <b>From</b> column of the <b>Method</b> field, click ▼ to select the original method number from the inventory records. 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.
<b>Change Convention</b>	Select to change the convention code for the selected item(s). In the <b>From</b> column of the <b>Convention</b> field, click ▼ to select the original convention code from the inventory records. 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.
<b>Execute</b>	Click to execute the process. When the processing is completed, the Mass Update Book Records report is displayed. <a href="#">Review the report.</a>
<b>Process</b>	<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> .