



# Inventory - BAM7000



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## Asset Management > Utilities > Mass Update > Inventory

This utility is used to update the inventory data for all records, only capital asset records, or only inventory asset records. Values in the drop-down list of the **From** column are derived from inventory 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 inventory records:

Under **Inventory Types**:

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>Change Last Inventory Date</b>	Select to update the last inventory date for the selected item(s).
<b>Last Inventory Date</b>	Type the date the last inventory was performed in the MMDDYYYY format.
<b>Change Status Code</b>	Select to change the status code for the selected item(s). <ul style="list-style-type: none"> <li>In the <b>From</b> column of the <b>Status</b> field, click ▼ to select the original status code from the inventory records.</li> <li>In the <b>To</b> column of the <b>Status</b> field, click ▼ to select the new status code from the asset management code tables.</li> </ul>
<b>Change Catalog Nbr</b>	Select to change the catalog number for the selected item(s). <ul style="list-style-type: none"> <li>In the <b>From</b> column of the <b>Catalog Nbr</b> field, click ▼ to select the original catalog number from the inventory records.</li> <li>In the <b>To</b> column of the <b>Catalog Nbr</b> field, click ▼ to select the new catalog number from the asset management code tables.</li> </ul>
<b>Change Campus</b>	Select to change the campus code for the selected item(s). <ul style="list-style-type: none"> <li>In the <b>From</b> column of the <b>Campus</b> field, click ▼ to select the original campus code from the inventory records.</li> <li>In the <b>To</b> column of the <b>Campus</b> field, click ▼ to select the new campus code from the asset management code tables.</li> </ul>
<b>Change Department</b>	Select to change the department code for the selected item(s). <p>In the <b>From</b> column of the <b>Department</b> field, click ▼ to select the original department code from the inventory records.</p> <p>In the <b>To</b> column of the <b>Department</b> field, type the new department code from the asset management code tables.</p>

<b>Change Room Nbr</b>	<p>Select to change the room number for the selected item(s).</p> <p>In the <b>From</b> column of the <b>Room</b> field, click ▼ to select the original room number from the inventory records.</p> <p>In the <b>To</b> column of the <b>Room</b> field, type the new room number from the asset management code tables.</p>
<b>Change Condition Code</b>	<p>Select to change the condition code for the selected item(s).</p> <p>In the <b>From</b> column of the <b>Condition</b> field, click ▼ to select the original condition code from the inventory records.</p> <p>In the <b>To</b> column of the <b>Condition</b> field, click ▼ to select the new condition code from the asset management code tables.</p>
<b>Change Gain Code</b>	<p>Select to change the gain code for the selected item(s).</p> <p>In the <b>From</b> column of the <b>Gain</b> field, click ▼ to select the original gain code from the inventory records.</p> <p>In the <b>To</b> column of the <b>Gain</b> field, click ▼ to select the new gain code from the asset management code tables.</p>
<b>Change Insurance Code</b>	<p>Select to change the insurance code for the selected item(s).</p> <p>In the <b>From</b> column of the <b>Insurance</b> field, click ▼ to select the original insurance code from the inventory records.</p> <p>In the <b>To</b> column of the <b>Insurance</b> field, click ▼ to select the new insurance code from the asset management code tables.</p>

Click **Execute** to execute the process. When the processing is completed, the Mass Update Inventory Record Preview report is displayed. [Review the report.](#)

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**.