



## 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:

Field	Description
<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). In the <b>From</b> column of the <b>Department</b> field, click ▼ to select the original department code from the inventory records. In the <b>To</b> column of the <b>Department</b> field, type the new department code from the asset management code tables.
<b>Change Room Nbr</b>	Select to change the room number for the selected item(s). In the <b>From</b> column of the <b>Room</b> field, click ▼ to select the original room number from the inventory records. In the <b>To</b> column of the <b>Room</b> field, type the new room number from the asset management code tables.

Field	Description
<b>Change Condition Code</b>	Select to change the condition code for the selected item(s). In the <b>From</b> column of the <b>Condition</b> field, click ▼ to select the original condition code from the inventory records. 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.
<b>Change Gain Code</b>	Select to change the gain code for the selected item(s). In the <b>From</b> column of the <b>Gain</b> field, click ▼ to select the original gain code from the inventory records. 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.