



## Inventory - BAM7000



# Table of Contents

Inventory - BAM7000 ..... i

Inventory - BAM7000 ..... 1



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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).           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>	<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>
<b>Execute</b>	<p>Click to execute the process. When the processing is completed, the Mass Update Inventory Record Preview 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</b>, <b>Exit</b>, or <b>Cancel</b> button instead.</p>
<b>Process</b>	<p>Click to update the selected records in the asset management tables.</p> <p><input type="checkbox"/> Click <b>Process</b> to update the selected records in the asset management tables. A message is displayed prompting you to create a system <a href="#">backup</a>.</p> <p>A message is displayed indicating that the process was completed successfully. Click <b>OK</b>.</p>