



Inventory - BAM7000

Table of Contents

| | |
|----------------------------------|----------|
| Inventory - BAM7000 | i |
| Inventory - BAM7000 | 1 |

Inventory - BAM7000

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 |
|-----------------------------------|--|
| Capital Assets | Select assets that were valued at greater than \$5,000.00 when originally purchased. |
| Inventory Assets | Select assets that were valued at less than \$5,000.00 when originally purchased, but which require inventory control and management. |
| Both | Select capitalized and inventory records. |
| Change Last Inventory Date | Select to update the last inventory date for the selected item(s). |
| Last Inventory Date | Type the date the last inventory was performed in the MMDDYYYY format. |
| Change Status Code | Select to change the status code for the selected item(s). <ul style="list-style-type: none"> In the From column of the Status field, click <input type="checkbox"/> to select the original status code from the inventory records. In the To column of the Status field, click <input type="checkbox"/> to select the new status code from the asset management code tables. |
| Change Catalog Nbr | Select to change the catalog number for the selected item(s). <ul style="list-style-type: none"> In the From column of the Catalog Nbr field, click <input type="checkbox"/> to select the original catalog number from the inventory records. In the To column of the Catalog Nbr field, click <input type="checkbox"/> to select the new catalog number from the asset management code tables. |
| Change Campus | Select to change the campus code for the selected item(s). <ul style="list-style-type: none"> In the From column of the Campus field, click <input type="checkbox"/> to select the original campus code from the inventory records. In the To column of the Campus field, click <input type="checkbox"/> to select the new campus code from the asset management code tables. |
| Change Department | Select to change the department code for the selected item(s). <p>In the From column of the Department field, click <input type="checkbox"/> to select the original department code from the inventory records.</p> <p>In the To column of the Department field, type the new department code from the asset management code tables.</p> |

| | |
|------------------------------|---|
| Change Room Nbr | <p>Select to change the room number for the selected item(s).</p> <p>In the From column of the Room field, click ▼ to select the original room number from the inventory records.</p> <p>In the To column of the Room field, type the new room number from the asset management code tables.</p> |
| Change Condition Code | <p>Select to change the condition code for the selected item(s).</p> <p>In the From column of the Condition field, click ▼ to select the original condition code from the inventory records.</p> <p>In the To column of the Condition field, click ▼ to select the new condition code from the asset management code tables.</p> |
| Change Gain Code | <p>Select to change the gain code for the selected item(s).</p> <p>In the From column of the Gain field, click ▼ to select the original gain code from the inventory records.</p> <p>In the To column of the Gain field, click ▼ to select the new gain code from the asset management code tables.</p> |
| Change Insurance Code | <p>Select to change the insurance code for the selected item(s).</p> <p>In the From column of the Insurance field, click ▼ to select the original insurance code from the inventory records.</p> <p>In the To column of the Insurance field, click ▼ to select the new insurance code from the asset management code tables.</p> |
| Execute | <p>Click to execute the process. When the processing is completed, the Mass Update Inventory Record Preview report is displayed. Review the report.</p> <p>Review the report using the following buttons:</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>The report can be viewed and saved in various file formats.</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 X to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p> |
| Process | <p>Continue the process.</p> <p>Click to update the selected records in the asset management tables.</p> <p><input type="checkbox"/> Click Process to update the selected records in the asset management tables. A message is displayed prompting you to create a system backup.</p> <p>A message is displayed indicating that the process was completed successfully. Click OK.</p> |