# 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 |
|---|---|
| **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).<br><br>• In the **From** column of the **Status** field, click ⌄ to select the original status code from the inventory records.<br><br>• In the **To** column of the **Status** field, click ⌄ 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).<br><br>• In the **From** column of the **Catalog Nbr** field, click ⌄ to select the original catalog number from the inventory records.<br><br>• In the **To** column of the **Catalog Nbr** field, click ⌄ 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).<br><br>• In the **From** column of the **Campus** field, click ⌄ to select the original campus code from the inventory records.<br><br>• In the **To** column of the **Campus** field, click ⌄ 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).<br><br>In the **From** column of the **Department** field, click ⌄ to select the original department code from the inventory records.<br>In the **To** column of the **Department** field, type the new department code from the asset management code tables. |

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

❏ Click **Execute** to execute the process. When the processing is completed, the Mass Update Inventory Record Preview report is displayed. Review the report.

❏ Process|

❏ 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**.

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