

Merge Asset Management Text File - BAM7700

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This utility is used to upload Asset Management tables that were created using another type of software. All records being merged must have an item number or bar code. The item number or bar code becomes the item number for the Asset Management application inventory record. If no item number or bar code exists, the record is not added or updated in the Asset Management application.

Note: When you create the merge text file from the vendor's software, please name it UPcccddd (where cccddd is the county-district number).

File layout

Modify a record:

Under **Options**:

Field	Description
Add New Only	Selected by default. If selected, only new asset records are merged into the Asset Management application. If there is no item number or bar code for a record in the upload file, the record is not added to the Asset Management records, and the message "r;No item nbr or bar code. Not processed." is printed on the Inventory Upload Error Report. If the item number record does not already exist in the Asset Management application and it does exist in the merge text file, it is a new record to be added to the Asset Management Item Master table (GIcccddd) and the Transaction table (GTcccddd). The amount you entered in the **Amount to Determine Asset Type** field determines if the item number record is merged as a C type (Capital item) or an I type (Inventory item) record. If the item number record is a type C item, it is added to the Asset Management Depreciation Distribution table (GDcccddd) and the Book table (GBcccddd). The item number record information prints on the Inventory Upload Report indicating that the record was added to the Asset Management application. If the item is found in the Asset Management inventory file, this is not considered a new record, and the "r;Item XXXXXXXXXX exists. Not added." message is printed on the Inventory Upload Error Report to indicate that this record was not added to the Asset Management application.

Field	Description
Update Existing Only	Select to update asset records that already exist in the Asset Management application. This allows tracking of items that have been moved from one room or campus to another. If there is no item number or bar code for a record in the upload file, the record is not updated in the Asset Management records, and the message ”r;No item nbr or bar code. Not processed.” is printed on the Inventory Upload Error Report. If the item number record already exists in the Asset Management application, the program updates data in the Item Master table (GIcccddd) and in the depreciated cost and basis of adjustment columns of the Book table (GBcccddd). A before and after image of the record is displayed on the Inventory Upload Report. This enables you to verify how the record was changed. If the record does not exist in the Asset Management application, the record is not updated, and the message ”r;Item XXXXXXXXXX does not exist. Not updated.” is printed on the Inventory Upload Error Report.
Add New and Update Existing	Select to merge new records and update existing records in the Asset Management application. Records are added and/or updated, and a before and after image of the record is printed on the Inventory Upload Report. If there is no item number or bar code for a record in the upload file, the record is not added to the Asset Management records, and the message ”r;No item nbr or bar code. Not processed.” is printed on the Inventory Upload Error Report. If the item number record does not already exist in the Asset Management application and it does exist in the merge text file, it is a new record to be added to the Asset Management Item Master table (GIcccddd) and the Transaction table (GTcccddd). The amount you entered in the **Amount to Determine Asset Type** field determines whether the item number record is merged as a C type (Capital item) or an I type (Inventory item) record. If the item number record is a type C item, it is added to the Asset Management Depreciation Distribution table (GDcccddd) and the Book table (GBcccddd). The item number record information prints on the Inventory Upload Report indicating that the record was added to the Asset Management application. If the item number record already exists in the Asset Management application, the program updates the data in the Item Master table (GIcccddd) and in the depreciated cost and basis of adjustment columns of the Book table (GBcccddd). A before and after image of the record is displayed on the Inventory Upload Report. This enables you to verify how the record was changed.

Click **Save**.

**NOTE:

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.