



Asset Management

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Asset Management

ASCENDER Asset Management helps you manage risks while maintaining accurate and complete inventory records.

The application ensures accurate tracking of capital and inventory assets, transferring purchased item information from Finance, and simplifying inventory management. From depreciation to reporting, the tools are uncomplicated. ASCENDER Asset Management is GASB 34-compliant.

Depreciation

Use the Table of Contents to access a page.

Depreciation Calculations

Use the Table of Contents to access a page.

Calculation Reports - BAM4000

Asset Management > Depreciation > Depreciation Calculations > Calculation Reports

This tab is used to create the Depreciation Detail Schedule report.

Generate the report:

☐ Under **Depreciation Calculation Reports**, the Depreciation Detail Schedule report is displayed.

- Select **GenRpt** to select the report.
- Click **Generate Reports**. When processing is completed, the selected report is displayed.
[Review the report.](#)

Calculations - BAM4000

Asset Management > Depreciation > Depreciation Calculations > Calculations

This tab is used to select inventory items and to calculate their depreciation for the selected periods. The following functions can be performed:

- Calculate depreciation for one month or multiple months within the current fiscal year (set on the Asset Management Options page).
- Calculate only the current fiscal year depreciation or all years the asset was in service.
- Run this depreciation calculation page multiple times for any year of depreciation.

Perform depreciation calculations:

A list of all available inventory numbers and their descriptions is displayed on the left side of the page. Items that have been fully depreciated or that are not eligible for depreciation calculations are not included in the inventory item selection list. These include:

- Items that have been fully depreciated in a fiscal year that is prior to the fiscal year represented by the **From Month/Year** and **To Month/Year** fields.
- Items that have been disposed of prior to the month/year represented by the **From Month/Year** field.
- Items that were placed in service after the month/year represented by the **To Month/Year** field.

Field	Description
From Month/Year	This field is populated based on the selected file ID, but you can change the date. The From Month/Year field indicates the beginning date for the current fiscal year depreciation calculations and the date that the inventory item was put into service. The field can be changed more than once for the same record.
Month/Year	This field is populated based on the selected file ID, but you can change the date. The To Month/Year field indicates the ending date for the current fiscal year and depreciation calculations. The date is within a 12-month period from the From Month/Year field.
Recalculate all prior years of depreciation. (Also includes current FY.)	Select to recalculate the depreciation of the selected assets for all years in service. If not selected, depreciation is calculated for the current fiscal year only.

☐ Select the current inventory numbers to move to the right side of the page for calculating depreciation.

☐ Use the following buttons to move the selected inventory numbers to the right side of the page.



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

☐ Click **Calculate** to calculate the depreciation of all selected inventory numbers.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
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Historical Depreciation Schedule Inquiry - BAM4100

Asset Management > Depreciation > Historical Depreciation Schedule Inquiry

This page is used to display the yearly depreciation calculations and to view the account distributions for each year. For data to be displayed, an item must have a book record. If the item depreciation was calculated, the middle grid is populated. The bottom grid is only populated if the item had an established distribution for the selected depreciation year selected in the middle grid.

To perform a historical depreciation schedule inquiry:

Field	Description
Item Nbr	Type the item number, if known. If the item number is not known, click Directory .

- ☐ Click **Retrieve**. The selected item is displayed.
- ☐ Select another row in the middle grid to view the depreciation calculations and the account distributions for another year.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
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Inquiry

Use the Table of Contents to access a page.

Inventory Inquiry - BAM5000

Asset Management > Inquiry > Inventory Inquiry




This page is used to generate inventory inquiries by using selected fields to include specific conditions, comparison data, and other options to create an inventory report.

Perform an inventory inquiry:

☐ Under **Options:**



Field	Description
Report Title	Type a report title that accurately defines the contents of the report. The field can be a maximum of 20 characters.
Subtotal on Major Sort Field	Select to create a subtotal for each major sort field or leave blank not to create a subtotal on major sort fields.
Subtotal on Dept/Room	Select to create a subtotal for each department/room number, or leave blank not to create a subtotal by department/room numbers.
Page Break on Major Sort Field	Select to set a page break after listing the assets of each major sort field (e.g., buses, department, room), or leave blank to ignore page breaks and print a continuous listing.

☐ Under **Filter:**

Column Name	Click  to select the column for which you would like to retrieve data.
Operator	Click  to select the mathematical symbol for the query.
Value	Type the data to be compared, or click  to select from the list based on the Column Name field selection.


☐ Click **+Add** to add a row.

☐ Under **Sort:**

Sort Order	Click  to select the order in which columns are sorted for the inquiry.
Ascending	Click  to select if the inquiry data is to be sorted in ascending or descending order.

☐ Click **Retrieve** to view a copy of the report. [Review the report.](#)

Other functions and features:

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

Reset	Click to reset all previously selected options to the default.
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Maintenance

Use the Table of Contents to access a page.

Inventory Check In/Check Out - BAM3100

Asset Management > Maintenance > Inventory Check In/Check Out

This page is used to track inventory and capital assets that can be checked out by LEA personnel or students. You can have multiple entries for an item depending upon the number of units in the inventory record. The total number of items checked out cannot exceed the number of units in the inventory record. If multiple units of the same item are being checked out to different personnel (resulting in needing multiple checkout records), each checkout record must have a different checkout time. An item is considered checked out until the return date is no longer blank. If an item has an open checkout record, the person's name is displayed.

Add or modify a record:

Retrieve an existing item.	<p>In the Item Nbr field, type the item number to be retrieved, if known. If the number is less than ten digits, the field is auto-filled with leading zeros. Click Retrieve.</p> <ul style="list-style-type: none"> • If the item number is not known, click Directory. • To search for a specific item number, type data in one or more of the search fields. • To search through all available data, leave all fields blank. • Click Search. A list of item numbers matching the search criteria is displayed. • Select an item number from the list. Otherwise, click Cancel.
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☐ Click **+Add** to add an inventory item.


Field	Description
Date Check Out	Type the date the item was checked out in the MMDDYYYY format. The field is required. By default, the field is populated with the current system date, but the date can be changed. Note: If you type an invalid check out date and click Save , the field is populated with 00-00-0000 and an error message is displayed.
Time Check Out	Type the time in the format hh:mmA or hh:mmP (e.g., 09:05A). The field is required. By default, the field is populated with the current system time, but the time can be changed. When manually typing the time, you must type the colon and a capital A or capital P.
Date Anticipate Rtn	Type the date the item should be returned in the MMDDYYYY format.
Date Return	Type the actual date the items are returned. If blank, items are considered checked out.
Nbr Check Out	Type the number of items checked out to the individual.
Organization	Type a specific group title or affiliation to whom the items were checked out.
Division	Type a specific group title or affiliation to whom the items were checked out.
Person	Type the name of the person who has possession of the items. The field can be a maximum of 30 characters.
Phone Nbr	Type the three-digit area code and the seven-digit phone number of the individual who signed out the items.

Field	Description
Comments	Type any comments or other information that pertains to this record. The field can be a maximum of 30 characters.

☐ Click **Refresh Total** to update the **Total Units Checked Out** field.

☐ Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .

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~~HIDEPAGE~~

Inventory Maintenance

Use the Table of Contents to access a page.

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~~HIDEPAGE~~

Book Records - BAM3000

Asset Management > Maintenance > Inventory Maintenance > Book Records

This tab is used to define how depreciation should be calculated for an item by defining the property class, depreciation method, recovery period, and depreciable amount for only capital assets (inventory type C). There is currently only one book type, Generally Accepted Accounting Procedures (GAAP or GP) that uses the Straight Line (SL) and No Depreciation (ND) methods. A warning message is displayed if no record exists for capital items. The following fields are required for depreciation calculations:

- **Property Class**
- **Date In Service**
- **Deprec Method**
- **Recovery Period**
- **Convention**

A new book record is automatically created when a new inventory capital asset record is created on the Inventory Records tab.

Add or modify a book record:

Retrieve an existing item.	<p>In the Item Nbr field, type the item number to be retrieved, if known. If the number is less than ten digits, the field is auto-filled with leading zeros. Click Retrieve.</p> <ul style="list-style-type: none"> • If the item number is not known, click Directory. • To search for a specific item number, type data in one or more of the search fields. • To search through all available data, leave all fields blank. • Click Search. A list of item numbers matching the search criteria is displayed. • Select an item number from the list. Otherwise, click Cancel.
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☐ Click **+Add** to add a record.

Field	Description
Item Nbr and Description	The item number is displayed.
Description	The item number description is displayed.
Book Type	Click ▼ to select the book type (e.g., GP - GAAP (Generally Accepted Accounting Procedures)). The field is required for depreciation calculations.
Property Class	Click ▼ to select the property class description. The field is required for depreciation calculations.

Field	Description
Date In Service	Type the date that the record was entered into the system in the MMDDYYYY format. If entering a new record, this field is populated from the Acquired Date field on the Inventory Records tab, or you can override with a different date. The field is required and is used for inventory validation to maintain accurate depreciation calculations.
Deprec Method	<p>Click ▼ to select a valid depreciation method code. There are only two depreciation methods available:</p> <ul style="list-style-type: none"> • <i>Straight Line (SL)</i> - SL depreciation only. Uses the two conventions available, Full Month (FM) and Half Year (HY). • <i>No Depreciation (ND)</i> - Used for land or other assets that do not lose value. • If left blank, the field is populated from the property class record. <p>CAUTION: If the depreciation method for an inventory item is changed from Straight Line (SL) to No Depreciation (ND), the following message is displayed, "Warning: When saved, any depreciation history is deleted. Do you wish to continue with this change?" Click Yes to change the depreciation method and delete the depreciation history. Since all depreciation history records for this inventory item are deleted with this change, it is strongly recommended that the user create a system backup before saving this change. Click No to disregard the change. The depreciation method is not changed, and the depreciation history is not deleted.</p> <p>The field is required for depreciation calculations.</p>
Recovery Period	<p>Type the number of years required to fully depreciate the item. The field is required for depreciation calculations.</p> <p>If assets are to be depreciated using partial years, the months should be converted to a decimal value (e.g., 3 months = .25, 6 months = .50, and 9 months = .75).</p> <p>If left blank, the number is populated from the property class record.</p>
Deprec Cost	Type the depreciable cost of the item. If adding a new record, the field is populated from the Total Cost field on the Inventory Records tab. A negative depreciation cost can be entered. If the salvage value is not zero, the depreciation cost is negative, and the salvage value is greater than the depreciation cost, a warning is issued, and the user can save the record. When a transaction record is added, the Deprec Cost field is updated with the new amount.
Adjusted Basis	<p>This amount is calculated as follows: Adjusted Basis = Depreciable Cost - Salvage Value.</p> <p>When a transaction record is added, the Adjusted Basis field is updated with the new amount.</p>
Convention	<p>Click ▼ to select a valid convention. The field is required for depreciation calculations. If left blank, it is populated from the property class record.</p> <ul style="list-style-type: none"> • <i>Full Month (FM)</i> - Calculate depreciation after the first full month. • <i>Half Year (HY)</i> - Calculate depreciation as half or full year for the first year, depending on the acquisition date.
Salvage Value	Type the estimated value that the asset will be sold for at the time of disposal.
Gain/Loss Amt	The amount of gain or loss due to asset disposal is displayed. This field is automatically calculated when all necessary fields are populated.

Field	Description
Unallocated Funds	Select if the asset is used by many diverse groups and cannot be attributed to a specific budget code (e.g., cafeteria). By doing this, depreciation distribution account codes are not required. The asset will also be reported in the unallocated depreciation line on the financial statements produced by the depreciation calculation process.
Business Pct	Type the percentage of asset usage that should be applied (e.g., a district vehicle used for 85 percent business and 15 percent personal use by a superintendent). The amount cannot exceed 100 percent.

☐ Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Documents	View or attach supporting documentation.

Depreciation Distribution Records - BAM3000

Asset Management > Maintenance > Inventory Maintenance > Depreciation Distribution Records

This tab is used to define how the depreciation should be distributed throughout the general ledger for only capital assets (inventory type C). You can add a new distribution, change an existing distribution, delete an individual distribution, or delete all depreciations for a record.


Note: The only reason records should be deleted is if the item is no longer classified as a capital item (C). Then, the depreciation record must be deleted before the item can be changed from a C to an inventory item (I). Each account code is a separate record in the file. There should be distribution records for each year that depreciation is calculated for an item. After the initial records have been added, the future annual records are added during the year-end process. Each account number and the percentage of use by the function must be entered. If no percentages are entered, depreciation will not be distributed properly.

Add or modify a depreciation record:

Retrieve an existing item.	<p>In the Item Nbr field, type the item number to be retrieved, if known. If the number is less than ten digits, the field is auto-filled with leading zeros. Click Retrieve.</p> <ul style="list-style-type: none"> • If the item number is not known, click Directory. • To search for a specific item number, type data in one or more of the search fields. • To search through all available data, leave all fields blank. • Click Search. A list of item numbers matching the search criteria is displayed. • Select an item number from the list. Otherwise, click Cancel.
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☐ Click **+Add** to add a depreciation record.


Field	Description
Year	Type the year for the records to be added or viewed in the YYYY format. This year must be the same year in the Asset Management Options table, and it also must be included in the Fiscal Year table.
Description	The description of the item selected in the grid at the top of the page is displayed. The account code and percentage of each distribution for the item depreciation are populated in the grid.

Field	Description
Account Code	<p>Type the account code to which the transaction is to be posted.</p> <ul style="list-style-type: none"> • Press the SPACEBAR to view a list of account codes associated to your user profile. If the account code is not known, click . The Accounts Codes lookup is displayed. • Type data in the individual account code component fields, and click Search. A list of account codes matching your search components is displayed. • Select an account code from the list. Otherwise, click Cancel to close the Account Codes lookup. • The Description field is populated with the description of the account. • To enter a different account code with the same amount, click +Add. Continue adding rows as needed.
Percent	Type the percentage of use to be distributed to each account code. The percentages entered must total to 100 percent.
Account Code Description	The description of the selected account code is displayed.

Note: The grid is populated with the selected account codes and descriptions, but not the percentages for each account code.

☐ When all account codes have been entered and the percentages total to 100 percent, click **Save** to update the distribution records and continue adding records.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p>
Documents	View or attach supporting documentation.

Inventory Records - BAM3000

Asset Management > Maintenance > Inventory Maintenance > Inventory Records

This tab used to create capital and inventory asset records manually or by importing Asset Management records from the Finance application.

- Individual records can be created, edited, or deleted from this tab.
- Asset Management records that are imported from the Finance application using the Transaction Records tab are automatically added to the inventory record.

Note: A capital asset (C) can only be changed to an inventory asset (I) after the depreciation record has been deleted. All code table entries must have been created and verified before you begin entering any Asset Management records. The following fields are required for depreciation calculations:


- **Inventory Type**
- **Number of Units**
- **Unit Cost**
- **Total Cost**
- **Acquired Date**
- **Disposal Date**

You can use the import function on the Transaction Records tab to import Asset Management records from the Finance application, and then save the file to automatically add inventory records. The record information is automatically added to the Inventory Records and Transaction Records tabs.

Add or modify a record:

Add	Add	Click to add an item.
	Item Nbr	If Automatic Item Numbering is not selected on the Asset Management Options page, type an item number. The field can be a maximum of ten digits.
	Note: If Automatic Item Numbering is selected on the Asset Management Options page, the Item Nbr field is set to AUTO, and the Status and Gain Code fields default to the selection on the Asset Management Options table.	
Retrieve an existing item	In the Item Nbr field, type the item number to be retrieved, if known. If the number is less than ten digits, the field is auto-filled with leading zeros. Click Retrieve . <ul style="list-style-type: none"> • If the item number is not known, click Directory. • To search for a specific item number, type data in one or more of the search fields. • To search through all available data, leave all fields blank. • Click Search. A list of item numbers matching the search criteria is displayed. • Select an item number from the list. Otherwise, click Cancel. 	

Field	Description
Catalog Nbr	Click ▼ to select a catalog number. The catalog number must exist on the Tables > Catalog tab before it can be selected on this page. If Use Catalog Description is selected on the Tables > Asset Management Options page, and you type an existing catalog number, the description from the Catalog table is used if the Description field is blank.
Vendor Nbr	The vendor number is displayed and is retrieved from the first available transaction record with vendor information. Vendor information can be added to the transaction record from the Transaction Records tab.
Inventory Type	Click ▼ to select an inventory type code (C for Capital Assets or I for Inventory Assets). The field is required for depreciation calculations.
Status	Click ▼ to select a status code. The code must exist on the Tables > Status Code tab before it can be used on this page.
Department	Type a code (e.g., 001 for High School) that defines the department that owns or uses the item. The field can be a maximum of six digits.
Room Nbr	Type a code to indicate where the item is located. The field can be a maximum of eight digits.
Gain Code	Click ▼ to select a gain code. The code must exist on the Tables > Gain Code tab before it can be used on this page.
From Year	Type the year that the item was placed in service in the YYYY format.
To Year	Type the last year of the item's estimated service life in the YYYY format.
Condition	Click ▼ to select a code that describes the condition of the item. The code must exist on the Tables > Condition Code tab before it can be used on this page.
Acquired Date	Type the date in the MMDDYYYY format. If retrieved from Finance, the Check Date field from the Check Posting page is used. The field is required as it is used for inventory validation to maintain accurate depreciation calculations.
Last Inven Date	Type the date the item was last inventoried in the MMDDYYYY format. Otherwise, leave blank. You can select to automatically update the field when the Mass Update for Inventory/Capital Assets process is run.
Disposal Date	Type the date the asset was disposed of through sale or salvage. The field is required for depreciation calculations.
Estimated Life	Type the expected life of the asset in years. The field can be a maximum of four digits in the ##.## format.
Sold To	Type the name of the individual, company, or entity to whom the asset was sold when it was disposed of. Otherwise, leave blank.
Dt Last Update	The date the item record was last updated is displayed.
Description	Type a description for the item. The field can be a maximum of 50 characters. If the Use Catalog Description field is selected on the Asset Management Options page, the description from the Catalog table is used if the Description field is blank.
Serial Nbr	Type the serial number imprinted on the item by the factory, or type an LEA-assigned serial number. The field can be a maximum of 30 characters.
Vendor Name	The vendor name from the first available transaction record with vendor information is displayed. Vendor information can be added to the transaction record from the Transaction Records tab.
Campus	Click 📄 to select a campus code from the available list. The code must exist in the Finance Campus Name and Address table before it can be selected or used on this page.
Local Use1	Type comments that are related to this record. The field can be a maximum of ten characters. Otherwise, leave blank.

Field	Description
Local Use2 and Local Use3	Type any specific amounts that are related to this record. The fields can be a maximum of 11 digits. Otherwise, leave blank.
Number of Units	Type a quantity. The field is required for depreciation calculations and can be a maximum of 11 digits. When the Number of Units and Unit Cost fields are entered, the Total Cost field is calculated. Anytime the Number of Units field is changed, the Total Cost field is recalculated based on the unit cost.
Unit Cost	Type the cost of an individual unit. The field is required for depreciation calculations and can be a maximum of 11 digits. If this is a multiple unit record, the cost field can be calculated using the formula $\text{Total Cost} / \text{Number of Units} = \text{Unit Cost}$.
Total Cost	Type a value for the cost of an item or group of items (the cost can include sales price, shipping, and handling). Note: If the field is imported from the Finance save file, it is retrieved from the Expense Amount field in the Finance transaction file
Insurance Code	Click  to select an insurance code. The code must exist on the Tables > Insurance Code tab before it can be used on this page.
Insurance Value	Type the replacement cost if this is a capital asset.
Sale Price	Type the price that the asset was sold for when it was disposed of. Otherwise, leave blank.
Expense of Sale	Type the overhead cost of selling the asset when it was disposed of. Otherwise, leave blank.
Primary Inven Nbr	This field is used when the expense of a new item needs to be related to the costs of an existing primary inventory item. When a capital asset is improved (e.g., a building addition, new motor), a new item number and depreciation schedule should be created for the improvement. If the primary inventory number is less than ten digits, the system fills the field with leading zeros.
On Loan To	Type the name of the business or individual that borrowed the asset. Otherwise, leave blank.

☐ Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Documents	View or attach supporting documentation.

Manufacturer Information - BAM3000

Asset Management > Maintenance > Inventory Maintenance > Manufacturer Information

This tab is used to maintain the manufacturer, make, model, and warranty information for each asset. You can update existing records, or add or change data retrieved from finance records.

This information is not mandatory for depreciation; however, it is useful in retrieving information for the manufacturer.

Add or modify manufacturer information:

Retrieve an existing item.	<p>In the Item Nbr field, type the item number to be retrieved, if known. If the number is less than ten digits, the field is auto-filled with leading zeros. Click Retrieve.</p> <ul style="list-style-type: none"> • If the item number is not known, click Directory. • To search for a specific item number, type data in one or more of the search fields. • To search through all available data, leave all fields blank. • Click Search. A list of item numbers matching the search criteria is displayed. • Select an item number from the list. Otherwise, click Cancel.
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☐ Click **Add** to add a new record.

Field	Description
Item Nbr	The item number is displayed.
Description	The item number description is displayed.
Vendor Nbr	The vendor number is populated from the first available transaction record that contains vendor information.
Vendor Name	The vendor name is populated from the first available transaction record that contains vendor information.
Manufacturer Name	Type the name of the manufacturer (e.g., Ford Motor Co.). The field can be a maximum of 20 characters.
Manufacturer Make	Type the manufacturer make of the item (e.g., Aerostar Van). The field can be a maximum of 20 characters.
Manufacturer Model	Type the manufacturer model of the item (e.g., ST, LE, etc.). The field can be a maximum of 20 characters.
Manufacturer Stock Nbr	Type the manufacturer stock number. The field can be a maximum of 15 characters.
Warranty Expiration Date	Type the date in the MMDDYYYY format.
Months in Warranty	Type how long the asset is under warranty (expressed in years or months). The field can be a maximum of three digits.
Warranty Cost	Type the cost of the warranty. The field can be a maximum of 11 digits.

☐ Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Documents	View or attach supporting documentation.

Transaction Records - BAM3000

Asset Management > Maintenance > Inventory Maintenance > Transaction Records

This tab is used to create and maintain capital and inventory asset transaction records by either manually adding or editing an existing transaction record or importing transaction records from Finance. If importing records, only records for active assets are imported and records are imported one at a time. When you change amounts on this page, the amounts on the Book Records tab are automatically updated with the changed amounts. You can create multiple transaction records and account codes per item as additional purchases or improvements are made to a capital asset. These transactions are used to update the Total Cost field for the inventory record. The following transaction types affect this cost amount:

- O - Original transaction(s)
- M - Maintenance changes
- C - Capitalized changes to transaction(s)



The Inventory Records tab information must be added before any transaction records can be created for an item. Transaction records cannot be deleted, but they can be reversed. If an incorrect amount is entered, a reverse transaction should be created for the same amount but with the opposite sign. The **Transaction Type** and **Amount** fields are required for depreciation calculations.

Add or modify a transaction record:

Retrieve an existing item.	<p>In the Item Nbr field, type the item number to be retrieved, if known. If the number is less than ten digits, the field is auto-filled with leading zeros. Click Retrieve.</p> <ul style="list-style-type: none"> • If the item number is not known, click Directory. • To search for a specific item number, type data in one or more of the search fields. • To search through all available data, leave all fields blank. • Click Search. A list of item numbers matching the search criteria is displayed. • Select an item number from the list. Otherwise, click Cancel.
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☐ Click **+Add** to add a transaction record.

Field	Description
Item Nbr and Description	The item number is displayed.
Description	The item number description is displayed.

Field	Description
Account Code	<p>Type the account code to which the transaction is to be posted.</p> <ul style="list-style-type: none"> • Press the SPACEBAR to view a list of account codes associated to your user profile. If the account code is not known, click . The Accounts Codes lookup is displayed. • Type data in the individual account code component fields, and click Search. A list of account codes matching your search components is displayed. • Select an account code from the list. Otherwise, click Cancel to close the Account Codes lookup. • The Description field is populated with the description of the account. • To enter a different account code with the same amount, click +Add. Continue adding rows as needed.
PO Nbr	Type the purchase order number. The field can be a maximum of eight characters. Leading zeros are not required. However, if the purchase order number is alphanumeric, the field is not zero-filled.
Check Nbr	Type the check or voucher number that paid for the item. The field can be a maximum of eight digits. Leading zeros are not required.
Trans Typ	<p>Click  to select a valid transaction type code from the Transaction Code table. The field is required for depreciation calculations. Transaction types:</p> <ul style="list-style-type: none"> • O = Original - New transactions Affects depreciation cost. <p>The book record defaults to depreciation cost if this is a new amount. If a book record is already created, change it to reflect the changes made to the Transaction Amounts.</p> <p>There can only be one original transaction. After an original transaction is saved, the field is disabled and cannot be modified.</p> <ul style="list-style-type: none"> • M = Maintenance - Used when upgrading items (e.g., new lockers, painted hallways) that will not change the depreciation of the item. • C = Capitalized - Used when upgrading items (e.g., remodeling) or making changes to the original amount. Affects depreciation cost. <p>The book record is not affected and must be manually changed.</p>
Effective Date	Type the date of the transaction in the MMDDYYYY format.
Vendor Nbr	Type a valid vendor number, which is validated against the vendor file. As you type data, a drop-down list of corresponding vendor numbers is displayed. Select a vendor number. The Vendor Name field is populated with the vendor name.
Vendor Name	This field is populated when the Vendor Nbr field is populated, but it can be changed by typing a valid vendor name, which is validated against the vendor file. As you type data, a drop-down list of corresponding vendor names is displayed. Select a vendor name. The Vendor Nbr field is populated with the vendor number.
Amount	<p>Type the amount of the current transaction. The field is required for depreciation calculations.</p> <p>This amount can be positive or negative.</p> <p>If an incorrect amount was originally entered, a reverse transaction should be created for the same amount but with the opposite sign.</p>
Reason	Type the user-defined reason for the transaction.

☐ Click **Save**. When a transaction record is added, the **Deprec Cost** and **Adjusted Basis** fields on the Book Records tab are updated with the new amounts.

Import a transaction record:

☐ Click **Import** to begin the import process.

- Click **Choose File** to select the file that you created from Finance.
- Click **Submit** to import the selected file. A list of assets that can be moved from Finance is displayed.
- Select the asset to extract from Finance.
- Enter the **Date Acquired to Save As** and click **OK**. The item is now displayed on the Transaction Records tab.

☐ Click **Save** to save the item. Repeat this process to continue importing the additional asset items as only one record can be imported at a time.

Duplicate a transaction record:

The duplicate option is used to duplicate an existing transaction in order to create a reverse transaction to change a previously saved amount or create a new transaction for a similar item.

☐ Locate the transaction that you want to duplicate and click **Duplicate**.

- In the transaction **Amount** field, type a minus (-) in front of the existing value to reverse the previous transaction amount, or enter a new amount.
- Click **Save** to save the transaction record.

Other functions and features:


Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Documents	View or attach supporting documentation.

Sale/Disposal of Capital Asset - BAM3200

Asset Management > Maintenance > Sale/Disposal of Capital Asset


This page is used to update the inventory master record. No additions or deletions are allowed.

Add or modify a record:

Retrieve an existing item.	<p>In the Item Nbr field, type the item number to be retrieved, if known. If the number is less than ten digits, the field is auto-filled with leading zeros. Click Retrieve.</p> <ul style="list-style-type: none"> • If the item number is not known, click Directory. • To search for a specific item number, type data in one or more of the search fields. • To search through all available data, leave all fields blank. • Click Search. A list of item numbers matching the search criteria is displayed. • Select an item number from the list. Otherwise, click Cancel.
Field	Description
Current Status	Click  to choose an item's new status (e.g., A - Actively Used Item, S - Salvage Item, D - Disposed).
Date Disposed	Type the date that the highlighted asset was disposed of in the MMDDYYYY format.
Sale Price	Type the actual sale price of the item (e.g., \$250.00).
Expense Of Sale	Type the actual costs incurred in organizing and advertising sale assets (e.g., \$30.00).
Sold To	Type the name of the business or individual that bought the item at the time of sale.

☐ Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p>

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Reports

Use the Table of Contents to access a page.

Asset Management Reports

Asset Management > Reports > Asset Management Reports

This page allows you to select the report you want to generate.

Select a report:

All available report names are displayed on the left side of the page. The list of available reports remains displayed on the page even after you select a report name. This allows you to select another report within the selected reports menu without exiting the report page.

☐ Click a report to select it. The parameters for the selected report are displayed on the right side of the page.

☐ Type or select the report options. **Parameters in bold are required.**

☐ Use the buttons located at the top of the page to generate the report. If the button feature does not apply to the selected report, it is disabled. For example, a certain report may not be available in the CSV format, so the **CSV** button will be disabled when that report is selected.

- **Preview** - Click to generate the HTML view of the report.
- **PDF** - Click to generate a PDF file of the report.
- **CSV** - Click to generate a CSV file of the report.
- **Clear Options** - Click to clear data from all parameter fields.

[Review, save and/or print the report.](#)

Sort and filter:

Some reports may or may not provide the sort and/or filter option.

Sort	<p>Sort report data:</p> <p>You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.</p> <p>From the report window, click Sort/Filter to open the Sort/Filter window. By default, the Sort Criteria section is expanded. If not, click Sort Criteria.</p> <table border="1" data-bbox="212 309 1479 748"> <tr> <td data-bbox="212 309 518 416">(Left grid) Columns Available for Sorting</td><td data-bbox="523 309 1479 456">Select the columns by which you want to sort, the columns are highlighted blue. Click ► to move the selected columns to the right side of under Sort Columns. Continue moving columns to the right grid as needed.</td></tr> <tr> <td data-bbox="212 463 518 533">(Right grid) Sort Columns</td><td data-bbox="523 463 1479 748"> <p>You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location.</p> <p>In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.</p> <p>To remove a column from the sort, select the column, and then click to move it back to the left grid.</p> </td></tr> </table> <p>Click OK to apply the selected sort criteria to the report.</p> <p>Click Cancel to close the window without re-sorting.</p>	(Left grid) Columns Available for Sorting	Select the columns by which you want to sort, the columns are highlighted blue. Click ► to move the selected columns to the right side of under Sort Columns . Continue moving columns to the right grid as needed.	(Right grid) Sort Columns	<p>You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location.</p> <p>In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.</p> <p>To remove a column from the sort, select the column, and then click to move it back to the left grid.</p>
(Left grid) Columns Available for Sorting	Select the columns by which you want to sort, the columns are highlighted blue. Click ► to move the selected columns to the right side of under Sort Columns . Continue moving columns to the right grid as needed.				
(Right grid) Sort Columns	<p>You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location.</p> <p>In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.</p> <p>To remove a column from the sort, select the column, and then click to move it back to the left grid.</p>				

Filter	Filter report data: When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option. From the report window, click Sort/Filter to open the Sort/Filter window. By default, the Sort Criteria section is expanded. Click Filter Criteria to expand the Filter Criteria section. If the report does not allow sorting, the Filter button is displayed instead of the Sort/Filter button, and sort criterion fields are not available. Click Add Criterion to add new filter criteria. A blank row is displayed in the grid.	
	Field	Description
	Column	Select a column by which to filter the data. The drop down lists the columns that appear on the report.
	Operator	Select an operator. = Equals ≠ Not equals < Less than ≤ Less than or equal to > Greater than ≥ Greater than or equal to
	Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date.
	Other functions and features:	
	Add Criterion	Add another row. Select the logical connector (<i>AND</i> or <i>OR</i>) in the Logical field. Continue adding rows as needed. Using the <i>AND</i> operator limits search results, because the program looks only for records that contain both criterion. Using the <i>OR</i> operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
	Delete Selected	Delete selected row. Select the row, and then click the Delete Selected button. The row is deleted from the filter criteria.
	Click OK to apply the selected filter criteria to the report. Click Cancel to close the dialog box without applying a filter.	
	Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
Reset	Reset report data: Click to restore the report to the original view, removing all sorting and filtering that has been applied.	

BAM1350 - Asset Import Report

Asset Management > Reports > Asset Management Reports > Asset Import Report

This report lists all records contained in the file that is retrieved from Finance. The report should be compared with purchase orders before retrieving these records from the Finance save file into the Asset Management application master file. The report and the CD that holds the files (if it exists) should be retained in your records for one year. During the creation of the Finance save file, you also have an option to print this report. It can also be printed from the Finance Reports menu.

Parameter	Description
Print report by account (A) or account within purchase order (P)	A - Print the report by account. P - Print the report by account within a purchase order. This is a required field.
Sort by period? (Y/N)	Y - Sort the report by period. N - Do not sort the report by period. This is a required field.

[Generate the report.](#)

BAM1100 - Auditor Analysis Report

Asset Management > Reports > Asset Management Reports > Auditor Analysis Report

This report displays, by account number, totals of capital asset items including additions of new assets and disposal of old assets. It contains capital asset inventory types only and displays inventory items with an acquired date less than or equal to the specified to date. The report is similar to the State Audit Report. The **Additions for Year** column displays the total cost value for the items with an acquired date up to the specified to date. The **Less Sold/Dismantled** column displays items with a disposal date in the specified date range.

Parameter	Description
Print Error Listing? (Y/N)	Y - Include the error listing on the report. N - Exclude the error listing from the report. This is a required field
From Date (MMDDYYYY)	Type the from date in the MMDDYYYY format. This field is required.
To Date (MMDDYYYY), or blank for ALL	Type the to date in the MMDDYYYY format, or leave blank to use all to dates.

[Generate the report.](#)

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~~HIDEPAGE~~

BAM1550 - Book Audit File Listing

Asset Management > Reports > Asset Management Reports > Book Audit File Listing

This report lists all assets by item number, audit type, and book type. The audit type codes are defined as follows:

- A - a new record in the audit file
- C - a before image of the change to a record in the audit file
- F - an after image of the change to a record in the audit file






Parameter	Description
Select Item Nbr(s), or blank for ALL	Type the ten-digit item number, including all leading zeros and separating multiple item numbers with a comma (e.g., 0000001991, 1236571991). Or, click  to search for item numbers . Otherwise, leave blank to use all item numbers.

[Generate the report.](#)

BAM1400 - Campus Room Inventory Listing

Asset Management > Reports > Asset Management Reports > Campus Room Inventory Listing

This report lists all assets by item number within each room location. Data for each asset includes item number, number of units, catalog number, description, type, cost, and serial number. Totals are provided by room and department.





Parameter	Description
Sort by Item Nbr (I), Campus, Department, and Room (C)	I - Sort the report by item number. C - Sort the report by campus first, then by department and room number. This is a required field
Set report spacing to Double Space? (Y/N)	Y - Print the report with double spacing. N - Print the report with single spacing. This is a required field
Page Break by Campus? (Y/N) (Required when sorting by Campus)	Y - Insert a page break after each campus. N - Do not insert a page break after each campus.
Page Break on Department? (Y/N) (Required when sorting by Campus)	Y - Include a page break between departments on the report. N - Do not include a page break between departments on the report. This is a required field
Page Break on Room? (Y/N) (Required when sorting by Campus)	Y - Include a page break between room numbers on the report. N - Do not include a page break between room numbers on the report. This is a required field
Select Campus(es), or blank for ALL	Type the campus IDs separating multiple campus IDs with a comma (e.g., 001, 007, 041). Or, click  to search for campuses . Otherwise, leave blank to use all campuses.
Select Department(s), or blank for ALL	Type the department, including all leading zeros and separating multiple departments with a comma (e.g., 041, ADMIN). Or, click  to search for departments . Otherwise, leave blank to use all departments.
Select Room Nbr(s), or blank for ALL	Type the room number separating multiple room numbers with a comma (e.g., 123, G-3). Or, click  to search for room numbers . Otherwise, leave blank to use all room numbers.
Select Status Code(s), or blank for ALL	Type the single-alpha status code separating multiple status codes with a comma (e.g., A, I). Or, click  to search for status codes . Otherwise, leave blank to use all status codes.
Select Item Nbr(s), or blank for ALL	Type the ten-digit item number, including all leading zeros and separating multiple item numbers with a comma (e.g., 0000001991, 1236571991). Or, click  to search for item numbers . Otherwise, leave blank to use all item numbers.

Generate the report.

BAM1150 - Capital Assets/Inventory Listing

Asset Management > Reports > Asset Management Reports > Capital Assets/Inventory Listing

This report displays a list of capital assets and inventory items by department and room number. The sort is by item number within room number within location (with the option to exclude items without a disposal date and exclude maintenance transactions).


Parameter	Description
Sort by Campus, Department, Room, Account Code (C), Item Number (I)	C - Sort the report by campus first, then by department, room number, and account code number. I - Sort the report by item number. This is a required field.
Print Disposed Items only? (Y/N)	Y - Include only disposed items on the report. N - Include all items on the report. This is a required field
Include Maintenance Transactions? (Y/N)	Y - Include maintenance transactions on the report. N - Exclude maintenance transactions from the report. This is a required field
Page Break by Campus? (Y/N) (Required when sorting by Campus)	Y - Insert a page break after each campus. N - Do not insert a page break after each campus.
Select Capital Assets (C), Inventory (I), or blank for ALL	C - Include only capital assets on the report. I - Include only inventory items on the report. Blank - Include both capital assets and inventory items on the report.
Select Campus(es), or blank for ALL	Type the campus IDs separating multiple campus IDs with a comma (e.g., 001, 007, 041). Or, click  to search for campuses . Otherwise, leave blank to use all campuses.
Select Room Nbr(s), or blank for ALL	Type the room number separating multiple room numbers with a comma (e.g., 123, G-3). Or, click  to search for room numbers . Otherwise, leave blank to use all room numbers.
Select Department(s), or blank for ALL	Type the department, including all leading zeros and separating multiple departments with a comma (e.g., 041, ADMIN). Or, click  to search for departments . Otherwise, leave blank to use all departments.
From Acquired Date (MMDDYYYY), or blank for ALL	Type the from acquired date in the MMDDYYYY format, or leave blank to use all from dates.
To Acquired Date (MMDDYYYY), or blank for ALL	Type the to acquired date in the MMDDYYYY format, or leave blank to use all to dates.
Select Item Nbr(s), or blank for ALL	Type the ten-digit item number, including all leading zeros and separating multiple item numbers with a comma (e.g., 0000001991, 1236571991). Or, click  to search for item numbers . Otherwise, leave blank to use all item numbers.

[Generate the report.](#)

BAM1600 - Checked Out Inventory File Listing

Asset Management > Reports > Asset Management Reports > Checked Out Inventory File Listing

This report lists items that have been checked out to district staff and students. It allows you to specify item numbers to be reported. It also allows you to select only the current checked out records (items still checked out) or all records including closed records.





Parameter	Description
Select Checked Out Item: Current (C) or History (H)	C - Print items that are currently checked out. H - Print the history of items that have been checked out previously. This is a required field.
Select Item Nbr(s), or blank for ALL	Type the ten-digit item number, including all leading zeros and separating multiple item numbers with a comma (e.g., 0000001991, 1236571991). Or, click  to search for item numbers . Otherwise, leave blank to use all item numbers.

[Generate the report.](#)

BAM1300 - Condition Code Listing

Asset Management > Reports > Asset Management Reports > Condition Code Listing

This report lists all selected items with their descriptions within each condition code. The sort is by room number within department within condition code. Each condition code will cause a page break.






Parameter	Description
Select Condition Code(s), or blank for ALL	Type the gain code separating multiple gain codes with a comma. Or, click  to search for gain codes . Otherwise, leave blank to use all gain codes.
Select Room Nbr(s), or blank for ALL	Type the room number separating multiple room numbers with a comma (e.g., 123, G-3). Or, click  to search for room numbers . Otherwise, leave blank to use all room numbers.
Select Department(s), or blank for ALL	Type the department, including all leading zeros and separating multiple departments with a comma (e.g., 041, ADMIN). Or, click  to search for departments . Otherwise, leave blank to use all departments.
From Acquired Date (MMDDYYYY), or blank for ALL	Type the from acquired date in the MMDDYYYY format, or leave blank to use all from dates.
To Acquired Date (MMDDYYYY), or blank for ALL	Type the to acquired date in the MMDDYYYY format, or leave blank to use all to dates.
Select Item Nbr(s), or blank for ALL	Type the ten-digit item number, including all leading zeros and separating multiple item numbers with a comma (e.g., 0000001991, 1236571991). Or, click  to search for item numbers . Otherwise, leave blank to use all item numbers.

[Generate the report.](#)

BAM1000 - File Report Detail

Asset Management > Reports > Asset Management Reports > File Report Detail

This report displays a list of the contents of all fields on the inventory and transaction maintenance pages in the Asset Management application. The report prints many pages; therefore, it is recommended that you print this report once per year.




Parameter	Description
Sort by Campus, Department, Room, Account Code (C), Item Number (I)	C - Sort the report by campus first, then by department, room number, and account code number. I - Sort the report by item number. This is a required field.
Page Break by Campus? (Y/N) (Required when sorting by Campus)	Y - Insert a page break after each campus. N - Do not insert a page break after each campus.
Select Campus(es), or blank for ALL	Type the campus IDs separating multiple campus IDs with a comma (e.g., 001, 007, 041). Or, click  to search for campuses . Otherwise, leave blank to use all campuses.
Select Department(s), or blank for ALL	Type the department, including all leading zeros and separating multiple departments with a comma (e.g., 041, ADMIN). Or, click  to search for departments . Otherwise, leave blank to use all departments.
Select Room Nbr(s), or blank for ALL	Type the room number separating multiple room numbers with a comma (e.g., 123, G-3). Or, click  to search for room numbers . Otherwise, leave blank to use all room numbers.
Select Account Code(s), or blank for ALL	Type the account code or account code mask, or click  to create an account code mask . Otherwise, leave blank to use all account codes.
From Acquired Date (MMDDYYYY), or blank for ALL	Type the from acquired date in the MMDDYYYY format, or leave blank to use all from dates.
To Acquired Date (MMDDYYYY), or blank for ALL	Type the to acquired date in the MMDDYYYY format, or leave blank to use all to dates.
Select Item Nbr(s), or blank for ALL	Type the ten-digit item number, including all leading zeros and separating multiple item numbers with a comma (e.g., 0000001991, 1236571991). Or, click  to search for item numbers . Otherwise, leave blank to use all item numbers.

[Generate the report.](#)

BAM1250 - Gain Code Listing

Asset Management > Reports > Asset Management Reports > Gain Code Listing

This report lists the item number, catalog number, and gain code description for each item selected. The sort is by gain code within room number within department.






Parameter	Description
Select Gain Code(s), or blank for ALL	Type the gain code separating multiple gain codes with a comma. Or, click  to search for gain codes . Otherwise, leave blank to use all gain codes.
Select Department(s), or blank for ALL	Type the department, including all leading zeros and separating multiple departments with a comma (e.g., 041, ADMIN). Or, click  to search for departments . Otherwise, leave blank to use all departments.
Select Room Nbr(s), or blank for ALL	Type the room number separating multiple room numbers with a comma (e.g., 123, G-3). Or, click  to search for room numbers . Otherwise, leave blank to use all room numbers.
From Acquired Date (MMDDYYYY), or blank for ALL	Type the from acquired date in the MMDDYYYY format, or leave blank to use all from dates.
To Acquired Date (MMDDYYYY), or blank for ALL	Type the to acquired date in the MMDDYYYY format, or leave blank to use all to dates.

[Generate the report.](#)

BAM1200 - Insurance Value Report

Asset Management > Reports > Asset Management Reports > Insurance Value Report

This report displays the inventory cost, along with insurance value, and gives totals for room, department, and grand totals. The sort is by room number within department.

Parameter	Description
Sort by Insurance Code (I), Campus (C)	I - Sort the report by insurance code. C - Sort the report by campus. This is a required field
Select Insurance Code(s), or blank for ALL	Type the insurance code separating multiple insurance codes with a comma. Or, click  to search for insurance codes . Otherwise, leave blank to use all insurance codes.
Select Campus(es), or blank for ALL	Type the campus IDs separating multiple campus IDs with a comma (e.g., 001, 007, 041). Or, click  to search for campuses . Otherwise, leave blank to use all campuses.
Select Department(s), or blank for ALL	Type the department, including all leading zeros and separating multiple departments with a comma (e.g., 041, ADMIN). Or, click  to search for departments . Otherwise, leave blank to use all departments.
Select Room Nbr(s), or blank for ALL	Type the room number separating multiple room numbers with a comma (e.g., 123, G-3). Or, click  to search for room numbers . Otherwise, leave blank to use all room numbers.
From Acquired Date (MMDDYYYY), or blank for ALL	Type the from acquired date in the MMDDYYYY format, or leave blank to use all from dates.
To Acquired Date (MMDDYYYY), or blank for ALL	Type the to acquired date in the MMDDYYYY format, or leave blank to use all to dates.
Select Item Nbr(s), or blank for ALL	Type the ten-digit item number, including all leading zeros and separating multiple item numbers with a comma (e.g., 0000001991, 1236571991). Or, click  to search for item numbers . Otherwise, leave blank to use all item numbers.


[Generate the report.](#)

BAM1450 - Inventory Audit File Listing

Asset Management > Reports > Asset Management Reports > Inventory Audit File Listing

This report lists all assets by item number, audit type, record type, status, date in service, and date disposed. The audit type codes are defined as follows:

- A - a new record in the audit file
- C - a before image of the change to a record in the audit file
- F - an after image of the change to a record in the audit file




Parameter	Description
Select Item Nbr(s), or blank for ALL	Type the ten-digit item number, including all leading zeros and separating multiple item numbers with a comma (e.g., 0000001991, 1236571991). Or, click  to search for item numbers . Otherwise, leave blank to use all item numbers.

[Generate the report.](#)

BAM1650 - Property Class Listing

Asset Management > Reports > Asset Management Reports > Property Class Listing

This report lists, by property class or item number, all items in inventory. Users can also specify a date range for retrieving records. Users can select or exclude disposable items.






Parameter	Description
Sort by Property Class (P), Item Nbr (I)	Type the property class separating multiple property classes with a comma (e.g., 1510, DONATE). Or, click  to search for property classes . Otherwise, leave blank to use all property classes.
Include Disposed Items? (Y/N)	Y - Include disposed items on the report. N - Exclude disposed items on the report. This is a required field.
Select Property Class(es), or blank for ALL	Type the property class separating multiple property classes with a comma (e.g., 1510, DONATE). Or, click  to search for property classes . Otherwise, leave blank to use all property classes.
Select Item Nbr(s), or blank for ALL	Type the ten-digit item number, including all leading zeros and separating multiple item numbers with a comma (e.g., 0000001991, 1236571991). Or, click  to search for item numbers . Otherwise, leave blank to use all item numbers.
From Date In Service (MMDDYYYY), or blank for ALL	Type the from date in service in the MMDDYYYY format, or leave blank to use all from dates.
To Date In Service (MMDDYYYY), or blank for ALL	Type the to date in service in the MMDDYYYY format, or leave blank to use all to dates.

[Generate the report.](#)

BAM1050 - Status Report

Asset Management > Reports > Asset Management Reports > Status Report

This report displays a list of the status of all inventoried items. Users can select to list items by status code, room number, department, or item number. Users can also specify a date range for retrieving records.

Parameter	Description
Page Break by Campus? (Y/N)	Y - Insert a page break after each campus. N - Do not insert a page break after each campus.
Select Status Code(s), or blank for ALL	Type the single-alpha status code separating multiple status codes with a comma (e.g., A, I). Or, click  to search for status codes . Otherwise, leave blank to use all status codes.
Select Campus(es), or blank for ALL	Type the campus IDs separating multiple campus IDs with a comma (e.g., 001, 007, 041). Or, click  to search for campuses . Otherwise, leave blank to use all campuses.
Select Department(s), or blank for ALL	Type the department, including all leading zeros and separating multiple departments with a comma (e.g., 041, ADMIN). Or, click  to search for departments . Otherwise, leave blank to use all departments.
Select Room Nbr(s), or blank for ALL	Type the room number separating multiple room numbers with a comma (e.g., 123, G-3). Or, click  to search for room numbers . Otherwise, leave blank to use all room numbers.
Select Item Nbr(s), or blank for ALL	Type the ten-digit item number, including all leading zeros and separating multiple item numbers with a comma (e.g., 0000001991, 1236571991). Or, click  to search for item numbers . Otherwise, leave blank to use all item numbers.
From Acquired Date (MMDDYYYY), or blank for ALL	Type the from acquired date in the MMDDYYYY format, or leave blank to use all from dates.
To Acquired Date (MMDDYYYY), or blank for ALL	Type the to acquired date in the MMDDYYYY format, or leave blank to use all to dates.


[Generate the report.](#)

BAM1500 - Transaction Audit File Listing

Asset Management > Reports > Asset Management Reports > Transaction Audit File Listing

This report lists all assets by item number, audit type, transaction type, account code, and net change for each item. Users can also specify a date range for retrieving records. The audit type codes are defined as follows:

- A - a new record in the audit file
- C - an after image of the change to a record in the audit file
- F - a before image of the change to a record in the audit file

Parameter	Description
Select Item Nbr(s), or blank for ALL	Type the ten-digit item number, including all leading zeros and separating multiple item numbers with a comma (e.g., 0000001991, 1236571991). Or, click  to search for item numbers . Otherwise, leave blank to use all item numbers.
From Acquired Date (MMDDYYYY), or blank for ALL	Type the from acquired date in the MMDDYYYY format, or leave blank to use all from dates.
To Acquired Date (MMDDYYYY), or blank for ALL	Type the to acquired date in the MMDDYYYY format, or leave blank to use all to dates.

[Generate the report.](#)

Depreciation Reports

Asset Management > Reports > Depreciation Reports

This page allows you to select the report you want to generate.

Select a report:

All available report names are displayed on the left side of the page. The list of available reports remains displayed on the page even after you select a report name. This allows you to select another report within the selected reports menu without exiting the report page.

☐ Click a report to select it. The parameters for the selected report are displayed on the right side of the page.

☐ Type or select the report options. **Parameters in bold are required.**

☐ Use the buttons located at the top of the page to generate the report. If the button feature does not apply to the selected report, it is disabled. For example, a certain report may not be available in the CSV format, so the **CSV** button will be disabled when that report is selected.

- **Preview** - Click to generate the HTML view of the report.
- **PDF** - Click to generate a PDF file of the report.
- **CSV** - Click to generate a CSV file of the report.
- **Clear Options** - Click to clear data from all parameter fields.

[Review, save and/or print the report.](#)

Sort and filter:

Some reports may or may not provide the sort and/or filter option.

Sort	<p>Sort report data:</p> <p>You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.</p> <p>From the report window, click Sort/Filter to open the Sort/Filter window. By default, the Sort Criteria section is expanded. If not, click Sort Criteria.</p> <table border="1" data-bbox="212 309 1479 748"> <tr> <td data-bbox="212 309 518 416">(Left grid) Columns Available for Sorting</td><td data-bbox="518 309 1479 456">Select the columns by which you want to sort, the columns are highlighted blue. Click ► to move the selected columns to the right side of under Sort Columns. Continue moving columns to the right grid as needed.</td></tr> <tr> <td data-bbox="212 456 518 748">(Right grid) Sort Columns</td><td data-bbox="518 456 1479 748"> <p>You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location.</p> <p>In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.</p> <p>To remove a column from the sort, select the column, and then click to move it back to the left grid.</p> </td></tr> </table> <p>Click OK to apply the selected sort criteria to the report.</p> <p>Click Cancel to close the window without re-sorting.</p>	(Left grid) Columns Available for Sorting	Select the columns by which you want to sort, the columns are highlighted blue. Click ► to move the selected columns to the right side of under Sort Columns . Continue moving columns to the right grid as needed.	(Right grid) Sort Columns	<p>You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location.</p> <p>In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.</p> <p>To remove a column from the sort, select the column, and then click to move it back to the left grid.</p>
(Left grid) Columns Available for Sorting	Select the columns by which you want to sort, the columns are highlighted blue. Click ► to move the selected columns to the right side of under Sort Columns . Continue moving columns to the right grid as needed.				
(Right grid) Sort Columns	<p>You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location.</p> <p>In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.</p> <p>To remove a column from the sort, select the column, and then click to move it back to the left grid.</p>				

Filter	Filter report data: When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option. From the report window, click Sort/Filter to open the Sort/Filter window. By default, the Sort Criteria section is expanded. Click Filter Criteria to expand the Filter Criteria section. If the report does not allow sorting, the Filter button is displayed instead of the Sort/Filter button, and sort criterion fields are not available. Click Add Criterion to add new filter criteria. A blank row is displayed in the grid.	
	Field	Description
	Column	Select a column by which to filter the data. The drop down lists the columns that appear on the report.
	Operator	Select an operator. = Equals ≠ Not equals < Less than ≤ Less than or equal to > Greater than ≥ Greater than or equal to
	Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date.
	Other functions and features:	
	Add Criterion	Add another row. Select the logical connector (<i>AND</i> or <i>OR</i>) in the Logical field. Continue adding rows as needed. Using the <i>AND</i> operator limits search results, because the program looks only for records that contain both criterion. Using the <i>OR</i> operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
	Delete Selected	Delete selected row. Select the row, and then click the Delete Selected button. The row is deleted from the filter criteria.
	Click OK to apply the selected filter criteria to the report. Click Cancel to close the dialog box without applying a filter.	
	Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
Reset	Reset report data: Click to restore the report to the original view, removing all sorting and filtering that has been applied.	

BAM2050 - Accumulated Depreciation Report

Asset Management > Reports > Depreciation Reports > Accumulated Depreciation Report

This report lists all assets that are accumulating depreciation annually or are fully depreciated with their respective recovery periods. Users can sort by item number or property class.

Parameter	Description
Enter Depreciation Year (YYYY)	Type the depreciation year in YYYY format. This is a required field.
Sort by Item Nbr (I), Property Class (P)	I - Sort the report by item number. P - Sort the report by property class. This is a required field.
Select Item Nbr(s), or blank for ALL	Type the ten-digit item number, including all leading zeros and separating multiple item numbers with a comma (e.g., 0000001991, 1236571991). Or, click ⓘ to search for item numbers . Otherwise, leave blank to use all item numbers.
Select Property Class(es), or blank for ALL	Type the property class separating multiple property classes with a comma (e.g., 1510, DONATE). Or, click ⓘ to search for property classes . Otherwise, leave blank to use all property classes.
Enter significant account code digits to select on	Type the account code or account code mask, or click ⓘ to create an account code mask . Otherwise, leave blank to use all account codes.
Include Non Depreciable Items? (Y/N)	Y - Include capital asset items where the Deprec Method field is set to <i>ND No Depreciation</i> on the Maintenance > Inventory Maintenance > Book Records tab. <ul style="list-style-type: none"> • If selected, and sorted by property class, those items are sorted by property class on the report. • If selected, and sorted by item number, the items are listed at the bottom of the report. N or blank - Do not include non depreciable items.

[Generate the report.](#)




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BAM2000 - Depreciation Detail Schedule

Asset Management > Reports > Depreciation Reports > Depreciation Detail Schedule

This report lists fully depreciated, currently depreciated, or all depreciated items with their respective recovery periods. Users can select to view a detail or summary listing. Users can sort by item number, fund, function, object, program, or property class. Reports may also be separated by allocated and unallocated items. **Note:** Item number is not a valid option for the summary report. When selecting item number, the summary report displays by function.

Parameter	Description
Enter Depreciation From Year (YYYY)	Type the from depreciation year in YYYY format. This is a required field.
Enter Depreciation To Year (YYYY)	Type the to depreciation year in YYYY format. This is a required field.
Sort by Item Nbr (1), Fund (2), Func (3), Obj (4), Pgm (5), Property Class (6)	1 - Sort the report by item number. 2 - Sort the report by fund code. 3 - Sort the report by function code. 4 - Sort the report by object code. 5 - Sort the report by program code. 6 - Sort the report by property class. This is a required field.
Separate allocated and unallocated items? (Y/N)	Y - Separate allocated and unallocated items on the report. N - Do not separate allocated and unallocated items on the report. This is a required field.
Select New Items (N), Disposed Items (D), or blank for ALL	N - Print new items only. D - Print disposed items only. Blank - Print both new and disposed items.
Print Detail (D) or Account Summary (S), or blank for ALL	D - Print item details only. S - Print an account summary only. Blank - Print both item details and an account summary.
Select Item Nbr(s), or blank for ALL	Type the ten-digit item number, including all leading zeros and separating multiple item numbers with a comma (e.g., 0000001991, 1236571991). Or, click  to search for item numbers . Otherwise, leave blank to use all item numbers.
Select Property Class(es), or blank for ALL	Type the property class separating multiple property classes with a comma (e.g., 1510, DONATE). Or, click  to search for property classes . Otherwise, leave blank to use all property classes.
Enter significant account code digits to select on	Type the account code or account code mask, or click  to create an account code mask . Otherwise, leave blank to use all account codes.
Select Current Depreciation (C), Fully Depreciated (F), or blank for ALL	C - Print currently depreciated items only. F - Print fully depreciated items only. Blank - Print both currently and fully depreciated items.

[Generate the report.](#)

User Created Reports

Asset Management > Reports > User Created Reports

This page allows you to select the report you want to generate.

Select a report:

Click a report to select it. The parameter page for the selected report is displayed.

User Created Reports list:

User Created Reports

Sort and filter:

Some reports may or may not provide the sort and/or filter option.

Sort	Sort report data. You can sort data to make it easier to review or find records in the reports. Not all reports allow this option. From the report window, click Sort/Filter to open the Sort/Filter window. By default, the Sort Criteria section is expanded. If not, click Sort Criteria .	
	(Left grid) Columns Available for Sorting	Select the columns by which you want to sort, the columns are highlighted blue. Click ► to move the selected columns to the right side of under Sort Columns . Continue moving columns to the right grid as needed.
	(Right grid) Sort Columns	You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location. In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. To remove a column from the sort, select the column, and then click to move it back to the left grid.
Click OK to apply the selected sort criteria to the report. Click Cancel to close the window without re-sorting.		

Filter [Filter report data.](#)

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the **Sort/Filter** window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is displayed in the grid.

Field	Description
Column	Select a column by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals < Less than ≤ Less than or equal to > Greater than ≥ Greater than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date.

Other functions and features:

Add Criterion	Add another row. Select the logical connector (<i>AND</i> or <i>OR</i>) in the Logical field. Continue adding rows as needed. Using the <i>AND</i> operator limits search results, because the program looks only for records that contain both criterion. Using the <i>OR</i> operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the Delete Selected button. The row is deleted from the filter criteria.

Click OK to apply the selected filter criteria to the report.

Click Cancel to close the dialog box without applying a filter.

Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
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Reset [Reset report data.](#)
Click to restore the report to the original view, removing all sorting and filtering that has been applied.

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BAM9010 - User Created Reports

Asset Management > Reports > User Created Reports

This report page allows you to perform the following functions:

- Select the applicable fields (i.e., columns) from preselected columns under the following groups:
 - **Inventory Columns**
 - **Transaction Record Columns**
 - **Depreciation Distribution Columns**
 - **Book Records Columns**
 - **Manufacturer Information Columns**
- Create a report title.
- Save your report selections to create a customized report template that can be retrieved for future use. Additionally, you can set a report template to **Public** to allow others with access to User Created Reports to view and use the created report template.

Once the report is created, it can be sorted or filtered. To restore the report to the original view, click **Reset**.

Run a report from a saved template:

Report Template	Begin typing all or part of the name of an existing report template, or press the space bar to view all the templates. As you begin to type, a drop-down list displays report templates with titles that match the letters you have typed. From the drop-down list you can select the template. Only templates you created are listed in the drop-down list. If you do not know the name of the report template, click Directory to select a report template from the directory. From the directory, you can select templates you created as well as public templates.
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- If you make changes to an existing report template and click **Save**, a message is displayed indicating the report template will be overwritten.
- Click **OK** to confirm the changes. Otherwise, click **Cancel**.

Create a new template:

Report Template	Type the name of a new report template. Only alphanumeric characters are allowed. If you type a name that is already used, it will overwrite the previous template.
Public	Select to make the report accessible to other users. All users in the district who have access to this page will be able to use the template.


- After entering the title and selecting the columns to include, click **Save**.


Create a new report:

Report Title	Type a title for the report, up to 35 characters.
Item Nbrs	Type an item number, or click  to search for an item number .


- The fields are grouped by business table. Select the fields for which you want to print information. You can select an entire group of fields by selecting the group name (e.g., **Inventory Columns**).
- Click **Create Report** to generate the report. [Review, save, and/or print the report](#).

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

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.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Other functions and features:

Sort	<p>Sort report data.</p> <p>You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location.</p> <ul style="list-style-type: none"> • In the right grid, for each field, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. • To remove a field from the sort, select the field, and
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Filter	<p>Filter report data.</p> <p>When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.</p> <p>From the report window, click Sort/Filter to open the Sort/Filter window. By default, the Sort Criteria section is expanded. Click Filter Criteria to expand the Filter Criteria section. If the report does not allow sorting, the Filter button is displayed instead of the Sort/Filter button, and sort criterion fields are not available.</p> <p>Click Add Criterion to add new filter criteria. A blank row is added to the grid.</p> <table border="1" data-bbox="225 443 1481 1108"> <thead> <tr> <th data-bbox="225 443 363 488">Field</th><th data-bbox="368 443 1481 488">Description</th></tr> </thead> <tbody> <tr> <td data-bbox="225 488 363 566">Column</td><td data-bbox="368 488 1481 566">Select a field by which to filter the data. The drop down lists the columns that appear on the report.</td></tr> <tr> <td data-bbox="225 566 363 857">Operator</td><td data-bbox="368 566 1481 857"> Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to </td></tr> <tr> <td data-bbox="225 857 363 1108">Value</td><td data-bbox="368 857 1481 1108"> Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date. Note: When filtering report data by date, you must use the following formats: If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. If the date is displayed in the MM/YY format, the filter value must be in the YYMM format. </td></tr> </tbody> </table> <p>Other functions and features:</p> <table border="1" data-bbox="225 1167 1481 1536"> <tbody> <tr> <td data-bbox="225 1167 443 1424">Add Criterion</td><td data-bbox="448 1167 1481 1424"> Add another row. Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. Using the AND operator limits search results, because the program looks only for records that contain both criterion. Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both. </td></tr> <tr> <td data-bbox="225 1424 443 1536">Delete Selected</td><td data-bbox="448 1424 1481 1536"> Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria. </td></tr> </tbody> </table> <p>Click OK to apply the selected filter criteria to the report.</p> <p>Click Cancel to close the dialog box without applying a filter.</p>	Field	Description	Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.	Operator	Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to	Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date. Note: When filtering report data by date, you must use the following formats: If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. If the date is displayed in the MM/YY format, the filter value must be in the YYMM format.	Add Criterion	Add another row. Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. Using the AND operator limits search results, because the program looks only for records that contain both criterion. Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.	Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.
Field	Description												
Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.												
Operator	Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to												
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date. Note: When filtering report data by date, you must use the following formats: If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. If the date is displayed in the MM/YY format, the filter value must be in the YYMM format.												
Add Criterion	Add another row. Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. Using the AND operator limits search results, because the program looks only for records that contain both criterion. Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.												
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.												
Reset	<p>Reset report data.</p> <p>Click to restore the report to the original view, removing all sorting and filtering that has been applied.</p>												
Delete	<p>Delete a report template.</p> <p>Select the template in the Report Template field and click Delete.</p>												

Tables

Use the Table of Contents to access a page.

Code Tables

Use the Table of Contents to access a page.

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~~HIDEPAGE~~

Catalog - BAM2100

Asset Management > Tables > Code Tables > Catalog

This tab is used to create catalog codes that are used to break up large groups of like items (e.g., furniture, classroom furniture, desks) into logical groups. Using this table can simplify record entry and inventory management by placing the description from the catalog table into the record.

Examples:

- 1100 - Furniture
- 1110 - Office Furniture
- 1120 - Desks


Set up a catalog code:

☐ Click **+Add** to add a row.

Field	Description
Catalog Nbr	Type a user-defined catalog number. The field can be a maximum of ten characters.
Description	Type a user-defined name. The field can be a maximum of 40 characters.

☐ Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	Click to print data. The following Asset Management Code Table options are displayed: Current Tab Page - prints only the tab page currently open. Selected Code Tables - displays the following options from which you can select: Catalog Status Code Insurance Code Gain Code Condition Code Property Class Code All Code Tables - prints all the code tab pages. Select an option and click OK to view a copy of the report. Otherwise, click Cancel to return to the tab. Review the report.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .

Condition Code - BAM2100

Asset Management > Tables > Code Tables > Condition Code

This tab is used to create condition codes that describe the condition or plans for future uses of the item. This table is a good planning tool for budget purposes. This is a user-defined table, so you may use any codes/descriptions that meet your LEA's needs.

Examples:

- G - Good
- M - Missing
- P - Pending Sale
- S - Serviceable
- U - Unserviceable

Set up a condition code:

☐ Click **+Add** to add a row.

Field	Description
Condition Code	Type a user-defined, one-character code (e.g., 1, 2, 3, A, B, C) that represents the condition description.
Condition Description	Type a user-defined description. The field can be a maximum of 20 characters.

☐ Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	Click to print data. The following Asset Management Code Table options are displayed: Current Tab Page - prints only the tab page currently open. Selected Code Tables - displays the following options from which you can select: Catalog Status Code Insurance Code Gain Code Condition Code Property Class Code All Code Tables - prints all the code tab pages. Select an option and click OK to view a copy of the report. Otherwise, click Cancel to return to the tab. Review the report.



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

Click **Save**.

Gain Code - BAM2100

Asset Management > Tables > Code Tables > Gain Code

This tab is used to record how each asset item was obtained (e.g., purchased, donated, supplied by grant) and to define the value based on the method of acquisition. This is a user-defined table, so you may use any codes/descriptions.

Examples:

- D - Donated
- G - Grant
- L - Leased
- P - Purchased


Set up a gain code:

☐ Click **+Add** to add a row.

Field	Description
Gain Code	Type a user-defined, one-character code (e.g., 1, 2, 3, A, B, C) that represents the gain description.
Gain Description	Type a user-defined description. The field can be a maximum of 20 characters.

☐ Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	Click to print data. The following Asset Management Code Table options are displayed: Current Tab Page - prints only the tab page currently open. Selected Code Tables - displays the following options from which you can select: Catalog Status Code Insurance Code Gain Code Condition Code Property Class Code All Code Tables - prints all the code tab pages. Select an option and click OK to view a copy of the report. Otherwise, click Cancel to return to the tab. Review the report.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .

Insurance Code - BAM2100

Asset Management > Tables > Code Tables > Insurance Code

This tab is used to create the Insurance Code table. The codes provide a listing of the insurance companies or policies that provide liability, casualty, and operations insurance coverage for assets and equipment managed by the LEA. This is a user-defined table, so you may use any codes/descriptions that meet your LEA's needs.

Examples:

- ALL - Allstate
- FAR - Farmers
- STF - State Farm

Set up an insurance code:

☐ Click **+Add** to add a row.

Field	Description
Insurance Code	Type a user-defined code (e.g., 123, ABC) to describe the insurance company. The field can be a maximum of three characters.
Insurance Description	Type a description provided by the LEA's insurance company or a user-defined description. The field can be a maximum of 30 characters.

☐ Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	Click to print data. The following Asset Management Code Table options are displayed: Current Tab Page - prints only the tab page currently open. Selected Code Tables - displays the following options from which you can select: Catalog Status Code Insurance Code Gain Code Condition Code Property Class Code All Code Tables - prints all the code tab pages. Select an option and click OK to view a copy of the report. Otherwise, click Cancel to return to the tab. Review the report.



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

Click **Save**.

Property Class Code - BAM2100

Asset Management > Tables > Code Tables > Property Class Code

This tab is used to assign a class to a group or type of asset that uses the same depreciation method, recovery period, and convention. This is a user-defined table, so you may enter any property class/description that meets your needs.

There are only two depreciation methods available, Straight Line (SL) and No Depreciation (ND) (that is used for land or other assets that do not lose value). SL depreciation only, uses the two conventions available, Full Month (FM) and Half Year (HY).

Examples:

- BLDG - Buildings
- EQUIP - Equipment
- FURN - Furniture
- VEH - Vehicles


Set up a property class code:

☐ Click **+Add** to add a row.

Field	Description
Property Class Code	Type a user-defined code (e.g., 1, 2, 3, A, B, C) that represents the property class description. The field can be a maximum of ten characters.
Condition Description Property Class Description	Type a user-defined description. The field can be a maximum of 50 characters.
Deprec Method	Click ▼ to select a code. <ul style="list-style-type: none"> • <i>SL Straight Line</i> - Select if using depreciation. • <i>ND No depreciation</i> - Select if no depreciation is used for the property class.
Recovery Period	Type the number of years required to fully depreciate items for the property class. Be sure to verify these years with your auditor to ensure that it matches the way depreciation was previously calculated. If assets are calculated using partial years, then the months should be converted to a decimal value (3 months = .25, 6 months = .50, etc.).
Convention	Click ▼ to select a code. Select FM (Full Month) or HY (Half Year) for items that are coded SL method only.

☐ Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	<p>Click to print data. The following Asset Management Code Table options are displayed:</p> <p>Current Tab Page - prints only the tab page currently open.</p> <p>Selected Code Tables - displays the following options from which you can select:</p> <p>Catalog</p> <p>Status Code</p> <p>Insurance Code</p> <p>Gain Code</p> <p>Condition Code</p> <p>Property Class Code</p> <p>All Code Tables - prints all the code tab pages.</p> <p>Select an option and click OK to view a copy of the report. Otherwise, click Cancel to return to the tab.</p> <p>Review the report.</p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p>

Status Code - BAM2100

Asset Management > Tables > Code Tables > Status Code

This tab is used to create status codes and descriptions for managing assets in the system. This is a user-defined table, so you may use any codes/descriptions. The codes should indicate the status of the items.

Examples:

- A - Actively Used Item
- I - Inactive Item
- O - Out of Warranty
- R - Returned to Manufacturer
- S - Salvaged

Note: A specific code must be added for deleting items under Utilities (e.g., To Be Deleted).

Set up a status code:

☐ Click **+Add** to add a row.

Field	Description
Status Code	Type a user-defined, one-character alpha or numeric code (e.g., 1, 2, 3, A, B, C).
Status Description	Type a user-defined description of the status code. The field can be a maximum of 40 characters.

☐ Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	Click to print data. The following Asset Management Code Table options are displayed: Current Tab Page - prints only the tab page currently open. Selected Code Tables - displays the following options from which you can select: Catalog Status Code Insurance Code Gain Code Condition Code Property Class Code All Code Tables - prints all the code tab pages. Select an option and click OK to view a copy of the report. Otherwise, click Cancel to return to the tab. Review the report.



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

Click **Save**.

District Asset Management Options

Asset Management > Tables > District Asset Management Options

This page is used to select preferences for running the Asset Management application.

Set asset management options:

Field	Description
Automatic Item Numbering	<p>Selected by default to automatically assign item numbers to assets. If not selected, you must manually assign an item number to each asset. Click Next Available Item Nbr to populate the Next Available Item Nbr field with the last number plus 1.</p> <p>If the next available item number has reached the maximum number (i.e., 9999999999), the item number is reset to 0000000001 and begins to search for the next available number that was not previously used (i.e., 0000000995).</p> <p>If all available numbers were previously used, the following message is displayed "All available item numbers are used." You must perform the necessary steps to clear item numbers from the file ID.</p>
Use Catalog Description	Select to use the item description from the Catalog table. If not selected, you must manually type the description for each new entry.
Allow Alpha Item Numbers	Select to allow the use of alpha characters (e.g., 12AB) in the Asset Item Numbers field. If not selected, item numbers can only be numerical (e.g., 1234).
Current Fiscal Year	Type the current fiscal year in the YYYY format to represent the year to calculate depreciation.
Default Gain Code	Click ▼ to select the default code that describes how assets were acquired (e.g., purchased, donated, leased). The code must exist in the Asset Management > Tables > Code Tables > Gain Code tab before it can be used on this page.
Default Status Code	Click ▼ to select the default code that describes the condition of the assets (e.g., active, inactive, disposed). The code must exist on the Asset Management > Tables > Code Tables > Status Code tab before it can be used on this page.

☐ Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	Click to print the Asset Management Options report. Review the report .

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~~HIDEPAGE~~

Fiscal Year - BAM2200

Asset Management > Tables > Fiscal Year

This page is used to define the month and year ranges for each fiscal year. The first fiscal year entry should be defined for the earliest in-service date for an asset as these entries are used by the program to calculate depreciation for all capital assets.

Notes:

The preceding fiscal year must exist or be added to the table in order to complete the end-of-year process.

Be sure to add all of the necessary years to complete your latest depreciation date.


Add a fiscal year:

☐ Click **+Add** to add a row.

Field	Description
Fiscal Year	Type the fiscal year in the YYYY format.
From Month	Type the starting month of the fiscal year in the MM format.
From Year	Type the calendar year of the starting year in the YYYY format.
To Month	Type the ending month of the fiscal year in the MM format.
To Year	Type the calendar year of the ending year in the YYYY format.

☐ Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	Click to print the Fiscal Year report. Review the report
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .

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~~HIDEPAGE~~

Utilities

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Copy Current to New File ID - BAM7200

Asset Management > Utilities > Copy Current to New File ID

This utility is used to copy the current file ID data to a new file ID for archive purposes. The one-character file ID is numeric. You can retain previous years' asset management tables without interfering with current asset management tables. Copying assets to a new file ID multiple times does not update any information in the new file ID. If you need to update any information, you must log on to the new file ID on the Change File ID page and manually make the changes.

Copy the current file ID to a new file ID:

Field	Description
File ID	The file ID to which you are logged on is displayed.
New File ID	Type a one-digit file ID, or click ▼ to select one. This field represents the file ID to which you can move or copy funds.

☐ Click **Execute** to execute the process. A message is displayed indicating that you are about to copy data from the current file ID to the new file ID.

- Click **Yes** to continue. A message is displayed indicating that the process was successfully completed. Click **OK**.
- Click **No** to cancel the process and return to the Copy Current to New File ID page.

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~~HIDEPAGE~~

Delete by File ID - BAM7500

Asset Management > Utilities > Delete by File ID

This utility is used to remove all records except the tables of a selected file ID.

Delete file IDs:

A list of all available file IDs is displayed on the left side of the page under **Available File IDs**.

☐ Select the file IDs to export.

☐ Use the following buttons to move the selected file IDs to the right side of the page.



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

☐ Click **Execute** to execute the process. A message is displayed indicating that you are about to delete Asset Management tables and confirming that you want to continue.

- Click **Yes** to continue the deletion.
- Otherwise, click **No** to cancel the deletion.

A message is displayed indicating that the deletion process completed successfully. Click **OK**.

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~~HIDEPAGE~~

Export Asset Management Tables - BAM7100

Asset Management > Utilities > Export Asset Management Tables

This utility is used to export a copy of all current asset management tables prior to running major functions. When exporting asset management tables, copies of the asset management data for the logged-on file ID are exported to the archive file located at a destination that you assign.

Export asset management tables:

Field	Description
Export File Name	The export file name is displayed and has the format dbccddd_mmddyyyy_bam.rsfl, where cccddd is the county-district number and mmddyyyy is the current date.
Enter the Password to be used for the Archive	Type the archive password to be used when importing the file.

☐ Click **Execute** to execute the process. A Save as dialog box is displayed allowing you to save the file. A message is displayed indicating that the process completed successfully.

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~~HIDEPAGE~~

Export by File ID - BAM7400

Asset Management > Utilities > Export by File ID

This utility is used to copy the selected file IDs to a user-designated archive file. If exporting the current or prior file ID (i.e., file ID C or 3), all Asset Management tables are exported.

Export file IDs:

A list of all available file IDs is displayed on the left side of the page under **Available File IDs**.

☐ Select the file IDs to export.

☐ Use the following buttons to move the selected file IDs to the right side of the page.



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

☐ Click **Execute** to execute the process. A message is displayed indicating that you are about to export Asset Management tables and confirming that you want to continue.

- Click **Yes** to continue the export.
- Otherwise, click **No** to cancel the export.
- In the **Enter a Password for the Archive** field, type a password for the exported file and click **OK**.
- Otherwise, click **Cancel**.

The Save As dialog box is displayed.

- In the **File name** field, the file name is set to dbccddd_mmddyyyy_bam.rsfl, where cccddd is the county-district number, X is the file ID, and mmddyyyy is the current date. You can type a different name for the file. Navigate to the appropriate folder and save the file.

A message is displayed indicating that the export process completed successfully. Click **OK**.

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~~HIDEPAGE~~

Fiscal Year Processing

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Depreciation Distribution Fund Rollover - BAM6000

Asset Management > Utilities > Fiscal Year Processing > Depreciation Distribution Fund Rollover

This utility is used to create new depreciation distribution records and update the fiscal year of the general ledger account codes in the depreciation distribution records. Capital asset records that are selected must meet the following criteria:

- They must exist in the current logged-on file ID.
- They must exist in the current fiscal year, as compared to the Asset Management Options table.
- They must have not been fully depreciated.
- They must have not been disposed of.

Note: The Depreciation Distribution Fund Rollover process modifies files, so it is recommended that you create a backup of your files before running this process.

Perform the depreciation distribution fund rollover:

Field	Description
File ID	The current file ID with which the user is logged on is displayed.
Enter New Fiscal Year	Type the new fiscal year in the YYYY format. Note: This value replaces the current fiscal year in the Asset Management Options table, in addition to inserting the new depreciation distribution records.

☐ Click **Execute** to execute the process. A Depreciation Distribution Fund Rollover report is displayed if there are any depreciation distribution records that exist for the new year being created by the fund rollover processes. [Review the report.](#)

If the records were created in error or if the fund rollover process should be performed again, click **Delete**, and then the depreciation distribution records for the item and year reported are removed after the entire process has been successfully completed.

☐ Click **Cancel** to return to the Depreciation Distribution Fund Rollover page without deleting the selected accounts.

If depreciation distribution records do not exist for the new year being created by the fund rollover processes, a Depreciation Distribution Fund Rollover report displays any errors that may have been encountered.

☐ Click **Process** to complete the depreciation distribution fund rollover process.

A message is displayed indicating that the Depreciation Distribution Fund Rollover process

completed successfully. Click **OK**.

Initialize Audit Tables - BAM6200

Asset Management > Utilities > Fiscal Year Processing > Initialize Audit Tables

This utility is used to delete all selected historical audit files based on the file ID. After processing is completed, all existing audit tables selected are deleted.

Note: The initialize audit tables process modifies files, so it is recommended that you create a backup of your files before running this process.

Initialize audit tables:

☐ Select one or more of the following:

Field	Description
Initialize Inventory Audit Table	Select to delete all inventory audit records for the logged-on file ID.
Initialize Transaction Audit Table	Select to delete all transaction audit records for the logged-on file ID.
Initialize Book Audit Table	Select to delete all book audit records for the logged-on file ID.

☐ Click **Process** to update the selected records in the asset management tables. A message is displayed prompting you to create a system [backup](#).

A message is displayed indicating that the process was completed successfully. Click **OK**.

Mass Delete - BAM6100

Asset Management > Utilities > Fiscal Year Processing > Mass Delete

This utility is used to selectively drop records for capital assets, inventory items, and associated files. The records that are selected for deletion are based on the acquired date range and the status codes that are entered on the page. The user may also delete closed checkout inventory records that are no longer needed.



Note: The Mass Delete process modifies files, so it is recommended that you create a backup of your files before running this process.

Mass delete capital asset and inventory records

☐ Under **Capital Assets and Inventory**, select **Delete Capital Asset and Inventory Records** to enable the Delete options:

☐ Under **Records to Delete:**

Field	Description
Inventory Master and All Associated Records	Select to delete inventory master records and all associated records. If selected, the following options are enabled under Inventory Types : Capital Assets - If selected, the Status Codes field is required. Inventory Both - If selected, the program requires the Status Codes field to be completed.
Audit Tables Only	Select to select one or more types of audit table records to be deleted. Inventory Audit Table - Records selected are based on the date acquired. Transaction Audit Table - Records selected are based on the effective date. Book Audit Table - Records selected are based on the date in service.
From Date	Type the beginning date to use when evaluating records for deletion. If no date is entered, 00000000 is assumed. This date is compared to the inventory audit acquired date to delete inventory audit records, the transaction audit effective date to delete transaction audit records, and the book audit date in service to delete book audit records. This date is also used when removing inventory and associated records based on the status codes entered.
To Date	Type the ending date to use when evaluating records for deletion. If no date is entered, 12319999 is assumed. This date is compared to the inventory audit acquired date to delete inventory audit records, the transaction audit effective date to delete transaction audit records, and the book audit date in service to delete book audit records. This date is also used when removing inventory and associated records based on the status codes entered.

Field	Description
Item Nbrs	Click  to search for item numbers .
Status Codes	Click  to search for status codes .

☐ Under **Check Out:**

Delete Check Out Records	Select to delete checkout records.	
	Check Out Return Date	Type the date for which completed records (return date not blank) should be deleted. All records with a return date less than or equal to the date entered are deleted.

☐ Click **Execute** to execute the process. When the processing is completed, the Mass Delete Preview report is displayed. [Review the report](#).

☐ Click **Process** to update the selected records in the asset management tables. A message is displayed prompting you to create a system [backup](#).

A message is displayed indicating that the process was completed successfully. Click **OK**.

Import Asset Management Tables - BAM7100

Asset Management > Utilities > Import Asset Management Tables

This utility is used to import asset management tables that were exported previously. The export file should contain all asset management tables for the file ID with which the user logged on. When importing asset management tables, ensure the file ID of the archived file is the same as that of the logged-on file ID.

Import asset management tables:

☐ Click **Choose File** to select a file to be imported.

Field	Description
Enter the Password used for the Archive	Type the password previously set for the file.

☐ Click **Execute** to execute the process. A message is displayed indicating that you are about to export asset management tables and confirming that you want to continue.

- Click **Yes** to continue the export.
- Otherwise, click **No** to cancel the export.
- Type a password for the exported file, and then click **Execute**. The File Download page is displayed.
- Click **Save** to save the file. A Save As dialog box is displayed.
- In the **Save in** field, click to navigate to the appropriate folder.
- In the **File name** field, the file name is set to dbccddd_mmddyyyy_bam.rsfl, where cccddd is the county-district number and mmddyyyy is the current date. You can type a different name for the file.
- Click **Save**. Otherwise, click **Cancel** to close the Save As dialog box without saving the file.

The tables are exported and a message is displayed indicating that the export process completed successfully. Click **OK**.

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~~HIDEPAGE~~

Mass Change Account Codes - BAM7600

Asset Management > Utilities > Mass Change Account Codes

This page is used to select elements of any 20-digit account code number and change it to another number, moving the transactions from the old account to the new account.

Example: To change fund 240 to fund 199, the following mask would be used:

From Mask	To Mask
240-XX-XXXX-XX-XXX-XXXXXX	199-XX-XXXX-XX-XXX-XXXXXX

You can limit selection criteria by entering an effective date and/or depreciation year.

Mass change account codes:

☐ Click **+Add** to add a row.

- If changing more than one account code at a time, make sure that all of the selection criteria apply to all of the account codes.
- If all the selection criteria do not apply, complete one mask at a time.


Field	Description
From Mask	Type the account code elements to be changed.
To Mask	Type the changed account code elements. Note: Verify the mask for accuracy. The From Mask field is updated to the date that is in the To Mask field, even if it is not correct.
Transactions	Select to limit selection criteria to account codes with transactions for a specific date.
Effective Date	Type the date the transactions to be changed were posted.
Depreciation Distribution	Select to change depreciation distribution records.
Depreciation Distribution History	Select to change depreciation distribution history records.
Depreciation Year	Type the year in the YYYY format to limit the selection criteria in either type of depreciation distribution records.

☐ Click **Execute** to execute the process. When the processing is completed, the Inventory Upload report is displayed. [Review the report.](#)

☐ 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**.

Other functions and features:

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

Click **Save**.

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~~HIDEPAGE~~

Mass Change Inventory Number - BAM7300

Asset Management > Utilities > Mass Change Inventory Number

This utility is used to change the inventory item number on the master and all associated records. If the **Auto Assign** field is selected on the Asset Management Options table, you cannot enter an inventory item number in the **To Item Nbr** field. If the **Auto Assign** field is selected and you click **Execute**, then the Asset Management Options record is locked and cannot be updated until after the posting is completed or canceled.

Mass change inventory numbers:

☐ Click **+Add** to add a row.

Field	Description
From Item Nbr	Type the inventory number, if known. If the inventory number is not known, click Directory . Notes: To select multiple rows when the inventory numbers are consecutive, select an item to start at, and then press and hold SHIFT while selecting an item to end the selection process. All items (between the first and last item) in the sequence are now selected.
To Item Nbr	You cannot enter an inventory item number if the Auto Assign field is selected on the Asset Management Options table. The inventory item number is automatically assigned when you click Execute . If the Auto Assign field is not selected on the Asset Management Options table, you must enter an inventory item number. The inventory item number cannot exist in the inventory master record.


☐ Click **Save**.

☐ Click **Execute** to execute the process. When the processing is completed, the Change Inventory Number report is displayed. [Review the report](#).

☐ 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**.

Other functions and features:

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

Mass Update

Use the Table of Contents to access a page.

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~~HIDEPAGE~~

Book- BAM7000

Asset Management > Utilities > Mass Update > Book

This utility is used to update the inventory data on all records, only capital assets records, or only inventory asset records. Values in the drop-down list of the **From** column are derived from the book 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 book records:

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.
Item Nbr	Type the inventory number, if known. If the inventory number is not known, click Directory .
Change Property Class	Select to change the property class for the selected item(s). In the From column of the Property Class field, click ▼ to select the original property class code from the inventory records. In the To column of the Property Class field, click ▼ to select the new property class from the asset management code tables.
Change Method	Select to change the method for the selected item(s). In the From column of the Method field, click ▼ to select the original method number from the inventory records. In the To column of the Method field, click ▼ to select the new method number from the asset management code tables.
Change Convention	Select to change the convention code for the selected item(s). In the From column of the Convention field, click ▼ to select the original convention code from the inventory records. In the To column of the Convention field, click ▼ to select the new convention code from the asset management code tables.

☐ Click **Execute** to execute the process. When the processing is completed, the Mass Update Book Records report is displayed. [Review the report](#).

☐ 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**.

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 ▼ to select the original status code from the inventory records. 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). <ul style="list-style-type: none"> In the From column of the Catalog Nbr field, click ▼ to select the original catalog number from the inventory records. 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). <ul style="list-style-type: none"> In the From column of the Campus field, click ▼ to select the original campus code from the inventory records. 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). In the From column of the Department field, click ▼ to select the original department code from the inventory records. In the To column of the Department field, type the new department code from the asset management code tables.

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>

☐ Click **Execute** to execute the process. When the processing is completed, the Mass Update Inventory Record Preview report is displayed. [Review the report.](#)

☐ 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**.

Merge Asset Management Text File - BAM7700

Asset Management > Utilities > Merge Asset Management Text File

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 UPcccd (where cccdd is the county-district number).

[Merge Asset Management Text File Layout](#)

Modify a record:

☐ Under **Options:**

Field	Description
Add New Only	<p>Selected by default. If selected, only new asset records are merged into the Asset Management application.</p> <p>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.</p> <p>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 (Glccdd) and the Transaction table (GTccdd).</p> <p>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.</p> <p>If the item number record is a type C item, it is added to the Asset Management Depreciation Distribution table (GDccdd) and the Book table (GBccdd).</p> <p>The item number record information prints on the Inventory Upload Report indicating that the record was added to the Asset Management application.</p> <p>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.</p>

Field	Description
Update Existing Only	<p>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.</p> <p>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.</p> <p>If the item number record already exists in the Asset Management application, the program updates data in the Item Master table (Glccdd) and in the depreciated cost and basis of adjustment columns of the Book table (GBccdd). 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.</p> <p>If the record does not exist in the Asset Management application, the record is not updated, and the message "r;Item XXXXXXXXX does not exist. Not updated." is printed on the Inventory Upload Error Report.</p>
Add New and Update Existing	<p>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.</p> <p>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.</p> <p>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 (Glccdd) and the Transaction table (GTccdd).</p> <p>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.</p> <p>If the item number record is a type C item, it is added to the Asset Management Depreciation Distribution table (GDccdd) and the Book table (GBccdd).</p> <p>The item number record information prints on the Inventory Upload Report indicating that the record was added to the Asset Management application.</p> <p>If the item number record already exists in the Asset Management application, the program updates the data in the Item Master table (Glccdd) and in the depreciated cost and basis of adjustment columns of the Book table (GBccdd). 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.</p>
Property Class	Type the user-defined code that will be assigned to item records being merged. The field can be a maximum of ten characters. The code must exist in the Property Class Code table before it can be used in this field. This is a required field.
Current Year for Depreciation (YYYY)	Type the fiscal year in the YYYY format. This is the fiscal year (i.e., 2021 for the school year 2020-2021) for which the asset depreciation is calculated.
Amount to Determine Asset Type	<p>The default is set to 5,000.00, but you can type any value assigned by the district up to 999,999,999.99. The value entered determines the threshold for items to be capitalized.</p> <p>If an item is equal to or greater than this value, it is a capitalized item and is an inventory type C record in the Item Master table. An inventory record, transaction record, depreciation distribution record, and book record are created for the item.</p> <p>If an item is less than the value indicated, it is an inventory item and is an inventory type I record in the Item Master table. An inventory record and transaction record are created for the item.</p>

Default Account Code for Capital Items	Type a valid general ledger account code to assign assets. The field can be a maximum of 20 digits. The general ledger account represents the accounts from which the items were purchased, and any exceptions can be changed after the merge process is complete.
Default Acquired Date for Inventory Items	Type a default date in the MMDDYYYY format to use as an acquired date for inventory items. To not use a default date, leave the field blank.

☐ Click **Import** to begin the import process.

- Click **Choose File** to select the file that you created from Finance.
- Click **Submit** to import the selected file. A list of assets that can be moved from Finance is displayed.
- Select the asset to extract from Finance.
- Enter the **Date Acquired to Save As** and click **OK**. The item is now displayed on the Transaction Records tab.

☐ Click **Save** to save the item. Repeat this process to continue importing the additional asset items as only one record can be imported at a time.

☐ Click **Execute** to execute the process. When the processing is completed, the Inventory Upload report is displayed. [Review the report.](#)

☐ Click **Process** to update the selected records in the asset management tables. A message is displayed prompting you to create a system [backup](#).

A message is displayed indicating that the process was completed successfully. Click **OK**.

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~~HIDEPAGE~~