



Mass update last inventory dates

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After the annual inventory has been completed and any changes to items recorded, perform a Mass Update to update the **Last Inventory Date** on the Inventory Records tab.

Utilities > Mass Update Asset Management

Inventory Types:
 Capital Assets
 Inventory Assets
 Both

Item Nbrs:

INVENTORY

Change Last Inventory Date
 Change Status Code
 Change Catalog Nbr
 Change Campus
 Change Department
 Change Room Nbr
 Change Condition Code
 Change Gain Code
 Change Insurance Code

Last Inventory Date:
From: To:

Status:

Catalog Nbr:

Campus:

Department:

Room:

Condition:

Gain:

Insurance:

Mass Update Inventory Record Preview
ISD
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Inventory Number	Description	Last Inven Date	Status Code	Catalog Nbr	Campus	Dept	Room Nbr	Cond Code	Gain Code	Ins Code
0000000002	SPECTRUM MD 7120 FB SCOREBOARD	08-31-20	DISPOS	31000	001	MAINT	FBFIELD	G	P	
0000000003	1997 FORD 71 PASS BUS #27	08-31-20	DISPOS	20000	999	TRANS	BUSBARN	G	P	

End of Report