



Generate the Status Report

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Generate the report to review any asset items that were sold, deleted, or entered in error. All items entered in error, for sale, or to be deleted must have a status code change on the [Asset Management](#) > [Maintenance](#) > [Inventory Maintenance](#) > [Inventory Records](#) tab to reflect their status.

The screenshot shows the 'BAM1050 - Status Report' configuration screen. On the left, there is a list of reports including 'BAM1000 - File Report Detail', 'BAM1050 - Status Report', 'BAM1100 - Auditor Analysis Report', 'BAM1150 - Capital Assets/Inventory Listing', 'BAM1200 - Insurance Value Report', 'BAM1250 - Gain Code Listing', 'BAM1300 - Condition Code Listing', 'BAM1350 - Asset Import Report', 'BAM1400 - Campus Room Inventory Listing', 'BAM1450 - Inventory Audit File Listing', 'BAM1500 - Transaction Audit File Listing', 'BAM1550 - Book Audit File Listing', 'BAM1600 - Checked Out Inventory File Listing', and 'BAM1650 - Property Class Listing'. The main area is titled 'BAM1050 - Status Report' and contains several parameters for selection, each with a dropdown menu: 'Page Break by Campus? (Y/N)', 'Select Status Code(s), or blank for ALL', 'Select Campus(es), or blank for ALL', 'Select Department(s), or blank for ALL', 'Select Room Nbr(s), or blank for ALL', 'Select Item Nbr(s), or blank for ALL', 'From Acquired Date (MMDDYYYY), or blank for ALL', and 'To Acquired Date (MMDDYYYY), or blank for ALL'. A 'Status Codes' dialog box is open on the right, featuring a search field and a table with columns 'Status' and 'Description'. The table contains the following entries:

<input type="checkbox"/>	Status	Description
<input type="checkbox"/>	A	ACTIVELY USED ITEM
<input checked="" type="checkbox"/>	D	DISPOSED
<input checked="" type="checkbox"/>	O	OUT OF SERVICE
<input type="checkbox"/>	S	SALVAGED
<input checked="" type="checkbox"/>	X	REMOVE

At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

Use the status codes created for your LEA that reflect an action to remove the item from the inventory when the EOY process is performed.

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Auditors want to see this report. Print and save the report.

Date Run:
 Cnty Dist:
 From Acquired Date -- Thru --

Status Report

Program: BAM1050
 Page: 1 of 20
 File ID: C

Status Code: **D - DISPOSED**

Campus:

Department:

Room Nbr: 1ST FLOO

Item Nbr: 0000007053	Description: NET GEAR SWITCH	Total Cost: 424.99
Acquired Date: 06-08-2012	Manufacturer:	Disposal Date:
Catalog Nbr:	Make:	
Serial Nbr: 1LY9183300397	Model:	

<u>Vendor Nbr</u>	<u>Vendor Name</u>	<u>Fnd-Fnc-Obj.-So-Org-Prog</u>	<u>Account Description</u>	<u>Amount</u>
09778	TIGERDIRECT	167-62-6399.00-219-299602		424.99

Room Nbr: 2605

Item Nbr: 0000006196	Description: HP LASER JET 1320N PRINTER	Total Cost: 500.26
Acquired Date: 09-16-2005	Manufacturer:	Disposal Date:
Catalog Nbr:	Make:	
Serial Nbr: CNBJK23126	Model:	

<u>Vendor Nbr</u>	<u>Vendor Name</u>	<u>Fnd-Fnc-Obj.-So-Org-Prog</u>	<u>Account Description</u>	<u>Amount</u>
00062	LAKEHILLS CONSULTING L.P.	161-13-6395.00-606-699000		500.26

Room Nbr: 2606

Item Nbr: 0000007233	Description: headset	Total Cost: 305.72
Acquired Date: 01-24-2014	Manufacturer:	Disposal Date:
Catalog Nbr:	Make:	
Serial Nbr: 10683	Model:	

<u>Vendor Nbr</u>	<u>Vendor Name</u>	<u>Fnd-Fnc-Obj.-So-Org-Prog</u>	<u>Account Description</u>	<u>Amount</u>
		165-41-6395.00-202-499000	TAGGED INVENTORY ITEMS	.00