



## Inventory Inquiry - BAM5000







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## Asset Management > Inquiry > Inventory Inquiry

This page is used to inquire about inventory and create an inventory report by using queries. You can decide what fields, conditions, comparison data, and other options should be used to generate the report. This feature allows you to select data based on fields not normally available for selection on other reports.

### Perform an inventory inquiry:

#### Select a student

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.


- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

\*\*NOTE:

### Other functions and features:

	<a href="#">Delete a row.</a> Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
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