

Transaction Records - BAM3000

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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	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**. • 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**.

❑ 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	Type the account code to which the transaction is to be posted. • 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	Click ⌄ to select a valid transaction type code from the Transaction Code table. The field is required for depreciation calculations. Transaction types: • O = Original - New transactions Affects depreciation cost. 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. There can only be one original transaction. After an original transaction is saved, the field is disabled and cannot be modified. • 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. The book record is not affected and must be manually changed.
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	Type the amount of the current transaction. The field is required for depreciation calculations. This amount can be positive or negative. If an incorrect amount was originally entered, a reverse transaction should be created for the same amount but with the opposite sign.
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.


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