

Catalog - BAM2100

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Asset Management > Tables > Code Tables > Catalog

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

Modify a record:

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:

	Delete a row. 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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