Book- BAM7000

Table of Contents

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Asset Management > Utilities > Mass Update > Book

This utility is used to update the inventory data on all records, only capital assets records, or only inventory asset records. Values in the drop-down list of the **From** column are derived from the book record values. Values in the drop-down list of the **To** column are derived from the code tables.

Note: When multiple criteria are selected for mass update, records selected must match all criteria.

Mass update book records:

Field	Description
Capital Assets	Select assets that were valued at greater than $5,000.00 when originally purchased.
Inventory Assets	Select assets that were valued at less than $5,000.00 when originally purchased, but which require inventory control and management.
Both	Select capitalized and inventory records.
Item Nbr	
Change Property Class	Select to change the property class for the selected item(s). In the **From** column of the **Property Class** field, click ⌄ to select the original property class code from the inventory records. In the **To** column of the **Property Class** field, click ⌄ to select the new property class from the asset management code tables.
Change Method	Select to change the method for the selected item(s). In the **From** column of the **Method** field, click ⌄ to select the original method number from the inventory records. In the **To** column of the **Method** field, click ⌄ to select the new method number from the asset management code tables.
Change Convention	Select to change the convention code for the selected item(s). In the **From** column of the **Convention** field, click ⌄ to select the original convention code from the inventory records. In the **To** column of the **Convention** field, click ⌄ to select the new convention code from the asset management code tables.
Execute	Click to execute the process. When the processing is completed, the Mass Update Book Records report is displayed. Review the report.
Process	☐ Click **Process** to update the selected records in the asset management tables. A message is displayed indicating that the process was successfully completed. Click **OK**.

Back Cover