



## Inventory - BAM7000



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## Asset Management > Utilities > Mass Update > Inventory

This utility is used to update the inventory data for all records, only capital asset records, or only inventory asset records. Values in the drop-down list of the **From** column are derived from inventory 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 inventory records:

| Field                             | Description                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Change Last Inventory Date</b> | Select to update the last inventory date for the selected item(s).                                                                                                                                                                                                                                                                                                                                     |
| <b>Last Inventory Date</b>        | Type the date the last inventory was performed in the MMDDYYYY format.                                                                                                                                                                                                                                                                                                                                 |
| <b>Change Status Code</b>         | Select to change the status code for the selected item(s). <ul style="list-style-type: none"> <li>In the <b>From</b> column of the <b>Status</b> field, click ▼ to select the original status code from the inventory records.</li> <li>In the <b>To</b> column of the <b>Status</b> field, click ▼ to select the new status code from the asset management code tables.</li> </ul>                    |
| <b>Change Catalog Nbr</b>         | Select to change the catalog number for the selected item(s). <ul style="list-style-type: none"> <li>In the <b>From</b> column of the <b>Catalog Nbr</b> field, click ▼ to select the original catalog number from the inventory records.</li> <li>In the <b>To</b> column of the <b>Catalog Nbr</b> field, click ▼ to select the new catalog number from the asset management code tables.</li> </ul> |
| <b>Change Campus</b>              | Select to change the campus code for the selected item(s). <ul style="list-style-type: none"> <li>In the <b>From</b> column of the <b>Campus</b> field, click ▼ to select the original campus code from the inventory records.</li> <li>In the <b>To</b> column of the <b>Campus</b> field, click ▼ to select the new campus code from the asset management code tables.</li> </ul>                    |
| <b>Change Department</b>          | Select to change the department code for the selected item(s).<br>In the <b>From</b> column of the <b>Department</b> field, click ▼ to select the original department code from the inventory records.<br>In the <b>To</b> column of the <b>Department</b> field, type the new department code from the asset management code tables.                                                                  |
| <b>Change Room Nbr</b>            | Select to change the room number for the selected item(s).<br>In the <b>From</b> column of the <b>Room</b> field, click ▼ to select the original room number from the inventory records.<br>In the <b>To</b> column of the <b>Room</b> field, type the new room number from the asset management code tables.                                                                                          |

| Field                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Change Condition Code</b> | <p>Select to change the condition code for the selected item(s).</p> <p>In the <b>From</b> column of the <b>Condition</b> field, click ▼ to select the original condition code from the inventory records.</p> <p>In the <b>To</b> column of the <b>Condition</b> field, click ▼ to select the new condition code from the asset management code tables.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Change Gain Code</b>      | <p>Select to change the gain code for the selected item(s).</p> <p>In the <b>From</b> column of the <b>Gain</b> field, click ▼ to select the original gain code from the inventory records.</p> <p>In the <b>To</b> column of the <b>Gain</b> field, click ▼ to select the new gain code from the asset management code tables.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Change Insurance Code</b> | <p>Select to change the insurance code for the selected item(s).</p> <p>In the <b>From</b> column of the <b>Insurance</b> field, click ▼ to select the original insurance code from the inventory records.</p> <p>In the <b>To</b> column of the <b>Insurance</b> field, click ▼ to select the new insurance code from the asset management code tables.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Execute</b>               | <p>Click to execute the process. When the processing is completed, the Mass Update Inventory Record Preview report is displayed. <a href="#">Review the report.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.</p> <p>Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.</p> <p>Click <b>X</b> to close the report window. Some reports may have a <b>Close Report</b>, <b>Exit</b>, or <b>Cancel</b> button instead.</p> |
| <b>Process</b>               | <p><a href="#">Click to update the selected records in the asset management tables.</a></p> <p>A message is displayed indicating that the process was successfully completed. Click <b>OK</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |



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